

THE CARDINAL VAUGHAN MEMORIAL SCHOOL

ADMISSION POLICY 2012 ENTRY – FIRST FORM (YEAR 7)

The Cardinal Vaughan Memorial School is an oversubscribed Catholic boys' comprehensive school. There are **120 places** in the First Form (Year 7) split into three bands of ability. The number of places available in each ability band is - Band 1 (above average ability) 30 places, Band 2 (average ability) 60 places and Band 3 (below average ability) 30 places. Places up to the admission number will be offered as described in part 1 below. Please also read part 2 of this Policy carefully for definitions of terms used as well as for more general information on admission procedure.

PART ONE – OVERSUBSCRIPTION CRITERIA

IF THERE ARE MORE APPLICATIONS FOR ADMISSION TO THE SCHOOL THAN THERE ARE PLACES AVAILABLE, PLACES WILL BE OFFERED BY BAND IN THE FOLLOWING ORDER

A. Catholic boys in public care to a local authority (Looked After children as defined in Section 22 of the Children Act 1989).

A letter from the boy's social worker must be submitted with the application stating the boy's legal status, his full name, address and his local authority.

B. Catholic boys from fully practising Catholic families. Applications in this group, group B, are given priority as follows:

1. Catholic Boys from fully practising Catholic families who have applied for a Music Place. Twelve offers will be made to boys with the highest score in the music aptitude test. The number of places available in each band is Band 1 - 3 places, Band 2 - 6 places and Band 3 - 3 places
2. Catholic Boys from fully practising Catholic families who will have a sibling on roll at the time of entry.
3. Catholic Boys from fully practising Catholic families who will not have a sibling on roll at the time of entry. Applications in this group, group B3, are given priority as follows:

First

Boys, baptised within 6 calendar months of birth or legal adoption,
(or, in the case of unbaptised converts, at the time of reception into the Catholic Church)
AND who have made First Holy Communion.

Second

Other Catholic boys from fully practising Catholic families who have not been baptised within 6 calendar months of birth or legal adoption.

C. Other Catholic boys

D. Boys in public care who are not Catholic

E. Other boys who are not Catholic

**IF THERE ARE MORE BOYS IN ANY GROUP THAN PLACES AVAILABLE,
REMAINING PLACES WILL BE OFFERED BY RANDOM ALLOCATION**

On the basis of last year's admissions, it is likely that all places will be offered to boys in groups A, B1, B2 and B3 (First)

PART TWO – GENERAL INFORMATION

Important Dates

Open evenings	Tuesday 20 September and Thursday 29 September 2011, 5pm and 6.30pm
Closing date for applications	Friday 21 October 2011, 5pm
Ability banding test	Monday 31 October 2011, 1pm
Music aptitude test	Monday 31 October 2011, 9am
Offers made	1 March 2012 (by your home borough)

Application Forms

You **MUST** complete a school application form, which **MUST** be sent back to the school address, and a Common Application Form (CAF), which **MUST** be sent back to your home borough, by the closing date.

Children with Statements of Special Educational Needs

The admission process for children with statements of SEN is separate from the process set out in this Policy. If your child has a statement, you must contact your home borough for advice on admission to secondary school.

Twins or Boys of Multiple Births

If the offer of places would result in the admission of one boy of a multiple birth and not others, the Governors reserve the right to offer places to all boys of the same multiple birth.

Words used in this Policy

Catholic	A member of a Church in full communion with the See of Rome, including members the Eastern Catholic Churches. Evidence of membership of the Catholic Church MUST be enclosed with the application form. A certificate of baptism in a Catholic Church <u>or</u> a certificate of reception into the full communion of the Catholic Church <u>or</u> equivalent is acceptable.
Catholic boys from fully practising Catholic families	Boys who have attended a Catholic primary school for the whole of statutory education (or participated in a programme run by a local parish or equivalent at any stage when not at a Catholic school) <u>and</u> who have attended Sunday Mass/Saturday Vigil Mass weekly for the last five years or more <u>and</u> who have at least one Catholic parent who has attended Sunday Mass/Saturday Vigil Mass weekly for the last five years or more.
Siblings	Brothers or sisters, half brothers or sisters, step brothers or sisters, or adopted brothers and sisters residing permanently at the same address.

