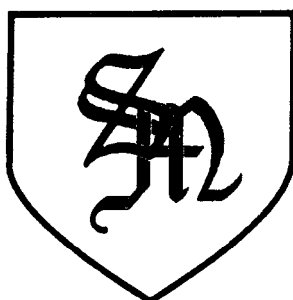


Dioceses of Hallam and Wakefield

St Michael's Catholic and Church of England High School

A Specialist Science College

ADMISSION POLICY 2010-2011



Science

"Following Jesus Together"

INTRODUCTION

St Michael's Catholic and Church of England High School is a joint Catholic and Church of England High School. It provides the highest possible quality education within a developing Christian ethos – fully Catholic and fully Anglican, serving as a witness to our Lord Jesus Christ.

The Governing Body, which includes Foundation Governors from both traditions, is the admissions authority for the school. This admissions policy has been agreed with both the Hallam Diocesan School's Commission and Diocesan Trustees and the Wakefield Diocesan Board of Education. Following the second draft of the Admissions Policy of Barnsley LA with regard to Admissions to Voluntary Aided Schools dated November 2002 the Governors have agreed to adopt the Co-ordinated Scheme for entry 2010-2011.

Normally sixty per cent of the places available will be reserved for Catholic children and forty per cent for Anglican children. The governors also welcome applications from children of other Christian Churches recognised by Churches Together in England and Wales

Applications for admissions to the school will be decided according to the criteria without reference to ability or aptitude. Priority will be given to those children who:

- attend designated feeder schools
- attend other Catholic or Church of England Primary schools
- attend other schools

The "feeder" Catholic schools referred to are:

Holy Rood Catholic Primary School
St Dominic's Catholic Primary School

The "feeder" Church of England Primary Schools referred to are

Holy Cross Deanery CE (VA) J&I Primary School
Royston St John the Baptist CE (VA) Primary School

Please note that attendance at a "feeder" school does not automatically guarantee a place at St Michael's.

The admission number for 2010-2011 is **180** (see footnote 1)

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

DATE OF ADMISSION FOR 2010-2011

The Governing Body, being the admissions authority for this school will admit children into year Seven as follows:

Children whose eleventh birthday falls between 1 September and 31 August in the year prior to admission for September 2009.

CRITERIA FOR ADMISSION

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority:

(Should the planned admission limit be reached mid category, the Governing Body, as the admissions authority will make a decision based on the shortest distance between the applicant's home and the main entrance of the school by the most direct route as the crow flies – or as measured by the LA).

Children with Statements of Special Educational Need where the school is named as the most appropriate setting by the LA will be prioritised for admission.

Children who are in public care (Looked After) will be prioritised for admission.

Category 1a

A maximum 60% of Catholic children (see footnote 2) who are baptised or undertaking instruction.

- Documents Required
1. ***Copy of child's Baptismal Certificate and a copy of the supplementary information form appropriately signed and verified***
 2. ***For Catechumens, a letter from the Parish Priest/Sister to support this status, and a copy of the supplementary information form appropriately signed and verified***

Category 1b

A maximum of 40% of children who are baptised members of the Church of England.

- Document Required
- Copy of child's Baptismal Certificate and a copy of the supplementary information form appropriately signed and verified***

Category 2

Children who are practising members of other Christian communities recognised by Churches Together in England and Wales (see footnote 3) who are supported by their minister of religion.

- Document Required
- Supplementary information form appropriately signed and verified***

<p>Category 3</p> <p>Children who have siblings (see footnote 4) attending St Michael's Catholic and Church of England High School at the proposed date of admission.</p>
<p>Category 4</p> <p>Other children who attend the designated "feeder" schools.</p>
<p>Category 5</p> <p>Children attending other schools whose parents are seeking a Christian environment for their children's education.</p> <p>Document Required <i>Letter of support for the application demonstrating this commitment from a religious leader, or other supporter.</i></p>
<p>Category 6</p> <p>Any other applicant.</p>

FOOTNOTES:

Footnote 1: This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Barnsley LA.

Footnote 2: Catholic children are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, Catechumens, Candidates for Confirmation.

Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

Footnote 3: Churches Together in England (as at 12th March 2008) *

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

Lutheran Council of Great Britain
 Methodist Church
 Moravian Church
 New Testament Assembly
 New Testament Church of God
 Oecumenical Patriarchate
 Redeemed Christian Church of God
 Religious Society of Friends
 Roman Catholic Church
 Russian Orthodox Church
 Salvation Army
 Transatlantic Pacific Alliance of Churches
 United Reform Church
 Wesleyan Holiness Church

* up to date information available at www.churches-together.org.uk

Footnote 4: Definition of Sibling

For the sibling criteria to be applicable one of the following conditions must exist:

- a) a brother and / or sister is to be permanently resident at the same address
- b) a stepbrother and / or stepsister is to be permanently resident at the same address (to include half brother / sisters)

