



**THE MINSTER SCHOOL SOUTHWELL
JUNIOR DEPARTMENT ADMISSIONS 2008**

Ethos Statement

“Recognising its historic position within the Foundation of Southwell Minster, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at Cathedral, Parish and Diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to its students and all other members of the school community.”

Admission Arrangements

Governors are accepting applications for entry into the school’s Junior Department in September 2008. Candidates will be boys and girls with musical ability, whose skill and potential will be demonstrated by vocal or instrumental performance.

The Junior Department will contain pupils in Years 3 to 6. The number of places available in any one admission year will be such that the total number of new and existing pupils will not exceed 40 pupils.

At 11 years of age Junior Department pupils have an automatic place in the Main School.

(a) CHORAL PLACES (Southwell Minster Boy Choristers)

Children (at the time of publication of this document boys only) who successfully pass a vocal audition with the Rector Chori of Southwell Minster will be admitted to the Junior Department.

(b) INSTRUMENTAL AND CHORAL PLACES (Southwell Minster Girl Choristers or School only)

Children (boys and girls) who successfully pass a test of musical aptitude with the school’s Director of Music and Head of Junior Department will be admitted to the Junior Department. For intending Girl Choristers the Rector Chori of Southwell Minster will also be involved. (NB this is the preferred route for Girls preparing for an eventual vocal audition in Year 7 for the Girls Cathedral Choir).

*In the event of there being more applicants than places available for the Junior Department, the deciding factors will be, in priority order, the extent of vocal or instrumental aptitude, whether there is a brother or sister (see definitions below) on the school roll at the time of entry to the school, whether the child is in public care and then, if a further distinction is needed, the straight line distance from home to the Nottingham Road Site Reception. **No pupil will be admitted who has not passed the relevant test of musical aptitude.***

In the event of fewer than 40 places being awarded, the balance of the places will remain unfilled.

SOME DEFINITIONS

Brothers and sisters

For these purposes, brother or sister includes half-brother or half-sister or legally adopted child living at the same address as the child. It also includes a child looked after by a local authority placed in a foster family with other school age children. It also includes stepchildren, or children who are not related but live as a family unit, where the parents both live at the same address as the child.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include:

- All natural parents, whether they are married or not; and
- Any person who, although not a natural parent, has parental responsibility for a child or young person; and
- Any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law (defined in the Children Act 1989). People other than a child's natural parents can acquire parental responsibility through:

- Being granted a residence order;
- Being appointed a guardian;
- Being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare); or
- Adopting a child.

Residence

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three 'school' nights, i.e. Sunday, Monday, Tuesday, Wednesday or Thursday, will be taken to be the place of residence.

Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there for all or part of the week. The Governors may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.

For admissions purposes only, term dates are defined as

Autumn Term 1 September - 31 December

Spring Term 1 January - 31 March

Summer Term 1 April - 31 August



**THE MINSTER SCHOOL SOUTHWELL
Y7 ADMISSIONS 2008**

Ethos Statement

“Recognising its historic position within the Foundation of Southwell Minster, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at Cathedral, Parish and Diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to its students and all other members of the school community.”

NB: In the scheme which follows places will be awarded according to the highest appropriate criterion. All parents seeking a place under *any* criterion must indicate their preference by the closing date specified. *This includes those living in the catchment area. Please note the definitions sheet.*

Admission Arrangements

Governors are accepting applications for admission in September 2008 for children transferring from Primary Schools at age 11+. The number of places available will be 240. If more applications are received, by the published closing date, than there are places available, then the Governors will apply the following scheme:

(a) FOUNDATION PLACES

Up to 70 FOUNDATION PLACES: to be allocated in order of priority to those who have applied by the closing date, expressing a first preference for the Minster School Southwell, the Governors having regard to the following factors set out in order of priority:

- (i) Pupils transferring from the Minster School Junior Department.
- * (ii) Whether either parent and / or child currently worships regularly and frequently at a Church of England Church as a communicant, and for how long.
- * (iii) Whether either parent and / or child currently worships regularly and frequently at a Church of England Church and for how long, but who are not communicants.

In the event of there being more applicants than places available for Foundation applicants, the deciding factors will be whether there is a brother or sister on the school roll at the time of entry to the school and then, if a further distinction is needed, the straight line distance from home to the Nottingham Road Site Reception.

In the event of fewer than 70 Foundation places being awarded, the balance of the 70 places will become available to applicants in the remaining criteria, using the existing priorities for awarding places.

** Applicants for Foundation Places under these criteria are advised that the school will request information, via the parents, from their Minister of Religion. Please contact the school if you require further guidance on this or any other issue.*

(b) **CATCHMENT PLACES:** for children who live in the following civil parishes:

Bleasby	Halam	Kirklington	Normanton
Goverton	Hockerton	Morton	Southwell
Maplebeck	Rolleston	Farnsfield	Edingley
Thurgarton	Caunton	Fiskerton	Halloughton
Winkburn	Upton		

In the event of there being more applicants than places available for Catchment applicants, the deciding factors will be whether there is a brother or sister on the school roll at the time of entry to the school and then, if a further distinction is needed, the straight line distance from home to the Nottingham Road Site Reception.

(c) **PARENTAL PREFERENCES**

If, having awarded places to all valid applicants for Foundation and Catchment places, the number of places awarded is below 240, Governors will consider applications from parents who signify a first preference for the Minster School, but where the application does not come under category (a) or (b).

