

ALL SAINTS CATHOLIC SCHOOL MANSFIELD (Nottinghamshire)  
CHRIST THE KING CATHOLIC SCHOOL ARNOLD NOTTINGHAM (Nottinghamshire)  
THE BECKET CATHOLIC SCHOOL, WILFORD NOTTINGHAM (Nottinghamshire)  
THE TRINITY CATHOLIC SCHOOL ASPLEY NOTTINGHAM (Nottingham City)

## ADMISSIONS POLICY FOR 2009-2010

These schools are in the trusteeship of the Diocese of Nottingham and serve the Catholic families of Nottingham City Local Authority and Nottinghamshire County Council. Our first responsibility therefore is to the children of Catholic families in these areas and these children must have priority in gaining a place at the school. Additionally, we also welcome applications from all parents and carers, regardless of faith or background who would like their children to be educated in a Christian environment. As Catholic schools we are mindful of the mission of the Church to welcome those who are disadvantaged or marginalised. In particular, we continue to welcome children of families from other countries who have made their home in Nottingham and Nottinghamshire.

Our schools are founded by and are part of the Catholic Church and belong to the Nottingham Diocesan family of schools. The Governing Bodies have the responsibility to preserve the Catholic ethos of the schools and therefore religious education and worship will be in accordance with the teachings and doctrines of the Catholic Church..

The Governing Bodies are the Admissions Authority for these schools and places can only be offered by the Governing Body. The Local Authority co-ordinates the admissions process. We are committed to providing a place for every Catholic child attending our linked primary schools. To help us achieve this, we have agreed with the Diocese that the following traditional linked arrangements will continue:

***All Saints ( 186 places)***

*St Philip Neri with St Bede's Mansfield,  
St Patrick's Forest Town,  
Holy Trinity Newark,  
St Joseph's Boughton  
St Joseph's Langwith Junction .  
Holy Family Worksop (Hallam Diocese)*

***Christ the King (147 places)***

*St Margaret Clitherow Nottingham,  
The Good Shepherd Woodthorpe,  
Sacred Heart Carlton  
Holy Cross Hucknall*

***The Becket ( 166 places)***

*Blessed Robert Widmerpool Clifton,  
St Edmund Campion West Bridgford,  
St Patrick's Wilford,  
Our Lady and St Edward's Nottingham  
English Martyrs Long Eaton.*

***The Trinity (166 places)***

*St Teresa's Aspley,  
Our Lady of Perpetual Succour Bulwell,  
St Mary's Hyson Green  
St Augustine's Mapperley.*

In order to provide a system for the allocation of places, which takes into account the of each Governing Body, a set of oversubscription criteria have been drawn up and agreed with the local admissions authorities and lodged with the Diocesan Education Service. The responsibility clearly stated in the opening paragraph will mean that the criteria for admission to the school will give priority to baptised Catholic children and other applications will only be considered if there are places available.

In drawing the criteria the Governing Body has used the following principles:

- the responsibility to serve the appropriate Catholic population as part of the Diocesan provision;
- a desire to keep families together;
- a desire to ensure continuity of education;
- a responsibility to the wider community;
- a desire to serve the general population.

## ARRANGEMENTS FOR ADMISSION 2009 - 2010

### Nottingham City – The Trinity School

See The Local Authority Booklet 'Going to School in Nottingham – Secondary Education' for full details of the admissions process.

Also visit [www.nottinghamcity.gov.uk/sitemap/school/](http://www.nottinghamcity.gov.uk/sitemap/school/) for full details of the admissions process and on line application.

### Nottinghamshire - All Saints, Christ the King, The Becket

See The Local Authority Booklet 'Applying for a School Place' for full details of the admissions process.

Visit [www.nottinghamshire.gov.uk/home/learningandwork/schools/gettingaschoolplace.htm](http://www.nottinghamshire.gov.uk/home/learningandwork/schools/gettingaschoolplace.htm) for full details of the admissions process and on line application.