APPLICATION PROCEDURE FOR ADMISSION TO YEAR SEVEN CO-ORDINATED SCHEME
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1. Application to be made on the common application form used in the Authority's co-ordinated admissions scheme.
2. For admission to the Year Seven Group parents will be invited to express three preferences for those schools at which they wish their child to receive education.
3. The common application form will provide three spaces in which parents can state their preferences in rank order, and give reasons for those preferences.
4. The common application form for admission to school during the normal admissions round will be handed in to the school ranked first on the application form.
5. The common application forms must be handed in by the closing date of 16th October 2009.
6. All preferences for individual secondary schools will be treated equally.
7. Where the school is oversubscribed the Admission Section will send copies of the application forms to the school.
8. The school matches the application forms with the supplementary information sheets handed in directly to the school by the parent.
9. Where there is no supplementary information sheet provided by the parent, then the application form must be placed in the appropriate category based on the information contained on the application form.
10. Application forms are placed in category order according to the school's priority of admission criteria. Each category list does not have to have the names in rank order.
11. The school sends off names to the Authority. At this stage there is no allocation of places.
12. Allocation is done by the Authority taking account of the parents ranking of their school preferences through categories until admission number is reached.
13. The offer of a place to a parent will be made on the offer day of 1 March 2010.
14. St Michael's Governors require parents to confirm acceptance of a place in writing within 10 working days of the offer being made.
15. However, where a parent declines the offer of a place made to them by the Authority, they must inform the Authority within 10 working days.

16. Where the Authority cannot make a single offer for any of the preferences expressed by a parent resident in Barnsley, a place will be allocated to the child at the nearest community or voluntary controlled school with places available to their normal place of residence.
17. Parents must inform the Authority where they decline the allocation of a place made under point 16 within 10 working days from the date of receipt of the allocation letter.
18. Where the common application form submitted by a parent contains fewer than three preferences expressed by a parent it will be dealt with under the same criteria as one which contained three.
19. In the case where a parent fails to complete and submit a common application form they will not receive the offer of a single place at a secondary school on the offer day.

LATE APPLICATIONS

- 1) Late applications received by the Governing Body up to 30 November 2009 from parents who were unable to meet the closing date will be included in the allocation of places made for the offer day.
- 2) All other late applications received after 30 November 2009 by the Governing Body will be dealt with after the offer day.

PLACE OF RESIDENCE

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

WAITING LIST

- 1) If parents wish, names of children will automatically be placed on the waiting list for this school, when the child has been refused admission.
- 2) A vacancy only arises in Year Seven when the number of offers to the school falls below the admission number (or a higher admission limit where one has been set).
- 3) The waiting list will be established on the offer day.
- 4) The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
- 5) Following the offer day, should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

FALSE INFORMATION

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

APPLICATIONS OUTSIDE OF THE NORMAL ADMISSIONS ROUND

1. Admissions to Years 7 to 11 inclusive

- a) Where the year group in question is below the admission number or the former admission number for that year.

The parent will be offered a place.

- b) Where the year group in question is above the admission number for that year, the parent will be refused the offer of a place.

2. Where the admission is for Years 8 – 11 inclusive and the pupil is deemed to be a pupil with challenging behaviour the Governing Body can determine not to offer a place even though there may be places available in the appropriate year group because to do so would prejudice the provision of efficient education or the efficient use of resources.
3. Where a parent is not offered a place at a school outside of the normal admission round they have the right to an independent appeal.

APPEALS AGAINST THE GOVERNING BODY'S DECISION TO REFUSE ADMISSION

1. If a place is not available, parents have the right of appeal. Such appeals against non-admission will be heard by an Independent Appeals Panel formed in accordance with the DCSF Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 21 days of receiving the refusal letter to:

FAO: Admissions Officer
BMBC
Education Services
Berneslai Close
Barnsley S70 2HS

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

TIMETABLE

Closing date for receiving applications : 16th October 2009

Offer day : 1st March 2010

DOCUMENTATION REQUIRED

The common application form, including any supplementary information as stated in the Admissions Criteria.



ST MICHAEL'S CATHOLIC AND CHURCH OF ENGLAND HIGH SCHOOL
A Specialist Science College
 Diocese of Hallam and Diocese of Wakefield working in partnership with Barnsley LA



"Following Jesus Together"

**SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO
ST MICHAEL'S CATHOLIC AND CHURCH OF ENGLAND HIGH SCHOOL**

INTRODUCTION

St Michael's Catholic and Church of England High School is a Voluntary Aided School, which means that the Diocese of Hallam and the Diocese of Wakefield have contributed towards the building of the school and continue to pay towards its maintenance.

The School is designated as a school with a Religious Character and as such is permitted to give application preference to members of a particular faith or denomination.

The purpose of the Supplementary Information Form (SIF) is to verify the Christian commitment of the child by the parent(s) applying for a place at St Michael's Catholic and Church of England High School. **You must complete this form if you want your application to be considered using the Christian Commitment Oversubscription Criteria of The School's Admissions Policy.**

I/We – Name(s)	-----
Of - Address	-----
Parent(s) of (Child's name)	-----

Declare Christian Commitment described as:

My child is a Baptised Catholic (copy of baptismal certificate attached as requested)	Please tick
My child is a Baptised member of the Church of England (copy of baptismal certificate attached as requested)	Please tick
My child is a member of _____ Church which is a recognised member of Churches Together in England	Please tick

Parental Signature(s)	Please print your name(s)
(1)	(1)
(2)	(2)
Date	Date

PLEASE GET THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION
 See the School's Admission Policy to find out who these persons are

Verified by	Vicar, Rector, Priest in Charge, Minister of Religion, etc (During an interregnum the form may be signed by a Churchwarden)
Signature	-----
Please print your name	-----
Status within the church	-----
Date	-----
Your contact address / telephone	-----

Please return to: St Michael's Catholic and Church of England High School, Carlton Road, BARNSELY, S71 2BD
 (SIF)

Reviewed: November 2009 - Curriculum Committee