



ST PHILIP HOWARD CATHOLIC HIGH SCHOOL

Admissions Policy 2017-18

Admissions Policy and Procedures for Admission in 2017-18

The school is a voluntary aided Catholic co-educational secondary day school. The school was founded by and is part of the Catholic Church. The school is conducted as a Catholic school in accordance with canon law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Arundel and Brighton.

The governors aim to offer a Catholic education. They expect that parents/carers applying for places for their children will accept and uphold the Catholic character and ethos of the school. The school fully respects the beliefs of parents/carers and children from all denominations and faith backgrounds. Children are taught respect and tolerance for others and there is provision in the religious education programme for the study of different faiths.

The school was set up to serve the Catholic parishes of the Cathedral Deanery of: Arundel, Bognor Regis with Slindon, Billingshurst with Pulborough, Chichester with the Witterings, Selsey, Midhurst, Petworth and Storrington.

Having consulted with the Diocese, Local Authority, other admission authorities and other relevant groups, the governors intend to admit into Year 7, in September 2017, up to 180 pupils without reference to ability or aptitude.

Oversubscription Criteria

Where the number of applications exceed 180, and after the admission of pupils with a Statement of Special Educational Need/ Educational Health Care Plan (EHCP) where the school is named on the Statement/ EHCP, the Governors will offer places using the following criteria in the order stated:

Categories

1. Baptised Catholic children who are looked after and Baptised Catholic children who were previously looked after. Only evidence of Baptism will be required (see notes a and b).
2. Baptised Catholic children who are considered to have an Exceptional and Compelling need to attend the school. Evidence of Baptism and Exceptional and Compelling needs will be required (see notes b and c).
3. Baptised Catholic children with a sibling at the school in Years 8-13 at the time of admission. Evidence of Baptism will be required (see notes b and d).
4. Baptised Catholic children living in the Cathedral deanery without a sibling at the school at the time of admission. Evidence of Baptism will be required (see note b).
5. Baptised Catholic children living outside the Cathedral deanery without a sibling at the school at the time of admission. Evidence of Baptism will be required (see note b).
6. Other children who are looked after and previously looked after (see note a).
7. Other children with a sibling at the school in Years 8-13 at the time of admission (see note d).
8. Other children who are considered to have Exceptional and Compelling needs. Evidence will be required (see note c).
9. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required (see note b).
10. Children of families who are members of other Christian denominations that are part of Churches Together in Britain & Ireland. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required (see note b).
11. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required (see note b).
12. Any other children.

Priority within the Oversubscription Criteria (tiebreakers):

The governors will apply the following oversubscription criteria in order of priority within the categories when applications exceed the number of places available and it is necessary to decide between applications through a priority ranking:

1. For Oversubscription **Criteria 2, 3, 4 and 5 above** – The strength of evidence of practice of the faith as demonstrated by the level of the parent/ carer or child’s Mass attendance on Sundays over a two year period immediately prior to the closing date for applications. This evidence must be provided by the parent/ carer and be endorsed by a priest at the church(es) where the family normally worships. Applications will be ranked in the order shown on the Supplementary Information Form i.e. firstly those attending Mass weekly or at least 3 times a month, then once or twice a month, then less than once a month, then those who do not attend.
2. For Oversubscription **Criteria 9,10 and 11 above** – The strength of evidence of practice of the faith as demonstrated by the level of the parent/ carer or child’s attendance at services over a two year period immediately prior to the closing date for applications. This evidence must be provided by the parent/ carer and be endorsed by the priest/ minister/ faith leader where the family normally worships. Applications will be ranked in the order shown on the Supplementary Information Form i.e. firstly those attending services weekly or at least 3 times a month, then once or twice a month, then less than once a month, then those who do not attend.
3. Applications in each category are also ranked in by distance from home (the address at which the child resides) to the school (closest proximity receives highest priority) (see note f). Evidence of residence may be required. Distance will be used as final tie break.

Admissions Procedure

The governing body of the school is responsible for determining the admission arrangements of the school, including the priority of admissions to the school when the school is oversubscribed. When the application deadline has closed, the Local Authority (LA) provides to the school a list of all applicants who have applied to the school. The school will then rank the applications in strict accordance with its published admission arrangements and provide the LA with the ranked list. The LA is responsible for coordinating the allocation of places in its area, offering individual places to parents on behalf of the school governors on the common offer date of 1 March 2017.

To apply for a place at this school, you should complete and return the following two forms:

1. The Common Application Form (CAF)

All applications for places **must** be made on the Common Application Form which is available either from the Local Authority (where the parent lives) or on that Local Authority’s website. For a valid application, the CAF **must** be returned either online or in the paper form by 31st October 2016.

2. The school’s Supplementary Information Form (SIF)

This is available from the school and the school website and allows the governors to put all applicants in order of priority for admission in line with the published admission policy. Please note that while completion of the SIF is not mandatory, **if a completed SIF is not received the governing body will only be able to consider the application based on information provided to the Local Authority on the CAF. To put this in practical terms, if a completed SIF is not received, it is likely that governors will only be able to rank the application within the last i.e. ‘Any other children’ criterion.** The completed SIF must be returned to the school office by 31st October 2016.