For general advice on choosing a Catholic school, you can also speak to any of above the schools, the headteacher at your child's current primary school or Nottingham Diocesan Education Service – 01332 293833

## FRAUDULENT INFORMATION

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

## LATE APPLICATIONS – NOTTINGHAM CITY - THE TRINITY SCHOOL

The LA and the Governing Body may be willing to accept applications which are received late but before **16 January 2009** for good reason for example:

- a family returning from abroad
- a lone parent who has been ill for some time
- a family moving into Nottingham from another area
- other exceptional circumstances

Each case will be treated on its merits.

- 1 Any preferences received by the Nottingham LA up to **16 January 2009**, with good reason for being late, and where appropriate, with the agreement of the Governing Body will be included in the first cycle of allocations and will be notified on the national offer day.

## LATE APPLICATIONS – NOTTINGHAMSHIRE

Certain late applications submitted in the normal admissions round that are received by Nottinghamshire LA up to 26 December 2008 will be treated as on time by the LA. Such applications will be from parents or carers who:

- have moved into the area of Nottinghamshire LA; or
- can establish at the time of completing the form that there were exceptional reasons for missing the closing date

and were, therefore, unable to meet the published closing date.

Governing Bodies will treat such applications as on time where it is practical to include them in their first ranking.

All other late applications for secondary school places and any under point (1) above received by Nottinghamshire LA after 26 December 2008 will be dealt with after the offer day.

## WAITING LISTS

**Nottinghamshire** : will operate a waiting list for all its schools which are oversubscribed. The waiting list will open on Offer day and will close at the beginning of the Autumn Term 2009. Thereafter, each school will make its own arrangements for waiting lists in all year groups where there is oversubscription. Please contact the school for details.

**Nottingham City (Trinity School)** : The waiting list operated by the Local Authority will open on Offer day and will close on the last day of September 2009. Thereafter, the school will make its own arrangements for waiting lists in all year groups. Parents must make a request for their child's name to be entered on the waiting list. Parents will be contacted annually and asked if they wish to keep their child's name on the list.

Waiting Lists are ranked in accordance with the oversubscription criteria listed below.

## IN YEAR APPLICATIONS

The Governing Body of each school will make arrangements to consider applications outside the normal round for children of families moving into the area or those wishing to transfer their child from another school. Applications must be made on the forms provided by the school. Places will only be allocated if there is room in the relevant year group. If the year group is full, places will only be allocated in exceptional circumstances. If places are not allocated, parents have the right of appeal. (see Admission Appeals). Parents will be advised of any waiting list arrangements.

## YOUR APPLICATION - DOCUMENTS REQUIRED

**Common Application Form** : All applications for transfer from primary school to secondary school must be made on the Local Authority's Common Application Form. **This form should also be used for applications to schools in neighbouring authorities.**

**Supplementary Form** : In addition, all applicants should also complete the school's own Supplementary Form. The information on this form will enable Governors to place applicants in the correct category. If a Supplementary Form has not been supplied with the application pack, parents should contact their primary headteacher or the relevant secondary school.

**If the Supplementary Form is not completed and returned on the closing date, applicants will automatically be placed in Category E of the oversubscription criteria (see below)**

**Baptism / Dedication Certificate** : A copy of the pupil's baptism certificate ( or dedication certificate in the case of denominations who do not administer infant baptism) should be supplied **with the Supplementary Form** for applications in categories A, B and D. If this is not available, the Governors will accept written evidence of baptism which must be signed by the appropriate priest or minister.

For applications in categories A and B, where children have been baptised in another denomination but received into the Catholic church, a written statement or certificate from a Catholic priest must be supplied in addition to the Baptism Certificate. The document must verify that the child has been received onto the Catholic church. It must be signed by the priest and stamped with the parish stamp.

**If the required documents are not supplied, applicants will automatically be placed in Category E of the oversubscription criteria (see below)**

## **YOUR APPLICATION – HOW PLACES ARE ALLOCATED**

Once applications are received by the Local Authority, details of all applicants are passed to the Governing Body. Using the information on both the Common Application Form and the Supplementary Form, each Governing Body draws up a ranked list using the oversubscription criteria listed below. The Authority then allocates places on behalf of each Governing Body up to the admissions number. Where places cannot be allocated at the first preference school, the Local Authority will allocate places at the next preferred school which has places.

