

**Admissions Policy for Catholic Secondary Schools in  
The St Thérèse of Lisieux Catholic Multi-Academy Trust**

School	Published Admission Number	Partner Primary Schools	Local Authority
<b>St Bede's Catholic Voluntary Academy, Scunthorpe</b>	150	St Mary's Catholic Academy, Grimsby St Joseph's Catholic Academy, Cleethorpes St Augustine Webster, Scunthorpe St Bernadette's, Ashby St Norbert's, Crowle St Mary's, Brigg	North Lincs
<b>St. Peter &amp; St. Paul Catholic Voluntary Academy, Lincoln</b>	112	St. Hugh's Catholic Primary, a Voluntary Academy, Lincoln  Our Lady of Lincoln Catholic Primary School, a Voluntary Academy, Lincoln	Lincolnshire

This policy will apply to all admissions into year 7 and years 12 and 13 (sixth form) for the academic year 2023-24.

The Catholic schools listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of these schools to apply for and to be considered for places, applications are welcome from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment. However, we ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

The St Thérèse of Lisieux Catholic Multi-Academy Trust is the admission authority for all the schools in the Trust and is responsible for determining the admissions policy. On behalf of the Trust the admissions process is coordinated by the relevant Local Authority.

All decisions relating to admission applications will be taken by the local governing body of the school applied for.

Each academy gives priority within the oversubscription criteria to Catholic children attending their partner primary schools (as listed above).

### **ARRANGEMENTS FOR ADMISSION**

**Dependent on place of residence parents/carers should consult their relevant home Local Authority website for full details of the admissions process, including information on the admissions cycle.**

Details are below:

North Lincs: [www.northlincs.gov.uk](http://www.northlincs.gov.uk)

Lincolnshire: [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk)

NE Lincs: [www.nelincs.gov.uk/education/schools/admissions](http://www.nelincs.gov.uk/education/schools/admissions)

### **Application Procedure and Timetable**

Applications must be made on the Common Application Form provided by your **home** Local Authority. Applications must be made to your **home** Local Authority by the national closing date of 31<sup>st</sup> October.

In addition, **all applicants wishing to apply for a place under a faith criterion (oversubscription criteria 1-6)** should complete the Supplementary Information Form. This form can be downloaded from the Local Authority website within which the school is located and is also available from the schools. The completed form, together with any required evidence, (see notes 3-8), should be returned by the national closing date of 31<sup>st</sup> October to each Catholic school for which a preference has been specified.

**If you do not provide the additional required evidence for ranking within the faith criteria and return it by the closing date your child will be ranked in a lower admissions category and this may affect your child's chances of being offered a place.**

## **ALL APPLICATIONS – HOW PLACES ARE ALLOCATED**

The Local Authority forwards details of all applicants to the relevant school local governing Body. Using the information on both the Common Application Form and the Supplementary Form the school local governing body draws up a ranked list using the oversubscription criteria listed below. The Local Authority then allocates places on behalf of the relevant school local governing body up to the admissions number. When a place can be offered at more than one of the schools listed on your application, the Local Authority will offer a place at the highest preferred school where a place is available.

## **ADMISSION OF PUPILS OUTSIDE NORMAL AGE GROUP**

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. It is anticipated that children will be educated out of their normal age group in only a small number of very exceptional circumstances.

Should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group and you should also submit a request for admission out of the normal age group at the same time, following the procedure set out by your **home** local authority.

In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the school local governing body will take into account the views of the parents and of appropriate medical and education professionals. A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child.

Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However, the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

## **LATE APPLICATIONS**

Late applications will be administered in accordance with the Local Authority Secondary Coordinated Admissions Scheme within which the Academy is situated. You are encouraged to ensure that your application is received on time.

## **IN YEAR APPLICATIONS – APPLICATIONS DURING THE SCHOOL YEAR**

Details of the application process are available from the school and from the Local Authority. Once an application has been made, it will be passed to the school local governing body for consideration. A Supplementary Form should also be completed if you wish to apply for ranking within a faith criterion.

If your application is refused, parents have a statutory right to appeal (see 'Appeals' below). The appeal should be lodged within 20 school days after the date of your refusal letter.

## **WAITING LISTS**

Parents whose children have not been offered a place will be added to the school's Waiting List unless they have been offered a place a higher preference school. The Waiting List will be maintained until the end of the first term by the Local Authority. At the end of the autumn term the school will continue to maintain the Waiting List for admission to year 7 until the end of the academic year.

Parents must make a further application for a school place in respect of a later academic year.

