All Saints Catholic College was founded by the Catholic Church to provide education for children of Catholic families. The School accepts applications from those who are able to benefit from and contribute to the religious character of the school. At a Catholic school, Catholic doctrine and practice permeate 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.

The Board of Governors has sole responsibility for admissions to this school and intends to admit 120 children to Year 7 in September 2019. The closing date for the CAF is 31st October 2018. In the past six years the school has been able to offer places to children in each category.

**Oversubscription Criteria:**

1. When the number of applicants exceeds the admission number, offers of places are made using the following criteria in order of priority:

2. Catholic “looked after” children and Catholic children who have been adopted (or made subject to residence orders or special guardianship orders) immediately after having been looked after. A baptismal certificate will be required.

3. Catholic children with a Certificate of Catholic Practice “with a sibling” at the school at the time of admission.


5. Other baptised Catholic children.

6. Children with a “sibling” at the school at the time of admission.

7. Other “looked after” children who have been adopted (or made subject to residence orders or special guardianship orders) immediately after having been looked after.
8. Catechumens and baptised children of Eastern/Orthodox Churches where the application is supported by their priest

9. Children from Christian families where the application is supported by a reference from a minister of religion.

10. Children from families of other faiths where the application is supported by a reference from a religious leader

Exceptional Need
The Governors will give top priority in any category, after the appropriate category of looked-after children to children whose exceptional medical, social or pastoral needs justify a place at the school. To demonstrate an exceptional social or medical need, which can only be met at this school, the Board of Governors will require compelling written evidence at the time of application from an appropriate professional e.g. doctor, priest or social worker.

Tie-break
Distance will be measured from the main entrance of the school to the applicant’s front door. In the case of flats, measurement will be to the front door of the flat within the building. If a situation arises where two or more children from a family are competing within the same potential year group for a single remaining place, this will be resolved by random allocation i.e. lottery, in the presence of an independent witness. In the case of a number of addresses in a block with the same geographical reference, priority will be determined by random allocation.

In the previous 5 years the tie-break has been invoked at criterion [0].

The Board of Governors does not give priority under its admission criteria for twins, triplets or other multiple applications from one family for the same year group. If one child is offered a place and there are insufficient places available for the others, the Board of Governors will agree to exceed the published admission number and admit the additional children.

Last year the school received 109 applications for 120 places. All applicants were, however, offered a place via the Pan London in the knowledge there were applicants listing other
schools as a higher preference. This assumption proved correct and all applicants within the total criteria were offered places via the Pan London. In the last 6 years, the Board of Governors has been able to offer a place to any applicant who is not a Catholic.

Application Procedure:

All applicants must complete a Common Application Form (CAF) which is available from and returnable to the local authority in which they are resident. In addition, applicants should complete ALL SAINTS COLLEGE Supplementary Information Form (SIF) which is supplied in the application pack. The CAF and the SIF are also obtainable from your local authority and are available on line. The CAF must be completed and submitted to the local authority by the closing date determined by it:- 31st October 2018. The Supplementary Information Form (SIF) is available from the school or the local authority and should be completed and returned to the school by the 31st October 2018. If you do not complete both the CAF and the SIF and return those by the closing date, the Board of Governors may be unable to consider your application fully and it is very unlikely that your child will get a place at the school. Late applications will be considered after the initial allocation process has been completed.

Applicants wishing to be considered under criterion 2 or 3 should also provide the School with a copy of the child’s baptismal certificate. If the certificate is not available, applicants should indicate in writing the reasons for this being the case. Those applying under criterion 2 should obtain a Certificate of Catholic Practice. The Certificate of Catholic Practice means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practices) in the form laid down by the Bishop’s Conference of England and Wales.

The local authority will write to you on behalf of the Board of Governors with the outcome of your application on 1st March 2019. Information concerning the Appeals Procedure will be sent out to those who are unsuccessful in obtaining a place. The school maintains a waiting list, ranked according to the published criteria, and places will be offered as and when vacancies occur. The waiting list will remain open for twelve months following the normal date of admission.