## **THESE ARE THE OVERSUBSCRIPTION CRITERIA**

Pupils with statements of special needs whose statement names the school will be admitted. This will reduce the number of places available.

**Category A – Catholic pupils in the care of a local authority (Looked After Children)**

**Category B – Baptised Catholic Pupils**

1. Pupils who attend one of the linked primary schools
2. Pupils with brothers or sisters at the school who will be in Years 7-11 at the time of admission
3. Other Catholic pupils.

**Category C –Pupils in the care of a local authority who are not Catholic (Looked After Children)**

## **Category D - Pupils belonging to other Christian churches including Eastern Orthodox Churches**

1. Pupils who attend one of the linked primary schools
2. Pupils with brothers or sisters at the school who will be in Years 7-11 at the time of admission
3. Other Christian pupils.

Christian churches are those churches and denominations which belong to Churches Together in England and Wales. (See list below).

## **Category E – Other pupils**

1. Pupils who attend one of the linked primary schools
2. Pupils with brothers or sisters at the school who will be in Years 7-11 at the time of admission
3. Other pupils.

*If a tie breaker is needed any of the above categories, allocation of places will be decided on a distance basis. Distance measurements will be supplied by the Local Authority in which the school is situated. (See below)*

### ***Distance Tie Breaker – Nottingham City (Trinity)***

Distance will be measured in a straight line (by a computerised geographical information system) from the centre of the school campus to a point at the pupils home address identified by the Local Land and Property Gazetteer.

### ***Distance Tie Breaker – Nottinghamshire (All Saints, Christ the King, The Becket)***

Distance measurements will be taken in a straight line from the entrance to the child's home to the principal entrance to the main administrative building of the school. This will be calculated by using computer software, which is currently *arcview*. In the event of needing to discriminate between pupils living in the same block of flats, where *arcview* produces the same distance measurement, the lowest numbered flat(s) will be treated as closest to the school.

## **DEFINITIONS**

### **Note 1 - Definition of Brothers, Sisters (sometimes referred to as siblings)**

Brothers or Sisters (siblings) are considered to be those children who live at the same address and either :

- a. have one or both natural parents in common
- or b. are related by a parent's marriage
- or c. are adopted or fostered.

### **Note 2 - Definition of Catholic**

1. A child baptised in the Catholic Church (Roman rite or Eastern rites) whose members are in full communion with the Bishop of Rome. (Pope Benedict XV1) Advice available from Diocesan Education Service.
2. A child baptised in another Christian denomination who has been received into full communion with the Catholic church

### **Note 3 - Definition of Looked After Children**

A child who is looked after by a local authority in accordance with Section 22 of the Children's Act 1989 (b) at the time application for his / her admission is made and who the Local Authority can confirm, will still be looked after at the time when he / she is admitted to school.

#### **Note 4 – Churches Together in England**

(See [www.churches-together.org.uk](http://www.churches-together.org.uk) for further details on membership)

The Baptist Union	Council of Oriental Orthodox Churches
British Antiochian Orthodox Church	Ichthus Christian Fellowship
Cherubim and Seraphim Council of Churches	Independent Methodist Churches
The Church of England	Joint Council for Anglo-Caribbean Churches
Church of God Prophecy	Lutheran Council of Great Britain
Church of Scotland (in England)	The Methodist Church
Congregational Federation	United Reform Church
Coptic Orthodox	Wesleyan Holiness Church
Council of African and Caribbean Churches	

#### **Arrangements for Appeals**

Following allocations, parents / carers may appeal if they are not allocated a place for their child at their preferred school. Requests for appeals must be made in writing and addressed to the Clerk to Governors at the relevant school. Appeals must be received by the Clerk to Governors no later than fifteen working days (three weeks) after allocation day or, in the case of 'In Year' applications, fifteen working days after the date of the refusal letter. The Catholic Schools Appeals Service arranges all appeals on behalf of the governing bodies of the four schools. Appeals will be heard by an independent panel and the final decision of the panel is binding on all parties.