### **Note:**

#### **Management of Waiting Lists for schools in N Lincs**

North Lincolnshire Council maintain Waiting Lists year round and do not require new applications to be made for places in a later academic year.

#### **Management of Waiting Lists for schools in Lincolnshire**

Lincolnshire County Council maintain Waiting Lists until the end of August and then it is passed to the school.

Waiting Lists are ranked in the same order as the oversubscription criteria listed below. Your child's position on the Waiting List may change. This means that a child's Waiting List position during the year could go up or down. Any late applications will be added to the Waiting List in accordance with the oversubscription criteria.

Inclusion on a school's Waiting List does not mean that a place will eventually become available.

## **APPEALS**

If a child is not offered a place, parents/carers have a statutory right to appeal. This should be done by writing to the school setting out your grounds for appeal no later than twenty school days after the decision letter has been received. The appeal will be arranged on behalf of the school local governing body by the Catholic Schools Appeals Service and will be heard by an independent panel. The decision of the panel will be binding on the school.

## **FAIR ACCESS PROTOCOLS**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated as place under Fair Access Protocols will take precedence over those on a Waiting List. The schools listed in this policy participate in the Fair Access Protocol operated by the Local Authority within which they are located.

## **APPLICATIONS FOR TWINS AND MULTIPLE BIRTH PUPILS**

In cases where there is one remaining place available and the next child on the Waiting List is one of a twin or of other multiple birth groups, then both twins (or all the siblings in case of multiple births) will be admitted even if this means that the Published Admission Number will be exceeded as long as the school local governing body decides that the education of pupils in that year group will not be detrimentally affected.

## **Children of UK service personnel (UK Armed Forces) and returning crown servants**

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The Governors will not refuse a service child a place because the family does not currently live in the area.

## **FRAUDULENT INFORMATION**

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

## **OVERSUBSCRIPTION CRITERIA**

Where a school has more applications than places available the local governing body will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

In accordance with legislation Pupils with an Educational Health and Care Plan (EHCP) (a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 which specifies the special educational provision required for a child) which names the school will be allocated a place first. This will reduce the number of places available.

*1. Catholic children who are 'looked after' or who were 'previously looked after' including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (see Notes 1 and 2).*

*2. Catholic children (see Note 2).*

*3. Other children who are 'looked after' or who were 'previously looked after' including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (see Note 1)*

*4. Catechumens, Candidates and members of Eastern Christian Churches (see Notes 3, 4 and 5)*

*5. Children of other Christian denominations whose membership is evidenced by a minister of religion (see Note 6).*

*6. Children of other faiths whose membership is evidenced by a religious leader (see Note 7).*

*7. Any other children*

**First priority** within the individual criteria will be given to applications from children who attend one of the partner primary schools.

**Second priority** within the individual criteria will be given to applications for children who will have siblings (see Note 9) attending the school in years 7-11 at the proposed time of admission.

## **Distance Measurement**

***In the event of oversubscription within any criterion allocation of places will be decided on distance measurements supplied by the Local Authority. (See below)***

North Lincolnshire: The distance will be determined by measuring the shortest available route using the public road and path network from the pupil's home to the main school gate. The distance will be measured by using a computerised geographical information system (GIS). Pupils living in flats where the distance measures the same, priority will be given in ascending order of flat number/letter/floor.

North East Lincolnshire: Distance will be measured by the safest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system.

Lincolnshire: Distance will be calculated by the Lincolnshire School Admissions Team and measured using the straight-line distance from home to school. The measurement is made electronically from the post office address point of the home to the post office address point of the Academy and is measured to 3 decimal points.

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation the school local governing body will admit the additional child above the Planned Admission Number.

### **Notes (these form part of the oversubscription criteria)**

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child-arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in *section 8 of the Children Act 1989*, as amended by *section 12 of the Children and Families Act 2014*. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. *Section 14A of the Children Act 1989* defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. '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 signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

3. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will be evidenced by a certificate of reception into the order of catechumens or a letter of verification signed by the parish priest and stamped with the parish stamp.

4. 'Candidate' means a candidate for reception into the Catholic Church. This will be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.

5. 'Eastern Christian Church' includes Orthodox Churches, and is evidenced by a certificate of baptism or reception from the authorities of that Church.

6. 'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge 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 common witness and service to 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.

All members of Churches Together in England (CTE) and Churches Together in Wales (CYTUN) 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.

Evidence will be a Baptism Certificate, a Certificate of Dedication or a letter of verification confirming the membership of the child signed by the minister of religion for that church.

7. 'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at note 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

This is evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification confirming the membership of the child signed by the religious leader of the community.

