

## Admission Procedure for St Cecilia's Roman Catholic High School, Longridge 2019-20

St Cecilia's exists because of the original and continuing desire of parents to provide a Catholic High School to serve local Catholic communities. Any parents genuinely seeking an education for their child in this catholic Christian school may apply. Admissions to the school will be made by the Governing Body, subject to the following set of admissions criteria forming a priority order where there are more applications for admission than the school has places available. The current admissions number is 93. The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a Statement of Educational Need or Health and Care Plan naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

(1) Roman Catholic Looked after Children and children who have previously been looked after.

(2) Roman Catholic pupils, living in a contributory Parish:

<b>CHIPPING</b>	- <b>ST. MARY'S</b>
<b>ALSTON LANE</b>	- <b>OUR LADY AND ST. MICHAEL'S</b>
<b>LONGRIDGE</b>	- <b>ST. WILFRID'S</b>
<b>RIBCHESTER</b>	- <b>ST. PETER AND ST. PAUL'S</b>

(3) Roman Catholic pupils, attending an associated Catholic primary school:

<b>CHIPPING</b>	- <b>ST. MARY'S</b>
<b>ALSTON LANE</b>	- <b>OUR LADY AND ST. MICHAEL'S</b>
<b>LONGRIDGE</b>	- <b>ST. WILFRID'S</b>

(4) Roman Catholic pupils, who attend **St Francis, Hill Chapel** Primary School.

(5) Other Roman Catholic pupils, who have a brother or sister at the school.

(6) Other Roman Catholic pupils with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence or reports.

(7) Other Roman Catholic pupils, in other Catholic primary schools.

(8) Other Roman Catholic pupils

(9) Non Catholic Children Looked After and Previously Children Looked After (Non Catholic)

(10) Non Catholic pupils, who have a Catholic brother or sister in the school.

(11) Other Non-Catholic pupils with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence or reports.

(12) Non Catholic pupils attending Catholic primary schools

(13) Other Christian Pupils

(14) All other children.

If category (1), (2), (3) or (4) is over-subscribed, places will be allocated by reference to subsequent categories in order; for example, if category (1) is over-subscribed children who satisfy both categories (1) and (2) will have priority over children who satisfy only category (1).

If any of the categories is over-subscribed, places will be allocated first to children living nearest to the school. Distance will be measured using a computerised measuring system from the address point of the school (centre of the building) to the address point of the child's home (centre of the building).

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).

## ADDITIONAL INFORMATION

- **Shared responsibility** – Where the 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.
- **Siblings** – Brothers or sisters including step, half, foster and adopted siblings living at the same address.
- **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 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.
- **Waiting List** A waiting list will be maintained by the Governors for the full autumn term in the academic year of admission. This waiting list will give priority to children in accordance with the school's published oversubscription criteria and not on any other basis.
- **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, applicants 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.

### 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. If the Governing Body have any concerns about the behaviour or attendance of any pupil for a non-routine application, they will only accept such admissions on the basis of a managed transfer from their current school.

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.



## ADMISSION TO LANCASHIRE CATHOLIC SCHOOLS SUPPLEMENTARY FAITH REQUEST FORM

If you are applying a place for your child in a Catholic School on faith grounds please complete this form **in addition** to the Local Authority Form available online or issued by the Local Authority

This supplementary faith request 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.

SCHOOL NAME **ST CECILIA'S ROMAN CATHOLIC HIGH SCHOOL**

*This form must be completed by the parent/guardian and signed by a Minister of Religion, where necessary*

### SECTION A (to be completed by Applicant)

Name of applicant:

Address of applicant:

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What is your faith community?

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Parish/area of faith community in which you live

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If a **Roman Catholic**, I confirm that the applicant is a baptised Catholic and I enclose proof of baptism e.g., copy of Baptismal Certificate or details of place and date of baptism

Yes

No

Please return form to:

**The Headteacher  
St Cecilia's RC High School  
Chapel Hill  
Longridge  
Preston  
PR3 2XA**

***If you require any advice or guidance on admissions please contact the school.***