



**CORPUS CHRISTI  
CATHOLIC HIGH SCHOOL**

Together in One Body

**ADMISSIONS  
POLICY**

**DETERMINED POLICY**

2018 - 2019

# **Corpus Christi Catholic High School**

## **Determined admissions policy for September 2018 to August 2019**

Corpus Christi is a Catholic High School provided by the Diocese of Lancaster and maintained by Lancashire Local Authority as a voluntary aided High School.

The Governing Body is the admissions authority and is responsible for taking decisions on applicants for admission.

The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of Corpus Christi Catholic High School.

Corpus Christi is a Catholic High School in which the Catholic faith and the teachings of the Catholic Church are essential aspects of school life and influence the school curriculum.

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has regard for:

- a) The Advice of the Diocesan Trustees on the nature and purpose of Catholic Schools;
- b) The Governing Body's responsibility towards the school and the Catholic community it serves;
- c) The Catholic character of the school and its Mission Statement.

The Governing Body has set the planned admissions number for September 2018 at 160. The Local Authority and other parties required by law have been consulted on this.

## ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2018

1. Applications for a place at the school should be made on the Local Authority Common Application Form or online (and returned to the Local Authority no later than **Tuesday 31 October 2017**).
2. Parents must complete the Common Application Form available from the Local Authority. Parents who wish their application to this Catholic School to be considered against the priority faith criteria should also complete the school's Supplementary Information Form. If the school is oversubscribed, failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's Baptism.
3. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.
4. Parents or Guardians will be informed of the outcome of their application in writing by the Local Authority with offer letters being sent out on **Wednesday 1 March 2018**.
5. As required by law, all children with a Statement of Special Educational Need/Educational, Health Care Plans naming the school will be admitted before the application of the oversubscription criteria.

## EXPLANATORY NOTES

### **Baptised Catholic**

For admission to this Catholic School a baptised Catholic is:-

- One who has been baptised into full communion with the Roman Catholic Church by the Rites of Baptism of one of the various Oriental Rite Churches in communion with the See of Rome (Proof of baptism with a copy of a baptismal certificate or details of the date and place of baptism **will** be required);
- A child, baptised in another Christian Faith who has been received into full communion with the Roman Catholic faith. (Proof of baptism and reception from the Register of Receptions or Baptismal Register **will** be required).

### **Looked After Children and Previously Looked After Children**

This means a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

# Corpus Christi Catholic High School

## The School Admissions Policy

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available. The number of places available for admissions in 2018/19 will be 160.

### Terms of reference used in the Criteria for admission:

- |                                      |   |
|--------------------------------------|---|
| <b>1. Associated Parish</b>          | Blessed Sacrament, English Martyrs',<br>St Clare's, St Gregory's,<br>St Maria Goretti's   |
| <b>2. Associated Primary Schools</b> | Primary schools of the associated<br>Parishes.<br>Blessed Sacrament, English Martyrs',<br>St Clare's, St Gregory's,<br>St Maria Goretti's |
| <b>3. The School</b>                 | Corpus Christi Catholic High School   |

### Criteria for Admission in Order of Priority

1. Looked After Children and previously Looked After Children who are baptised according to the rites of the Roman Catholic Church
2. Baptised Catholic children living in an associated Parish and attending an associated Catholic primary school.
3. Baptised Catholic children who live in an associated parish and attend a Catholic primary school other than those associated with the school.
4. Baptised Catholic children who attend an associated primary school but do not live in an associated parish.
5. Baptised Catholic children living in an associated parish.
6. Baptised Catholic children who will have a sibling in the school at the time of admission.
7. Baptised Catholic children who attend other Catholic primary schools
8. Other Baptised Catholic children.
9. Non-Catholic Looked After Children and previously Looked After Children.

10. Non Catholic children having a brother or sister already at the school in the September of the Year of admission.
11. The children of staff employed at the school for two or more years, or who have been recruited to meet a school skills shortage.
12. Non Catholic children in associated primary schools.
13. Children of other faiths who show written evidence of commitment to that faith.
14. All other children.

**In the event of applications exceeding the number of places in any of the above categories, the following tie-breaker will apply:**

If there are more children in any of the individual categories than there are places remaining, then those pupils who live nearest to the school by a straight line (radial) measure, will have priority. The distance is measured using a geographical information system and the measurement is taken from the centre point of the property to the centre point of the school.

In the event of a tied distance measurement between address points the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

**The Governors reserve the right to verify that all successful applicants have met the relevant criteria for admission.**

## **Waiting Lists**

A waiting list for places will be kept in accordance with the priorities in the published admission arrangements. Applications received after letters offering places have been issued will be kept on the waiting list and prioritized according to the admissions criteria. Late applications may therefore be slotted into the waiting list according to their individual priority within the admissions criteria. If a place becomes available within the school's published admissions number, the child whose name is at the top of the list will be offered a place. This is not dependent upon an appeal having been submitted for the child concerned. The waiting list will be kept until the end of the autumn term.