8. 'Siblings' means a child who lives as a brother or sister in the same house, including natural brothers or sisters with either one or both parents in common, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit as the same address as that sibling.

9. A 'parent' means all-natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. Home Address: The local governing body of each school use the same definition as used by the Local Authority. (Note: for St Peter and St Paul Catholic Voluntary Academy Lincoln this means the definition as set out in the Lincolnshire County Council's Community Primary School Admissions Policy)

## **Sixth Form Admission Arrangements for Specific Schools**

### **ST PETER AND ST PAUL CATHOLIC VOLUNTARY ACADEMY, LINCOLN**

The Published Admissions Number is 90 with up to 25 further places available to external students.

#### **Acceptance is subject to:**

- I. **The applicant meeting the following entry requirements:**
  - I. English Language / Literature GCSE Grade 4 or above
  - II. Mathematics GCSE Grade 4 or above
  - III. Required minimum grade in the subject applied for

The entry requirement for each course is shown below and in the Sixth Form prospectus which can be downloaded from the Academy website [www.sspp.sch.uk](http://www.sspp.sch.uk)

#### **2. Places being available.**

In certain cases, the Academy may offer a place in Year 12, but for a different combination of courses than the one preferred by the applicant.

The Academy over subscription criteria will be applied if there are more applications than available places.

A full list of the courses currently available for study together with the entry requirement for each course is shown below. A broad range of academic and vocational courses are offered and the list is updated each December for the subsequent academic year. This list is therefore subject to change.

<b>Subject</b>	<b>Entry Requirements</b>
English Literature Level 3: AS/A2	GCSE Grade 4 or above in English Literature
Mathematics Level 3: A Level	GCSE Grade 6 or above in Mathematics
Core Mathematics Level 3	GCSE Grade 6 or above in Mathematics
Biology Level 3: AS/A2	GCSE Science Core and Additional or GCSE Biology Grade 6 or above Mathematics Grade 6
Chemistry Level 3: AS/A2	GCSE Science Core and Additional or GCSE Chemistry Grade 6 or above Mathematics Grade 6
Physics Level 3: AS/A2	GCSE Science Core and Additional or GCSE Physics Grade 6 or above Mathematics Grade 6
Religious Studies Level 3: AS/A2	GCSE Grade 4 or above in Religious Education
Drama and Theatre Studies	GCSE Grade 4 in GCSE Drama
Fine Art Level 3: AS/A2	GCSE Grade 4 or above in GCSE Art
French Level 3: AS/A2	GCSE Grade 4 or above in French
History Level 3: AS/A2	GCSE Grade 4 or above in History
Politics Level 3: AS/A2	GCSE Grade 4 or above in English/History
Psychology Level 3: AS	GCSE Grade 4 or above in Science and English
Spanish Level 3: AS/A2	GCSE Grade 4 or above in Spanish
Sociology	Students do not need to have any prior qualification in Sociology
<b>Vocational – Level 3</b>	
Business Level 3: BTEC	Students do not need to have any prior qualification in Business
Computing Level 3: BTEC	ICT Grade Pass
Sport and Physical Activity Level 3: Cambridge Technical	Students do not need to have any prior qualification in Sport
Health & Social Care Level 3: BTEC	Students do not need any prior qualification in H&SC
Engineering Level 3: BTEC	Students need a grade 5 in GCSE Mathematics

This list may be liable to change if the number of applicants for a particular course is below a limit which makes it financially viable to run the course. We take each students application on a case by case basis for their suitability for a course

Guide to number / combination of courses to consider based upon predicted GCSE grades:

<b>Predicted GCSE Grades</b>	<b>Year 12</b>
Mainly Grades 5 – 9 including English and Mathematics	3 A Levels
Mainly Grades 4 – 5 including English and Mathematics	3 courses Combination of BTEC and A Levels

**NB: any student who has not achieved a Grade 4 in English and Mathematics will be expected to follow a course in order to re-sit these examinations.**

If a student applies for a place at any stage after the beginning of Year 12, although they will not be refused on that basis, students should be aware that such a move is likely to seriously disrupt the continuity of care and the academic achievement of a student.

## **APPLICATION PROCEDURE AND TIMELINE**

The Academy is responsible for the process of applications.

Applications should be made directly to the Academy before January. Please visit [www.sspp.lincs.sch.uk](http://www.sspp.lincs.sch.uk) or contact the Academy for an application form. Applicants will be called in to discuss their choices; meetings for all applicants will be held in the following March.

