



**Salford Roman Catholic Diocesan Trustees Registered Schools
Commission**
**Admission procedure for All Saints' Roman Catholic High School,
Rawtenstall 2017/18**



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. 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.



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1. All Saints' Roman Catholic High School serves the contributory parishes and associated primary schools listed and aims to provide a place for every Catholic child from these areas who seeks a Catholic education. Pupils wishing to continue their Catholic education beyond 16 may apply to Blackburn St. Mary's Sixth Form College or Holy Cross Sixth Form College, Bury.
2. **The target admission figure for 2017/2018 is 100.** Total number on roll on 10th October 2015 is 430.
3. Admissions to the school will be made by the governing body in accordance with stated parental preferences subject to the following set of admissions criteria. Where there are more applications for admission than the school has places available, after admitting all children with a statement of educational need naming the school, the governing body will allocate places using the criteria below, which is listed in priority order:
 - (a) **Looked after children and previously looked after children'**
 - (b) Roman Catholic children living in a contributory parish and attending an associated primary school.
 - (c) Roman Catholic children living in a contributory parish and attending a Catholic primary school.
 - (d) Other Roman Catholic children living in contributory parishes.
 - (e) Roman Catholic children not living in a contributory parish and attending an associated primary school.
 - (f) Other Roman Catholic children who have a sibling attending the school on the date of application and on the date of admission. (Siblings include step, half, foster, adopted brothers and sisters living at the same address).
 - (g) Other Roman Catholic children.
 - (h) Special cases - children who have *proven and exceptional* medical or social needs, where admission to the school might best help satisfy those exceptional needs. The Governors will take into account written medical/social reports and where appropriate will seek external specialist advice.
- (i) Non Roman Catholic children who have a sibling attending the school on the date of application and on the date of admission. (Siblings include step, half, foster, adopted brothers and sisters living at the same address).
- (j) Non-Catholic children attending other associated Catholic primary schools.
- (k) Other Children.
Tie Break - The order of priority within any of the criteria categories set out above shall be determined by ascertaining the distance between the applicant's usual home address and the School (using a straight line Measure). The School will determine such distance by means of a computer program that calculates distance based on postcodes. The highest priority will be given to those living nearest the School and so on, to the lowest priority being given to those living farthest from 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).
4. **Nominated Parishes**
The Parishes which form the catchment area of the school are:
 1. St. Marie's, (St. Mary's Haslingden and St. Veronica's, Helmshore)
 2. St. James-the-Less, Rawtenstall
 3. St. Peter's, Newchurch
 5. St. Joseph's, Stacksteads
 6. St. Mary's, Bacup
 7. Our Lady & St. Anselm's, Whitworth
5. **Nominated Primary Schools**
The Primary Schools of the nominated Parishes are:
 - a. St. Mary's R.C. Primary School, Haslingden
 - b. St. Veronica's R.C. Primary School, Helmshore
 - c. St. James-the-Less R.C. Primary School, Rawtenstall
 - d. St. Peter's R.C. Primary School, Newchurch
 - e. St. Joseph's R.C. Primary, Stacksteads
 - f. St. Mary's R.C. Primary School, Bacup
 - g. Our Lady & St. Anselm's R.C. Primary School, Whitworth
- 6 **Twins/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.



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Parents of pupils who have not been allocated to their preferred school have recourse to the appeals procedure. Appeals should be addressed to: The Headteacher at the School.

- 1 If any of the categories (a), (b) or (c) is oversubscribed, places will be allocated by reference to subsequent categories in order: For example, if category (a) is oversubscribed, children who satisfy both categories (a) and (b) will have priority over children who satisfy only category (a).
- 2 **Waiting List:** The School Admissions Code makes clear that waiting lists must be maintained by each admissions authority. Pupils will be put on a waiting list in criteria order, for the full autumn term in the academic year of admission. The waiting list will be kept in the same order as the oversubscribed criteria.
- 3 **Shared responsibility:** Where parents live at different addresses and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address used.
- 4 **Late Applications:** Where there are extenuating circumstances for an application being received after the last date for applications (backed up with evidence), and it is before the governors have established their list of pupils to be admitted, then it may 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.
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.
- 5 **Siblings** include step, half, foster, adopted brothers and sisters living at the same address.

In Year / 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. 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.

If you wish to apply to this school on the grounds of your faith commitment then it may be helpful to your application to complete the Diocesan Supplementary Form and return it to the school.

The offer of a place can only be made by the Local Authority.

If you wish to visit the school before stating your preferences, please contact us.

Other points to note are:

- The Supplementary Information Form is to be returned to the school; the Local Authority application form (ADM2) is to be returned to the **Area Education Office**.
- Closing date for applications is 31st October 2016.
- Offer letters will be issued to parents by the Local Authority on 1 March 2017.



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SUPPLEMENTARY Admissions form

In order for the Governors to have the fullest information when considering admissions, it is requested that this sheet is returned directly to the school by the closing date stipulated by Lancashire County Council. It will be used in the allocation process, strictly in accordance with our Admission Policy.

Parents of children who attend our feeder schools may hand them in at their child's primary school to be forwarded to us.

Please note: This is a **SUPPLEMENTARY** Admissions form, and you are still required to complete your admissions booklet which has been circulated by the Local Authority.

1. GENERAL INFORMATION

Name of Child: _____

Date of Birth: _____

Address: _____

Primary School Attended: _____

2. FAITH APPLICATION

Has your child been baptised into the Roman Catholic Church?

YES/NO

Signed: _____
PARENT/CARER