



The Holy Cross School

Year 7-11 Admissions Policy

For entry into Year 7 in Year 2020-21

The Holy Cross School is under the Trusteeship of the Roman Catholic Archdiocese of Southwark and has Academy status. Accordingly, this policy is based on the Archdiocesan Guidance on Admissions, updated in March 2012. The school exists to fulfil the Mission of the Church, “Go therefore and teach all nations” (Mt 28:19). This it aims to do by promoting the spiritual, moral, cultural, mental and physical development of its students in the context of a Catholic school community.

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit 150 girls into Year 7 in September 2020 without reference to ability or aptitude.

All our successful **Year 6** girls will be tested (after offers have been accepted and confirmed) on either the morning or afternoon of **Saturday 9th May 2020**, to determine any streaming. Streaming ensures girls are taught in the appropriate teaching group for their ability.

Oversubscription Categories of Entry:

Places will be prioritised according to the following categories:

- 1. Looked After and previously Looked After Catholic girls¹** (registered in public care) or **Looked After and previously Looked After girls in the care of Catholic families.**
- 2. Baptised Catholic² girls.** Evidence of Baptism will be required. The level of Mass attendance as stated by the parents and endorsed by a priest at the church (Priest Reference Form must be completed) or churches where the family normally attends Mass, will be used to rank applicants. Priority will be given to those who attend Mass weekly, followed by those attending fortnightly, at least once a month and those attending less often.
- 3. Girls enrolled and registered in the Catechumenate³.** Priest Reference Form must be completed and evidence of formal registration will be required.

¹ ‘**Looked After**’ currently looked after and previously looked after children are defined as:

- Children who are (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 an application for a school is made;
- Children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002), or became subject to a child arrangements order or special guardianship order. Applications made under categories 1 and 4 must be accompanied by details of circumstances and professionally supported evidence (e.g. from a social worker) and the relevant orders.

² ‘**Catholic**’ means members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.

³ ‘**Enrolled and registered in the Catechumenate**’ means formally registered as undergoing instruction leading to Baptism into the Catholic Church.



4. **All other Looked After girls and previously Looked After girls.**
5. **Girls who are verified members of Eastern Christian Churches including Orthodox Churches.** Evidence of Baptism will be required. Applications must be supported by a religious Minister (Faith Leader Reference Form must be completed).
6. **Girls who are members of other Christian denominations that are part of Churches Together in England⁴,** whose parents are in sympathy with the aims and ethos of the school. Evidence of Baptism (or Certificate of Dedication) will be required and applications must be supported by a religious Minister (Faith Leader Reference Form must be completed).
7. **Girls of other faiths** whose parents are in sympathy with the aims and ethos of the school and whose application is supported by their religious Leader (Faith Leader Reference Form must be completed).
8. **Any other girls.**

Where the offer of places to all applicants in any of the categories listed above would still lead to oversubscription, the priority of an application within a category will be increased for:

- I. A girl with a **sister**, including a step-, half-, adopted or foster sister, living at the same address and attending this school at the time of admission.
- II. A girl who has **special medical, pastoral or social grounds** for attending the school. Applications must be accompanied by at least two supporting letters from a doctor, priest, social worker or other appropriately qualified person explaining why the school is necessary for the student.
- III. A girl who is **currently eligible to receive Free School Meals**. Applications must be accompanied by a letter from the student's current school verifying this status.
- IV. A girl whose parent is a permanent member of staff and where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- V. A girl **living nearest to the school**, this being measured by a straight line to the school gate in Sandal Road. All distances will be measured using Kingston Council's School Admissions computerised Geographical Information System. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

⁴ 'Churches Together in England' – The Governing Body will refer to the list of member churches on the Churches Together in England website.



Students with an Education and Health Care Plan (EHCP)

The admission of girls with an Education and Health Care Plan (EHCP) is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of EHCPs by the girl's home Local Education Authority. Details of this separate procedure are set out in the *Special Educational Needs and Disability Code of Practice*. Any girl admitted with an Education and Health Care Plan will reduce the total number of places on offer by one.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over-subscription categories. Names will be removed from the list at the end of the academic school year (July 2021). If parents would like to remain on the waiting list after this date, they must contact the school in writing. Placing a girl's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Late Applications

Applications received after the Local Authority closing date of 31st October 2019 will only be considered after those applications received by the closing date. This is unless you are able to provide proof that there were **exceptional circumstances** that prevented you from applying on time and only up to 9th December. All applications received after 9th December will only be considered after those received by the closing date. Unless exceptional circumstances for lateness are proven, late applications will be held back until after the first round of offers and will then be inserted into the waiting list.

In-year (casual) admissions

Applications for a place at the school in-year must be made using the common application form of the local authority (LA) where the girl resides. This form must be returned to the LA. The school's supplementary information form (in addition to the Priest or Faith Leader Reference Form) should also be completed to enable the Governors to rank the application in the event of there being more than one application for a place. The Governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the LA on behalf of the Governors. In the event of the Governors deciding that a place cannot be offered parents will be offered the opportunity of placing their daughter's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.



Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Fair Access Protocol

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with Appendix A of the School Admission Code 2012. Admitting girls under the protocol may require the school to admit above the planned admission number for the relevant year group. It is possible that when a girl is directed under the local authority's fair access protocol, they will take precedence over those girls already on the waiting list.