The Priest's Reference

You **MUST** return a completed priest's reference with your application form. Follow the instructions on the priest's reference form. Take the form(s) to your priest(s) so that he can complete page 2. Include page 2 of the priest's reference with your application form and return it to the School by the closing date.

The priest's reference will be used as evidence of Catholic practice. If you have worshipped at different churches within the last five years, please complete and return more than one form.

Ability Banding Test

Your son **MUST** attend the school to take the banding test. An application cannot be processed if the test has not been taken.

The banding test is not an entry test. There is no 'pass' or 'fail' and a boy's score does not determine whether he will receive an offer of a place. The test is used to ensure that the intake to the School represents the ability range of the cohort applying. The test that we use is intended for 10-11 year old boys. It gives an indication of the boy's current ability to reason using words and numbers.

Boys are ranked on the basis of their score in the test relative to other boys who took the test. Ability bands are set by placing the top 25% of boys in band 1, the middle 50% of boys in band 2 and the bottom 25% of boys in band 3. Offers are made within each band – 25% (30 places) to boys in band 1, 50% (60 places) to boys in band 2 and 25% (30 places) to boys in band 3 - using the priority groups A-E set out in Part One above.

Music Places

The Governing Body is permitted to give priority to up to 10% of pupils who can demonstrate an aptitude in music. A boy with aptitude for music is one who will benefit from Music teaching or who demonstrates a particular capacity to learn or develop skills in music and can benefit from the particular expertise and facilities at the school.

All boys applying for a Music Place **MUST** attend the School to take a music aptitude test. This is a listening test for pitch, melody, texture and rhythm. The test is focussed on music aptitude and not on ability or any other aptitude or prior learning or experience in the subject. To be eligible for a music place under oversubscription criterion B1 above, an aptitude score of 45 points or more **MUST** be achieved. Offers will be made to boys with the highest scores.

Baptism within 6 Calendar Months of Birth or Legal Adoption

In the case of an adopted child, the monthly period will run from date upon which the final adoption order was made in respect of that child. You **must** tell us if your son is adopted and provide a copy of the adoption order.

The Governors will take account of factors which delayed your son's baptism **ONLY** if this was as a result of events which were entirely beyond your control and **NOT** a matter of parental choice. When you make your application, you **must** explain what these events were **AND** you **must** provide written evidence from a priest or other person acting in a professional capacity which **fully** corroborates the reasons for delayed baptism.

Random Allocation of Offers

The Governing Body will use random allocation as the means of deciding between applicants who have an equal entitlement to place on the basis of the oversubscription criteria A – E. The process will be administered electronically and independently monitored.

In-Year Applications for Admission

If you are applying for admission outside the normal admission round, you **MUST** complete your borough's common application form. Your application will be considered in the priority order set out in part one of this Policy. For further information, please refer to the arrangements for in-year applications available from your home borough.

In-Year Fair Access Protocol

Outside the normal admission round, the Governing Body is empowered to give priority to a child where admission is requested under any local protocol which carries the agreement of both the Governing Body and the Diocese.

Applications to the Sixth Form (Year 12)

Please refer to the separate arrangements for admission to the Sixth Form

Waiting List

If your application is unsuccessful, you can ask for your son's name to be placed on the waiting list. Once year 7 has begun, ability bands will not apply. Boys' names will be placed using the priority order set out in part one of the Admission Policy. A fresh round of random allocation will take place when deciding which child is to be offered a place from a waiting list so that those who apply for a place at the School after the first random allocation was carried out are not disadvantaged.

The waiting list will continue into years 8-11.

At the end of each academic year, we will ask you if you want your son's name to stay on the waiting list. The waiting list for each year group will be re-generated and re-ordered so that it reflects the admission policy in effect at the time (and not that which applied when the application was made).

Admission Appeals

You have the right of appeal against the governors' decision not to offer your son a place. An independent admissions appeals panel will be established to hear appeals in accordance with the provisions of the 'School Admissions Appeals Code'. Appeals are normally heard in April or May and the decisions of the appeal panel are posted within two weeks.