



## ST THOMAS MORE CATHOLIC SCHOOL

*To lead those in our care to grow in their faith  
and to benefit from an enriching education*

## ADMISSION POLICY 2012-2013

### Principles

*“You are all sons of God through faith in Christ Jesus, for all of you who were baptised into Christ have clothed yourselves with Christ. There is neither Jew nor Greek, slave nor free, male nor female, for you are all one in Christ Jesus. If you belong to Christ, then you are Abraham’s seed, and heirs according to the promise.”*

*Galations 3 : 26-29*

### Aims

As a Catholic School, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeates every aspect of the school’s activity. It is essential that the Catholic character of the school’s education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

### Admission of Pupils

This is the only Catholic Secondary School in Haringey. The school is a mixed school, catering for the education of boys and girls between the ages of 11 and 19. The Governing Body of the school controls all admission arrangements.

The number of places allocated for yearly admissions to Year 7 is 192.

The area served by the school is the London Borough of Haringey and adjacent areas of the London Boroughs of Enfield, Barnet and Hackney. These adjacent areas are included as a result of the parishes from which the pupils are drawn straddling Borough boundaries, and also because many of the pupils from these out-borough areas who apply to the school are in attendance at Haringey Catholic Primary Schools.

### Objectives

#### Oversubscription Criteria

The school was founded by the Church to provide education for Catholic children. In order to preserve the Catholic character of the school, the main criterion on admissions is to admit children of practising Catholic parents. A reference from a priest will be required as supporting evidence of this.

Whenever there are more applications than places available, offers of places will be made using the following criteria in order of priority:

- Catholic looked after children.
- Practising Catholics (a reference from a priest will be required).
- Baptised Catholics (certificate required).
- Other looked after children.
- Eastern Christian churches, e.g. Greek Orthodox (a supportive reference will be required from a Priest). Catechumen (this will normally be evidenced by a certificate of reception into the order of catechumens).
- Christians of other denominations whose parents wish them to have a Catholic education and whose application is supported by their Minister of Religion.
- Children of other faith communities whose parents wish them to have a Catholic education and whose application is supported by their religious leader.
- Any other applicant.

In each of the above criteria the presence of a brother or sister in the school at the time of admission will increase priority within each criterion. The term 'brother or sister' includes foster brothers and sisters, half brothers and sisters, step brothers and sisters and adopted brothers and sisters. It does not include other relations. The siblings must reside at the same address as the child applying for the place. In the case of multiple applications from one family random allocation will be used to decide whom a single place will be offered to, this will take place in the presence of an independent witness. Again further priority in each criterion will be determined, if necessary, by proximity of the child's home to the school. Distances will be measured from the front gate of the school to the front door of the applicant's home, in the case of flats the measurement will be to the front door of the flat within the building using a large-scale Ordnance Survey map.

In addition to the above criteria, the Governing Body will give top priority to an application within a category where evidence is provided at the time of application of a particular educational or other need of the child which can be most appropriately met at this school. Appropriate evidence will be provided by a professional such as a Doctor, Social Worker or Priest. The evidence must indicate how St Thomas More School can meet this need.

In addition to the completion of the Common Application Form, all applicants should complete a Supplementary Information Form and return it to the school. If an applicant does not complete both forms the Governors' may be unable to consider the application fully and your child is unlikely to gain a place at this school. Parents will be advised of the outcome to their application. (These forms are available from the school, local Primary Schools and the local authority.) Priest's Reference Forms are available from the school together with guidance notes for parents, these forms can be collected in person or posted to the applicant.

### **Fair Access Protocols**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

### **Notes**

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

'Practising Catholic' means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese.

'Catechumen' means a member of the Catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

'looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

'home address' means where the child resides for 50% or more of the school week.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over subscription criteria set out above and not in the order in which applications are received or added to the list. This list will be maintained until the end of the academic year when names will be removed.

### **In-Year Admissions**

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the local authority will be informed and the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria with the following modifications; Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria (as modified above) and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that the LEA can inform the parent that the school is making an offer.

### **Pupils with a Statement of Special Educational Needs**

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. Details of this procedure are set out in the Special Educational Needs Code of Practice.

### **Admission to the Sixth Form**

For admission to the Sixth Form there is specific academic entry criteria published in the Sixth Form Handbook. With an approximate capacity of 200 in the Sixth Form, it is planned to admit external pupils into Year 12 up to capacity.

Remaining places in the Sixth Form of the school will be distributed in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses.

### **Appeals**

When decisions on admissions are communicated to parents, unsuccessful applicants may appeal in writing stating the reasons and grounds on which they wish to appeal. Such appeals are to be addressed to the Clerk to the Governing Body, c/o St Thomas More Catholic School, Glendale Avenue, Wood Green, London, N22 5HN.

This policy will be reviewed on an annual basis.

*This policy was agreed in October 2004*

*This policy was reviewed on 7 November 2005*

*This policy was reviewed on 18 January 2007*

*This policy was reviewed on 12 March 2008*

*This policy was reviewed on 13 November 2008*

*This policy was agreed in March 2009*

*This policy was reviewed on 28 September 2009*

*This policy was agreed in April 2010*

*This policy was reviewed on 27 September 2010*

*This policy was reviewed on 30 March 2011*