



St Thomas More Language College

Admission Policy 2011 – 2012



Introduction

St Thomas More Language College is a Catholic school for the education of Catholic pupils which is provided in accordance with the statement made by the Bishops.

'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.

Responsibility for the admission of pupils rests with the Governors, who will consider applications to the school made on behalf of eligible pupils by parents and guardians who will be expected to support the ethos, aims and values of a Catholic School as set out in our Mission Statement.

Parents/guardians who make an application to the school are strongly advised to attend one of the school's Secondary Transfer Open Evenings, and priority will be given to applicants who are practising Catholics.

How Places will be Allocated

The Governors intend to admit the school's Published Admission Number (PAN) of 120 pupils in Year 7 each school year and, in doing so, will endeavour to preserve its comprehensive character by establishing a balanced intake across the ability range in the ratio 25:50:25. This will be achieved by the use of standardised verbal and non-verbal tests.

Oversubscription Criteria

1. Catholic looked after children who are in the care of the Local Authority or provided with accommodation by that Authority.*
2. Practising Catholic children from practising Catholic families who will have a brother or sister on the school roll at the time of admission and whose commitment to and practice of their faith is supported by a written reference from their parish priest of the parish or ethnic chaplain of the community in which the family attend Sunday Mass.
(Note: Siblings include half and step brothers and sisters)
3. Practising Catholic children from practising Catholic families whose commitment to and practice of their faith is supported by a written reference from the parish priest of the parish or ethnic chaplain of the community in which the family attend Sunday Mass.
4. Children from Catholic families whose commitment to or practice of their faith is not supported by a priest's reference.
5. Children who are in the care of a Local Authority or provided with accommodation by that Authority.
6. Catechumens and members of an Orthodox Communion.
7. Children of other Christian denominations whose commitment to and practice of their faith, and that of their parents/guardians, is supported by a written reference from their priest or minister in the community they regularly worship.
8. Any other applicant.

Should there be an over subscription of children within those listed above, the Governors will allocate places to those children living nearest the school as measured by an electronic routing method administered by Hopewiser Limited which measures distance 'as the crow flies' from each individual property. Should the distance be exactly the same applicants will be placed in order by means of a lottery which will take place in front of an independent witness.

* A looked after child means a child in the care of the local authority, within the meaning of Section 22 of the Children's Act 1989.

Applications from twins or multiple births.

These will be dealt with by random allocation using a lottery system as above.

Pupils with a Statement of Educational Needs.

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. Details of the procedure are set out in the DCSF Special Educational Needs Code of Practice. The parents of children with statements of SEN have access to a separate appeal mechanism (the SEN Tribunal) and not to the independent Appeal Panel established by the College's Governing Body.

Application Procedures and Timetable.

How places were offered last year (figures will include pupils with Statements of Special Educational Needs).

Applications received: **XXX**

Places offered: 120

Appeals Lodged: **XX**

Successful Appeals: Awaiting Appeal

Timetable

Open Evenings: **xxxxxx**

Closing date for applications: **Friday xxxxx**

Banding Test: **To be notified**

Offers of place posted: March 2011 by the home Borough.

Application Form

All applications of admission must be made on the School's information form, available on the school's website, and the Common Application Form of the home Borough, which are available from your Local Authority.

Priest's Reference

Parents will receive a copy of the Diocesan Priests' Reference Form with the application pack.

Waiting Lists

Where an applicant is unsuccessful, parents/guardians may ask, in writing, for the child's name to be placed on a waiting list. The waiting list will be updated each term as and when vacancies occur and/or parents who have not previously made an application to the school submit an application. Length of time on the waiting list will not influence a child's chance of gaining a place. All applications on the waiting list, including late applications, will be judged against admission criteria as vacancies occur. Parents whose applications are unsuccessful are entitled, under the School Standards & Framework Act 1998 to appeal against the governing body's decision.

When a vacancy arises the school will allocate the place according to the oversubscription criteria and according to the band in which the vacancy has arisen.

Admission Appeals

An independent admission appeals panel will be established to hear appeals concerning non admission to the school in accordance with the provisions of the 'Admission Appeals Code'. Parents/Guardians will be sent information regarding their right to appeal.

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 communicate the governors' offer of a place to the family. 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. If a place cannot be offered at the 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 and not in the order 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.

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 a 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 the child would mean exceeding the published admission number.

Serving God, Striving for Excellence