

SACRED HEART RC SCHOOL



ADMISSIONS POLICY 2010/11

This Admissions Policy covers the process and criteria for admissions to Sacred Heart School.

Approved by Full Governing Body	
To be distributed with School Prospectus	September 2009
To be applied during academic year	2010/11

The Governing Body of Sacred Heart School, Redcar is the Admissions Authority for the school. Admission procedures and policy have been delegated to the Governors Attendance & Admissions/Discipline/ Exclusions/Related Complaints Committee. The Governing Body intends to admit up to 150 students to Year 7 in September 2010. This number will apply to Years 7 to 11.

Sacred Heart School serves the parishes of St Albans, St Anthony of Padua, St Augustine's, St Bede's, St Joseph's & St Cuthbert's, Our Lady of Lourdes, Our Lady Star of the Sea, St Paulinus, Sacred Heart and St William's. These are referred to hereafter as the partner parishes.

St Bede's, St Benedict's, St Joseph's and St Paulinus are referred to as Catholic Primary Partner schools.

Application

Formal written applications for admission must be made by completing the Common Application Form and the Catholic Schools Application Form (available from Redcar & Cleveland Local Authority) which must be returned to them before 24th October 2009. Applications can also be made on-line. The Catholic Schools Application Form will be sent to you by the local authority, copies are available from Sacred Heart School. An independent Choice Advisor is available to assist families with their applications, telephone 01642 444193. For general enquiries contact the Redcar & Cleveland Admissions Team on 01642 444110 /444108 or long onto www.admissions.redcar-cleveland.gov.uk] **All parents/carers are strongly advised to read the Redcar & Cleveland Local Authority Guide for Parents/Carers 2010/11.**



Places will then be allocated by strict application with no reference to the date of application. The local authority will notify parents as to whether or not their child has been allocated a place on 1st March 2010.

OVER-SUBSCRIPTION CRITERIA

Where more parents/carers have expressed a preference for the school than there are places available the following criteria will be applied to determine priority order of places:

1. All 'Looked after Children' (Children who are subject to care orders or who are accommodated by the Children's Services Department on a voluntary basis).
2. Catholic children whose home address is within the parish boundaries of one of the partner parishes and who attend a Catholic Primary School.
3. Catholic children whose home address is outside of the parish boundaries of any of the partner parishes and who attend a Catholic Primary Partner School.
4. Catholic children whose home address is within the parish boundaries of one of the partner parishes and who do not attend a Catholic Primary School.
5. Catholic children who have a sibling, residing at the same permanent address, already attending the school at the time of admission.
6. Catholic children whose home address is outside the Parish boundaries of one of the partner parishes.
7. Children of other Christian denominations who attend a Catholic Primary Partner School.
8. Children of other Christian denominations who have siblings, residing at the same permanent address, already attending the school at the time of admission.
9. Children of other Faith traditions who have a sibling, residing at the same permanent address, already attending the school at the time of admission.
10. Children who have a sibling, residing at the same permanent address, already attending the school at the time of admission.
11. Children of other Christian denominations who do not have a sibling attending the school at the time of admission.
12. Children of other Faith traditions who do not have a sibling attending the school at the time of admission.



13. Children who have exceptional social and/or medical reasons [see additional notes]
14. Children living closest to the school. The distance from home to school will be measured by computer on a straight-line basis using the number and postcode of the home address and the postcode of the location of the school.
15. Children for whom a Catholic Application Form was not submitted

Tie-Break

In the case of a tie-break within categories, the final allocation will be determined using the shortest walking route, using the number and postcode of the home address and the postcode of the location of the school.

Children in Receipt of a Local Authority Statement

Any child who has a current Statement of Special Needs naming Sacred Heart School as the designated secondary school in Year 7 will be automatically admitted, unless the school has previously demonstrated (if necessary to an independent tribunal) that to admit the child would not be in his/her best interests, unreasonable in terms of its impact on the school, or detrimental to health and safety.

ADDITIONAL NOTES

Categories 2, 3, 4, 5, 6

Catholic Children are children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under these categories **must provide** evidence that the child has been baptised as a Catholic or has been received into the Catholic Church.

Categories 7, 8, 11

All applicants seeking admission under these categories **must provide** evidence that the child has been baptised or has been received into the Christian Church.

Categories 9, 12

Children of other Faith traditions must provide a letter of support from their minister, faith leader or suitable equivalent [e.g. Headteacher].

Category 13

We will consider individual applications involving medical or social needs. This kind of application must be supported in writing by the relevant professional agencies i.e. a doctor, social worker or headteacher. This supporting evidence should set out the particular reasons why Sacred Heart School is the only school which could meet your child's needs.

The submission of independent information will not automatically guarantee a place. However, the evidence will be carefully considered.



Home Address

It is the parental address, which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Late Applications

Sacred Heart School will only accept late applications if there is a good reason for missing the deadline, and if they are received prior to the allocation of places. Examples of good reasons for lateness would include the serious illness of a parent or a family moving into the area from outside the Local Authority. We may request evidence to support the late application.

If the application form is late without good reason, the application will only be considered after all other preferences have been allocated.

If late applications are received after places have been allocated, a place will only be allocated if there are places still available within the year group.

Right of Appeal

Parents who are refused a place have a statutory right of appeal to an independent panel. Further details of the appeal process are available by writing to the Chair of Governors at the school address.

Waiting Lists

Parents/carers may request that their child's name be placed on a waiting list for Sacred Heart School. If places become available in the school they will be allocated to children on the waiting list in accordance with the over-subscription criteria. The waiting list for admission to Year 7 only will close on 19th September 2010.

Admission to Year 8, 9, 10 and 11 and Mid-year Transfers

Application for places in these year groups can be received at any time of the year. In the event of over-subscription, the criteria set out above will be applied and places offered in accordance with the criteria.

To apply for a place after the start of the Autumn Term in September 2010, please contact the local authority for an application form. Parents/carers wishing to visit the school prior to submitting an application are welcome to do so.

Joan Gillis, Chair of Governors

