



OUR LADY'S
CATHOLIC
HIGH SCHOOL



'Shaping Tomorrow,
Inspired by Faith'

@OLCHSHackney



Admissions Policy 2019/20

1. Introduction

The school's published admission number (PAN) for admission in Year 7 is 120.

Catholic Education is Education for All.

We welcome students of all faiths and backgrounds that wish to join our community. Our school was founded by the Servite Sisters over 100 years ago to provide a Catholic Education for girls and young women in the local area. Their values, which include community, compassion and respect for diversity, are still at the core of the school today. Please visit our website to find out more about our Servite values:

<http://www.ourladys.hackney.sch.uk/servitevalues>

It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aim and ethos of this school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to the school in accordance with the admissions arrangements; *Catholic education is education for all.*

2. Mission Statement

Our Lady's Convent High School enables all in our school community to achieve their highest potential and prepares our students to become compassionate and caring citizens, aware of their global responsibilities.

We achieve this by maintaining high expectations of the individual, appreciating that we are all members of a diverse community, living our Catholic faith and embracing the Servite Values.

3. Admission Procedure

To apply for a place in this school, you must complete and return:

- Your local authority's e-admissions form which is available on the website of the local authority in which the family is resident (also at this address: www.eadmissions.org.uk). This form must be completed by the deadline set by the local authority – by the 31st October 2018.
- The OLCHS Supplementary Information Form (SIF) must be completed when applying under criteria 2, 3 or 5, which can be found on the school website, application pack from the school or local authority. This form must be completed and returned to Mrs Julia McAuley at the school address by 31st October 2018.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round ¹ excluding Year 12. The published admission number (PAN) for the school is 120 children. The Governing Body has sole responsibility for admissions to this school and intends to admit 120 children to Year 7 in September 2019.

¹ This is for admission to the school at the start of the school year in September and not for application made in-year.

4. Over subscription criteria

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

1. **Catholic looked after girls** and **Catholic girls who have been adopted** (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after
2. **Baptised Catholic girls** with a **Certificate of Baptism** and a **Certificate of Catholic Practice**.¹
3. **Other Baptised Catholic girls** - This will be determined by reference to the applicant's **Certificate of Baptism**
4. **Other looked after girls** and girls who have been adopted (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after
5. **Girls of other Christian denominations** - this will be determined by reference to the applicant's Baptismal (or Dedication) certificate and / or a letter confirming membership of the Church.
6. **Any Other girl**

5. Notes on oversubscription criteria

Within each category above preference will be given according to the following order:

- a) **Exceptional needs:** The governors will give top priority in any category 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 Governing Body will require compelling written evidence at the time of application, from an appropriate professional e.g. doctor, priest or social worker.*
- b) **Siblings:** Sisters of siblings who are on roll at the school at the time of the proposed admission. *Siblings must live at the same address as the girl for whom the application is being made. This includes half siblings, step siblings and foster siblings who live permanently as a family unit at the same address.*
- c) **Distance from school:** measured 'as the crow flies' to the Main Entrance door of school *Distance will be calculated using a computerised measuring system that identifies the students' addresses using geographical references provided by the borough council in which the student lives and the measurement will be made from the applicant's home address to the Main Entrance of the school. In the case of a number of addresses in the same block with the same geographical reference or two applicants living exactly the same distance away, the (final) place will be determined by lottery, which will be carried out in the presence of an independent witness.*

Certificate of Catholic Practice: The Certificate of Catholic Practice must be signed by the priest in the parish where they normally worship. Applicants applying under criterion 2 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the parish where the family normally worships or from the diocesan website.

Admission of twins / multiple births: when only one place is available the Governing Body will admit the other child(ren) and go above numbers temporarily.

Appeals Procedure: Information in regard to the Appeals Procedure will be sent out by The Learning Trust to those who are unsuccessful.

Waiting list: The school maintains a waiting list, in the order of the oversubscription published criteria, and places will be offered as and when vacancies occur. **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

6. Education, Health and Care Plans (EHCP)

Children in receipt of an Education, Health and Care Plan (this used to be a statement of SEN), are not admitted through this procedure and should contact the SEN department at their local authority. Children with this school named in their EHC Plan will be admitted. The admission of children with an EHC Plan will reduce the number of places available.

7. Admissions outside the normal age group

Parents seeking a place for their child outside the normal age group at transfer from year 6 to 7 or at any other time of the school year (In-Year transfer) and wish this to continue, should read the guidance on out of normal age group admissions in the "Hackney's secondary schools" Admissions Guide for Parents. The booklet is available at www.learningtrust.co.uk.

8. In-Year Admissions

Applications for In Year admissions should be made directly to Hackney Learning Trust on the In Year application form (www.learningtrust.co.uk/inyear). If a place is available and there is no waiting list then the Local Authority will be informed and the child will be admitted. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the oversubscription published criteria.

If a place cannot be offered at this time then you may ask the school 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 published criteria and not in the order in which the applications are received. When a place becomes available the Governing Body re-ranks the list so that the Local Authority can inform the parent that the school is making an offer.

9. 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 any local protocol that has been agreed by both the Diocese, Trustees and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

10. Sixth Form Admission Policy

The school operates a mixed sixth form for a total of 150 students, 75 places will be available in year 12. All of the school's existing Year 11 students who meet the entry requirements can transfer into Year 12. Additional external students, both girls and boys, will be admitted until Year 12 meets its capacity of 75.

Both internal and external students wishing to enter the sixth form will be expected to have met the same minimum academic requirements for the sixth form: English GCSE at grade 4.5 or above (*that means the average of English Literature and English Language GCSE*), and Maths GCSE at grade 4 or above *plus* at least three 9-5 grades in other GCSE subjects.

In addition to the Sixth Form's minimum academic entry requirements students will need to satisfy the subject specific minimum entry requirements found in the Admissions Criteria to the course they are applying. Minimum entry requirements and specific course requirements are published annually in the school's Sixth Form Admissions Criteria and on our website.

Current students do not need to make an application as it is presumed that they will require a Sixth Form place. The school welcomes application to the Sixth Form from boys and girls from other institutions. Application must be made on the Sixth Form Application Form, available from the school, and an offer of a

Sixth Form place is conditional on the school being able to provide a course suited to the applicant's age, ability, aptitude and educational needs.

In the event of oversubscription the criteria and priorities listed in this Policy will apply.

Interpretation of terms used in the Admissions Policy

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| <p>Catholic</p> | <p>'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.</p> |
| <p>Certificate of Catholic Practice</p> | <p>Certificate of Catholic Practice means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests http://rcdow.org.uk/education/governors/admissions/</p> |
| <p>Looked after child</p> | <p>Child 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)</p> |
| <p>Sibling</p> | <p>Brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.</p> |
| <p>Adopted</p> | <p>An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).</p> |
| <p>Girls of other Christian denominations</p> | <p>Girl of other Christian denomination means children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by</p> |

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| | <p>common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.</p> <p>All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.</p> |
| EHC Plan | An Education, Health and Care Plan is made by the local authority under Section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. |
| Parent(s) | Person(s) who has/have legal responsibility for the applicant |
| Special Guardianship Order | A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s). |
| Home Address | A child is deemed to be resident at a particular address when she resides there for more than 50% of the school week. |
| 'Child Arrangements Order' | A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category. |