In the event of there being more Parental Preference applicants Governors will have regard to the following factors set out in order of priority:-

- (i) Whether there is a brother or sister on the school roll at the time of entry to the school.
- * (ii) Whether either parent and / or child worships regularly and frequently at a Christian Church, and for how long.
- * (iii) Whether either parent and / or child worships regularly and frequently within another faith community and for how long

In the event of a distinction needing to be drawn between applicants the deciding factor will be the straight line distance from home to the Nottingham Road Site Reception.

** Applicants under this criterion are advised that the school will request information, via the parents, from their Minister of Religion or faith community leader. Please contact the school if you require further guidance on this or any other issue.*

Applications should be made on the enclosed supplementary form, which must be returned to the School by (date determined by LEA co-ordinated scheme)

Special Circumstances

The following groups of children will be given special consideration in their application for a particular school:

- Children in public care (whose application will be agreed);
- Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional at the time of application.

The Governing Body will, in consultation with the Head Teacher, consider each case on its merits and determine the allocation of any such places. Cases agreed under 'special circumstances' will take precedence over all of the numbered criteria.

Moving House

If you move house during the school year and you want to change your child's school, you need to apply on a common application form (CAF). These are available at area education bases.

You will also need to fill in a Minster School Supplementary Admissions form.

If the year group in question is full and your new address is in one of the civil parishes making up the school's catchment area, you will be given a place if you apply within 30 days of your move and there is no other school with places within 3 miles (4.8km).

If you apply later than this, your child may not be admitted.

The Governors will require proof of where your child lives. Examples of proof include a letter of completion from a solicitor, a tenancy agreement, utility bills or utility agreements, a child benefit letter and enrolment with a local GP surgery. Court evidence can sometimes be required, particularly in cases involving parents living at more than one address.

NB Where an offer of a place is made on the basis of a fraudulent or deliberately misleading application from a parent, the Governing Body may subsequently withdraw the place.

“Hard to Place Pupils”

Pupils will be admitted in accordance with the locally agreed protocol for “hard to place pupils”.

SOME DEFINITIONS

Brothers and sisters

For these purposes, brother or sister includes half-brother or half-sister or legally adopted child living at the same address as the child. It also includes a child looked after by a local authority placed in a foster family with other school age children. It also includes stepchildren, or children who are not related but live as a family unit, where the parents both live at the same address as the child.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include:

- All natural parents, whether they are married or not; and
- Any person who, although not a natural parent, has parental responsibility for a child or young person; and
- Any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law (defined in the Children Act 1989). People other than a child's natural parents can acquire parental responsibility through:

- Being granted a residence order;
- Being appointed a guardian;
- Being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare); or
- Adopting a child.

Residence

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three 'school' nights, i.e. Sunday, Monday, Tuesday, Wednesday or Thursday, will be taken to be the place of residence.

Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there for all or part of the week. The Governors may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.

For admissions purposes only, term dates are defined as

Autumn Term 1 September - 31 December

Spring Term 1 January - 31 March

Summer Term 1 April - 31 August



THE MINSTER SCHOOL SOUTHWELL SIXTH FORM ADMISSIONS 2008

Ethos Statement

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NB: In the scheme which follows places will be awarded according to the highest appropriate criterion. *All* parents seeking a place under *any* criterion must indicate their preference by the closing date specified. *This includes those moving into the sixth form from within the school. Please note the definitions sheet.*

Admission Arrangements

Governors are accepting applications for admission into Year 12 in September 2008. If more applications are received, by the published closing date, than there are places available, then the Governors will apply the following scheme:

Places to be allocated to those who have applied by the closing date, the Governors having regard to the following factors set out in order of priority:

- (i) Pupils transferring from within the Minster School who meet the school’s minimum entry requirements (such students being guaranteed a place irrespective of numbers)
- (ii) Pupils transferring from other schools who meet the school’s minimum entry requirements (up to a total maximum of students in Y12 and Y13 of 375)

In the event of there being more applicants than places available in (ii) above, the deciding factors will be, in order of priority:

- * Whether there is a brother or sister on the Minster School roll at the time of entry to the Sixth Form
- * Whether either parent and / or child currently worships regularly and frequently at a Church of England Church as a communicant, and for how long.
- * Whether either parent and / or child currently worships regularly and frequently at a Church of England Church and for how long, but who are not communicants.
- * Whether either parent and / or child worships regularly and frequently within another faith community and for how long

If a further distinction is needed, the straight line distance from home to the Nottingham Road Site Reception will be used.

** Applicants are advised that the school will request information, via the Parents, from a Minister of Religion or faith community leader. Please contact the school if you require further guidance on this or any other issue.*

SOME DEFINITIONS

Minimum Entry Requirements

Students commencing a standard 4 AS level programme in September 2007 will need to have achieved at least 5 GCSE's at grade C or above, ideally with A-B grades in the subjects to be studied at AS Level.

We shall also look at performance across all GCSE subjects as measured by the student's average GCSE score. The average GCSE score is calculated as the mean of all a student's full course GCSE's at the beginning of their A Level course. We will accept students on to a 4 AS level programme who have achieved an average GCSE score of >5.0.

We may also consider a limited number of applications from students who have achieved an average GCSE score of between 4.5 and 5.0. However, these students will be guided carefully in making their course choices and it may be concluded that a modified programme may improve their chances of success in the sixth form.

We also require a satisfactory reference from a student's current school that indicates a satisfactory record of attendance, behaviour and academic work during years 10 and 11.

Brothers and sisters

For these purposes, brother or sister includes half-brother or half-sister or legally adopted child living at the same address as the child. It also includes a child looked after by a local authority placed in a foster family with other school age children. It also includes stepchildren, or children who are not related but live as a family unit, where the parents both live at the same address as the child.

Parent

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Residence

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Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there for all or part of the week. The Governors may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.