The offer of a place does not guarantee that a student will be able to gain entry onto a preferred combination of A Level courses. This is dependent on the Year 12 option blocks and students meeting the individual entry requirements for each subject.

When the number of applications from other schools exceeds the number of places available, offers of places for students who have met the entry requirements outlined in the Sixth Form prospectus, will be made following the oversubscription criteria outlined in the Y7 entry policy.

## SUPPLEMENTARY INFORMATION FORM

### Admission to Catholic schools within the St Thérèse of Lisieux Catholic Multi-Academy Trust

If you are expressing a preference for a place for your child at a Catholic school within the St Thérèse of Lisieux Catholic Multi-Academy Trust **and wish to apply under a faith criterion** you should complete this Supplementary Information Form and provide the evidence required.

- ✘ The completed Supplementary Information Form, together with any required evidence, (see below), should be **returned to the school** by the same closing date set by the Local Authority for the return of the **Common Application Form**.
- ✘ If you are applying to more than one Catholic school you will need to complete a separate Supplementary Information Form for **each** school.
- ✘ Your application will be ranked in a lower category if you do not provide the evidence required as listed in the table overleaf.
- ✘ **Remember** – you **must** also complete the **Common Application Form** provided by the Local Authority. When completing the Common Application Form it is important that you provide details of any **siblings** (brothers or sisters) who will be attending the school at the proposed time of admission. If this information is not provided your application will be ranked lower and this may affect your child's chance of being offered a place.

<b>Name of school applying to:</b>			
<b>Surname of child:</b>			
<b>Forename(s) of child:</b>		<b>Date of birth</b>	/ /
<b>Parent / Carer Full Name</b>			
<b>Child's home address</b>		<b>Postcode</b>	
<b>Telephone</b>		<b>Mobile</b>	

Please read the relevant School's Admissions Policy noting in particular, any faith definitions, and your Local Authority Booklet before completing the form.

**PLEASE ALSO COMPLETE PAGE 2**

Now complete the following by ticking the boxes which apply to your child.

	<b>Faith Criterion</b>  Please tick ✓	<b>Supporting Evidence Required</b>  <i>(Legible photocopies are acceptable)</i>	<b>Supporting Evidence Enclosed *</b>  Please tick ✓
My child is a:  <b>Catholic</b>		A Catholic Baptism Certificate <b>or</b>	
		A written statement or certificate signed by a Catholic Priest and stamped with the parish stamp verifying that the child has been received into full communion with the Catholic church.	
My child is a:  <b>Catechumen / Candidate</b>		A certificate of reception into the order of catechumens <b>or</b>	
		A letter of verification signed by the parish priest and stamped with the parish stamp.	
My child is a:  <b>member of an Eastern Christian Church</b>		A Baptism Certificate <b>or</b>	
		A certificate of reception from the authorities of that Church.	
My child is a:  <b>member of another Christian denomination</b>		A Baptism Certificate <b>or</b>	
		A Certificate of Dedication <b>or</b>	
		A letter of verification signed by the minister of religion for that church.	
My child is a:  <b>member of another faith</b>		A Baptism Certificate <b>or</b>	
		A Certificate of Dedication <b>or</b>	
		A letter of verification signed by the religious leader of the community.	

\* Extra supporting evidence may be requested if the written documents that are produced do not clarify the fact that a person is a member of a church or religious community, (e.g. where the name and address of the Church is not on the certificate). If you have difficulties in producing evidence, you should contact your Parish Priest or Religious Leader for advice.

<b>Your name in BLOCK CAPITALS</b>	
<b>Your signature(s)</b>	
<b>Date</b>	

For School use only

Evidence provided	Date	Criterion

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, the St Thérèse of Lisieux Catholic Multi-Academy Trust wishes to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. As providers of Catholic education the St Thérèse of Lisieux Catholic Multi-Academy Trust works closely with the Diocesan of Nottingham Education Service, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
2. The people responsible for data protection within our organisation are Tamer Hodgson (DPC) and Fran Brown (DPO) and you can contact them with questions relating to our handling of the data. You can contact them by email: [Tamer.hodgson@stl-cmat.org.uk](mailto:Tamer.hodgson@stl-cmat.org.uk)
3. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
4. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
5. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
7. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
8. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
9. To read about your individual rights you can refer to the St Thérèse of Lisieux Catholic Multi-Academy Trust's fair processing notice and data protection policies.
10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by referring to the Complaints Procedure of the relevant school and which is published on the school website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: [ico.org.uk](http://ico.org.uk).

**By signing this form I confirm that I have read the Admissions Policy of the school applied for and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the offer of a place may be withdrawn even if the child has already started school.**