

IMPORTANT NOTICE TO ALL PARENTS

Secondary School Admission Arrangements 2018/19

The Governing Body for this School will retain the same admission policy for 2018/19 as was determined for 2017/18, 2016/17 & 2015/16.

As a result, the admissions policy remains unchanged.

**Please note that the closing date for 2018/19 applications is 31 October 2017.
Offer notices will be issued on 1 March 2018.**

Please contact the school direct if you have any questions regarding admission.

Brownedge St Mary's Catholic High School

Determined Admissions Policy 2015

Determined Admission Number: 160

1 Looked After Children and previously Looked After Children.

2 Baptised Catholic children from the following **Catholic partner primary schools**: St. Mary's & St. Benedict's, Bamber Bridge; Our Lady & St. Gerard's, Lostock Hall; St. Patrick's Walton le Dale; St. Joseph's, Brindle; St. Bede's, Clayton Green.

3 Baptised Catholic children living in the **designated parishes** named below: Brownedge St. Mary's, Bamber Bridge; Our Lady & St. Gerard's, Lostock Hall; Our Lady & St. Patrick's Walton le Dale; St. Joseph's, Brindle; St. Bede's, Clayton Green; and St. Mary's, Samlesbury.

4 Baptised Catholic children who have a brother or sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, foster brothers and sisters and children living at the same address and part of the same family unit.

5 Baptised Catholic children living in other parishes.

6 Children who are other than Catholic who have a brother or sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, foster brothers and sisters and children living at the same address and part of the same family unit.

7 Other children living in the designated parishes and attending a Catholic primary school in the designated parish.

8 Children of staff who have been employed by the school for two or more years at the time at which the application for admission is made.

9 Children who are Baptised in other Christian denominations or who can provide evidence of membership of a faith community.

10 Other Children.

In the event of oversubscription, distance from home to school will be applied. This is the shortest walking distance from the front door of the home to the front door 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).

Notes

a) Criteria 1 definition

A Looked After Child is 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.

b) Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

c) Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate for the full Autumn Term .

d) Twins and Triplets etc

Where there are twins wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer

e) Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school.

Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings.

Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

f) Non-routine admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address and this is submitted directly to the school. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

g) Appeals

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

h) Withdrawal of places

The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

Brownedge St Mary's Catholic High School:

Supplementary Application Form

Please fill this form in in addition to the LCC Form

APPLICATION FOR ADMISSION

Surname of child

Christian Name(s).....

Address

..... Postcode

Date of Birth Current Age

Name & Address of present school attended

.....
If pupil is moving from another secondary school, please supply a contact name/telephone number from the present school that they are attending.

PARENTS/GUARDIANS:

Name of 1st contact and relationship to the child (ie Mother etc).....

Telephone Nos: Home..... Mobile

Name of 2nd contact and relationship to the child (ie Mother etc)

Telephone Nos: Home..... Mobile

Do you have any other children already attending Brownedge St Mary's?

Yes/No If so please name them.....

Please state your religion and give details of the Parish in which you live/attend

.....
(PLEASE REFER TO ADMISSION CRITERIA OVERLEAF)

Signature of Parent/GuardianDate

THIS FORM SHOULD BE RETURNED TO SCHOOL AS SOON AS POSSIBLE ADDRESSED TO THE SCHOOL ADMISSIONS OFFICER, MRS WINSTANLEY