You are advised to keep copies of the forms for your records, whether completed online/ on paper.

Late Applications

All pieces of paperwork are required on or before the published closing dates referenced above. Late applications will automatically be considered under category 12, irrespective of the category applied under.

Waiting Lists

If the school is oversubscribed, parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child'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. The waiting list will be ranked in line with the oversubscription criteria each time a child is added to the list. Parents are contacted at the end of each academic year and invited to indicate if they wish to continue on the waiting list for a further year, in accordance with the most current criteria.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998.

Parents/Carers have the right to make oral representations to the Appeal Panel.

Appellants should apply in writing to West Sussex County Council:

Appeals Administrator

Legal Services (School Admission Appeals)

County Hall

Chichester

West Sussex

PO19 1RQ

Tel: 01243 777175

In Year Admissions

The oversubscription criteria in this admission policy will also apply to applications made outside the normal age of entry to secondary education (Year 7) i.e. in succeeding years or during the academic year. Please ensure that you contact the school and the Local Authority when making an In-Year application.

Admission of children outside their normal age group

Please note that it is the view of the Government, the Diocese, the LA and the Governing Body of this school that a child is educated alongside his/her age equivalent peers, in almost all cases.

Should a parent/carer request to have a decelerated entry to school i.e. to start later than other children in their chronological age group, they must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age.

If the request is accepted, the application for the normal year group may be withdrawn before a place is offered. The parent/carer will be required to apply in the usual way the following year, along with the cohort of applicants for that year group. It should be noted that the application will not receive priority over or above any other applicant for this year group and the application will be considered in line with the published admission criteria applicable for that year of entry alongside all other applicants to the school.

In relation to the request, decisions are made on the basis of the circumstances of each case and in the best interest of the child. The governing body will expect the parent/carer to supply them with appropriate information and evidence. What the governing body will take into account will include:

- Views of parent/carer
- Information relating to the child's academic/social/emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If the child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the headteacher of the school.

Please note that parents/carers do not have the right to insist that their child is admitted to a particular age group. It is the governing body who, having considered the circumstances of each individual case, will make a decision. The governing body will set out clearly for the parents/carers concerned the reasons for their decision in each case.

If the parent/carer is unhappy with a decision about which year group their child will be admitted to, the following applies. Parents/carers who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. However, there is not a right of appeal if the child has been offered a place and it is not in the year group the parent/carer would like. In such cases, the parent/carer could make a complaint through the school's complaint procedure.

If a parent/carer requests to have an accelerated entry to school i.e. to start earlier than other children in their chronological age group, they must initially apply for a school place at the same time that other families are applying for that cohort. If the governing body agrees for the child to have an accelerated entry, the application will be processed. If it is not agreed for the child to have an accelerated entry, they will be invited to apply again in the following year for the correct cohort.

Offer of a Place

The Local Authority will notify parents via email, where possible, of their school allocation on 1 March 2017. If you do not wish to accept the offer then please inform the school and the Local Authority in writing as soon as possible so that the place may be offered to a child on the waiting list.

Visiting the School

We encourage parents to visit our school in order to find out more about how we work and the education we offer. Parents are welcome to arrange a visit by contacting the school office. However, such visits do not form part of the process of deciding which children are to be offered a place at the school.

Giving us the wrong information

If a parent/carer is found to have supplied false or incorrect information to gain a place at this school, the governing body reserves the right to withdraw any offer of a place even if the child has already started school. An example of false or incorrect information would be the use of an address that is not the child's normal residence.

NOTES (these form part of the admission arrangements):

- a. *Looked after children are children who are registered as being in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989(a) e.g. fostered or living in a children's home, at the time an application for a school is made. Previously looked after children are children who have previously been in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement order (in accordance with Section 8 of the Children Act 1989 as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).*
- b. **'Baptised Catholic'** describes a member whose Church of Baptism is 'in communion with the See of Rome'. The Catholic Church comprises within it the Latin Rite (Roman Catholics) and the Eastern or Oriental Rite (composed of Catholic (Uniate) Churches – see below). 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.

All applicants in categories 2, 3, 4, 5, 10 and 11 are required to state, on the SIF, their church membership and attendance over a two year period immediately prior to the closing date for applications. This information is used if a category is oversubscribed. A parent/carer is any person who has parental responsibility for or is the legal guardian of the child. It is sufficient for only one parent or the child to have church membership and attendance.

Eastern or Oriental Rite Catholic Churches in Full Communion with Rome	
ALEXANDRIAN	Coptic, Ethiopian (Gheez)
ANTIOCHIAN	Malankrese, Maronite, Syrian
ARMENIAN	Armenian
CHALDEAN (EAST SYRIAN)	Chaldean, Syro-Malabar
CONSTANTINOPOLITAN (BYZANTINE)	Albanian, Belarusian, Bulgarian, Georgian, Greek (Hellenic), Greek-Melkite, Hungarian, Italo-Albanian, Krizevci, Macedonian, Romanian, