



## OUR LADY'S CONVENT HIGH SCHOOL

*"Shaping Tomorrow, Inspired by Faith"*

### Admissions Policy 2018/19

#### 1. Introduction

The school's published admission number 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/page/?title=Our+Mission+%26amp%3B+Servite+Values&pid=12>

Today, the school admits students from the age of 11 who are expected to preserve the Catholic nature and character of this 11-18 school and whose parents are expected to support the ethos, aims and procedures of this community. It is essential that the Catholic character of the school's education be fully supported by all families in the school.

#### 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

All applicants must complete their local authority's e-admissions form which is available on the website of the local authority in which the family is resident. This form must be completed by the deadline set by the local authority – usually by the 31<sup>st</sup> October 2017.

**[www.eadmissions.org.uk](http://www.eadmissions.org.uk)**

In addition, applicants to Our Lady's Convent High School must also complete the **OLCHS Supplementary Information Form (SIF)** which is available on our website ([www.ourladys.hackney.sch.uk](http://www.ourladys.hackney.sch.uk) – *then About Us and then Admissions*). This must be returned to the school by Friday 20<sup>th</sup> October 2017.

**Pupil Premium  
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Secondary schools with  
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Headteacher: Ms Justine McDonald



EDUCATIONAL  
OUTCOMES  
AWARDS 2015



#### 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*. \*
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. **Other Christian girls** - 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) 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.*
- b) 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 pupils' addresses using geographical references provided by the borough council in which the pupil 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.

**Exceptional needs:** Governors will give top priority within a category to any child whose exceptional medical or social needs justify a place at this particular school. Compelling written evidence must be supplied by the closing date from an appropriate professional e.g. doctor or social worker. It is the responsibility of the parent to produce this evidence

**Admission of twins / multiple births:** when only one place is available the Governors 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, ranked according to the published criteria, and places will be offered as and when vacancies occur.

## **6. EHC Plans**

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.

## **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](http://www.learningtrust.co.uk).

## **8. In-Year Admissions**

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. 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 criteria.

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 governing body in the order of the oversubscription criteria 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 governing body re-rank 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**

Current students do not need to make an application as it is presumed that they will require a Sixth Form place. The courses available and the minimum academic requirements are published annually by the school. 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.

Applicants will be required, as a general rule, to have achieved at least GCSE Grade B (new grade 6) in any subject (or associated subject) which they intend to study in the Sixth Form.

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

### 11. Interpretation of terms used in the Admissions Policy

<b>Certificate of Catholic Practice</b>	Certificate of Catholic Practice means a certificate given by the family's parish priest (or the priest in charge of the church which the family attends) in the form laid down by the Bishops' Conference of England and Wales. 'Family' includes the Catholic or Catholics who have legal responsibility for the child.
<b>Catholic</b>	A person who is a member of a Church in full communion with the See of Rome, including Eastern Catholic Churches as listed in the Westminster Diocesan Yearbook
<b>Looked after child</b>	Child in the care of the Local Authority or provided with accommodation by them egg Children with foster parents ( see section 22 of The Childrens Act 1989 )
<b>Sibling</b>	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.
<b>Adopted</b>	An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).
<b>Christian</b>	A member of one of the Churches that is a member of "Churches Together in Britain and Ireland"
<b>Parent(s)</b>	Person(s) who has/have legal responsibility for the applicant
<b>Special Guardianship Order</b>	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).
<b>Home Address</b>	A child is deemed to be resident at a particular address when she resides there for more than 50% of the school week.
<b>'Child Arrangements Order'</b>	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.