## **Late Applications**

Late applications received up to the date of offer letters being issued will be considered individually by the Governors who will decide whether these can be slotted into the admissions process or whether they must be considered after all those applications which have been received by the stipulated deadline. Applications received after offer letters have been issued will also be considered by the Governors who will determine whether or not a place can be offered. The LA will issue all offer letters up to the start of the autumn term each year and thereafter.

In all instances however, it will be the Governors who determine whether there are sufficiently strong or exceptional reasons to accept late allocations.

## **Address of Pupil/Shared Parenting**

**Where a child lives with one parent for part of the week and another for the rest of the week only one address** can be used on the application form. This will normally be the address where the child lives for most of the school week and the address from which the child travels to / from school.

The Governing Body may on occasion seek verification of addresses from individual applicants.

If you are moving house and applying for the school and it is not oversubscribed, using your new address may not be a problem. In the event of oversubscription it may be possible to consider your application on the basis of an address you are intending to move to. You must be resident at a specific address and not just have a stated intention to move to an area. You must provide evidence that you have exchanged contracts on a house or have an offer of a tenancy on a property in which you intend to live and which will be in place when your child would start at the school. This evidence must be submitted as soon as possible and no later than the deadline of 31 October 2017. Further evidence, eg utility bills, may also need to be submitted by 31 October 2017.

## **Multiple Births**

Where there are twins or multiple birth children wanting admission then the Governing Body will exercise as much flexibility as possible as per the new regulations on Published Admissions Numbers.

If places for both twins or all triplets, etc cannot be offered, the family will be advised accordingly.

## **Siblings**

Sibling refers to full brothers or sisters, half brothers or sisters, adopted brothers or sisters, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. Stepchildren or foster

children who live at the same address are also classed as siblings.

## **Appeals**

If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal should be sent in writing to the clerk to the governors at the school within 20 days of notification of refusal. The date of notification will be considered to be 2 working days after posting by first class post of the refusal to offer a place. The parents must give their reasons for appealing in writing. The decision of the appeal panel is binding on the parents and on the governing body.

As required by law, children with a statement of SEN/Educational, Health Care Plans that name the school will be admitted in advance of the application of the criteria.

## **Non Routine or 'In Year' Admissions**

It sometimes happens that a pupil needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should make direct contact with the school.

For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

If an application for admission has been turned down by the Governing Body, parents can appeal to the Independent Appeals Panel. Parents must be allowed twenty school days from the date of notification that their application was unsuccessful to submit their appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

Other than "In Year" Admissions the admission of all pupils to Corpus Christi Catholic High School will be co-ordinated by the Lancashire Local Authority (Pupil Access/Admissions Team/Department).





**DIOCESE OF LANCASTER**  
**ADMISSION TO CORPUS CHRISTI CATHOLIC HIGH SCHOOL**  
**SUPPLEMENTARY FORM**  
**Please complete in BLOCK CAPITALS and return to the School**

If you are applying for a place for your child in Corpus Christi Catholic High School please complete this form **in addition** to the Common Application Form available online or issued by the Local Authority. This supplementary information form will assist the Governors of the school in deciding whether your child qualifies for a place. Failure to complete the form may affect where your child is placed within the oversubscription criteria.

SURNAME OF CHILD: \_\_\_\_\_

FORENAME(S): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PARENT/CARER/CONTACT INFORMATION:

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POST CODE: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

DOES THE CHILD LIVE AT THIS ADDRESS: YES  NO

IF NO THE CURRENT ADDRESS OF CHILD: \_\_\_\_\_

NAME OF BROTHERS(S)/SISTERS(S) STILL ATTENDING CCCHS IN SEPTEMBER OF THE COMING SCHOOL YEAR:

\_\_\_\_\_

NAME OF PRESENT SCHOOL: \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

IS YOUR CHILD: BAPTISED ROMAN CATHOLIC  NON CATHOLIC

FOR BAPTISED ROMAN CATHOLICS

MONTH OF BAPTISM: \_\_\_\_\_ YEAR: \_\_\_\_\_

PARISH OF BAPTISM: \_\_\_\_\_

PARISH LOCATION (TOWN/CITY): \_\_\_\_\_

PARISH IN WHICH YOU LIVE NOW: \_\_\_\_\_

You are asked to enclose a copy of the baptismal certificate with this form. If this is not possible explain below:

For pupils who are not Catholic but wish to have a faith based education in a Catholic school: please complete below to confirm that the applicant is a member of your faith community.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Position held: \_\_\_\_\_

## **Review of Policy**

The policy will be reviewed at least on an annual basis through extended leadership meetings and any amendments/actions will be reported to the governors at the Autumn meeting of the Pupil and Welfare Committee.

Date last reviewed: 2 March 2017

Next Review due: February 2018

Signed: \_\_\_\_\_ Headteacher

Signed: \_\_\_\_\_ On behalf of the Governors