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 separate procedure are set out in the Special
Educational Needs Code of Practice. If your child has a Statement of SEN you must contact your local authority SEN officer.

**Change of details**
If any of the details on your form change between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School immediately. If misleading information is given or allowed to remain on the form, governors reserve the right to withdraw the place, even if the child has already started at the School.

**Fair Access**
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 Board of Governors 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 Board of Governors for the current school year. The Board of Governors has this power even when admitting the child would mean exceeding the published admission number.

**In Year Admissions:**
Applications for In-Year admissions are made directly to the school and if there is no waiting list, a child will be admitted. If more applications are received than there are places available then applications will be ranked by the Board of Governors 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 Board of Governors 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 Board of Governors will decide who is at the top of the list and make an offer.

In the event of over-subscription the criteria and priorities listed in this Policy will apply.

**Interpretation of terms used in the Admissions Policy and Oversubscription Criteria**
Candidates  The child on whose behalf an application is being made.

Applicants  The parents and/or legal guardians submitting an application for a place on behalf of a child. Or a young person of 16 years or over submitting their own application.

Catholic  A person who is a member of a Church in full communion with the See of Rome, including Eastern Catholic Churches. For the purposes of this Policy it also includes a “looked after” child who is in the process of adoption by a “Catholic family”. This will normally be evidenced by a certificate of baptism in a Catholic Church.

Catechumens  A member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the order of catechumens.

Looked after child  Children in the care of the Local Authority or provided with accommodation by them e.g. children with foster parents (see section 22 of The Children Act 1989)

Siblings  A brother/sister, to include step-brother/step-sister, half-brother/half-sister or adopted brother/sister, who live at the same home as the child. A sibling relationship does not apply when the older children will leave before the younger one starts. This could include siblings who are currently in Year 11 and who have a reasonable expectation of still attending the school when the candidate is enrolled. In this instance governors will satisfy themselves that course requirements will be met.

Family  Those individuals who live at the residential address of the parents and/or legal guardians who are submitting an application for a place on behalf of a child.

Residential Address  Residence is defined as where the child lives for more than 50% of the school week.

Adopted  An adopted child is a child whose parent/carer can provide evidence of adoption. This criteria applies to any child who has been “looked after” up until the making of the adoption order.
| **Residence Order** | A residence order is an order under the terms of the Children’s Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live. |
| **Special Guardianship Order** | A special guardianship order is an order under the terms of the Children’s Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s). |

Amended:

Review Board of Governors:
**Diocese of Westminster**  
**Catholic Secondary Schools**  
**Supplementary Information Form**  
**2019 – 2020**

**Name and Address of School:**

Child's Details

<table>
<thead>
<tr>
<th>Child's surname:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Child's Christian or other first name:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td></td>
</tr>
</tbody>
</table>

| Postcode:              |                     |

**Parent/Carer Details**

<table>
<thead>
<tr>
<th>Parent(s)/Carer(s) name:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address (if different from above):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone number:</td>
<td></td>
</tr>
</tbody>
</table>

**Details of Religion**

<table>
<thead>
<tr>
<th>Religion of child: (Please tick)</th>
<th>Catholic</th>
<th>Other Christian (name of denomination e.g. Methodist)</th>
<th>Other faith</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Catholic Parish you live in:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Church where child was baptised and date of baptism: (baptism certificate required)</th>
<th></th>
</tr>
</thead>
</table>
I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.

Signed………………………………………                Date…..…………………

Please note:

• Where applicable parents can obtain a Certificate of Catholic Practice Form from the school or from the Diocese of Westminster website.

• Applicants from other Christian denominations and other faiths may attach a letter confirming membership, from their minister or religious leader.

• You must complete your local authority’s e-admissions form by 31st October. If you do not do this you will not be offered a place.

Checklist:

Have you enclosed? :

Copy of baptism certificate
Certificate of Catholic Practice (where necessary)
Evidence of exceptional need (where necessary)

Have you completed your local authority’s e-admissions form?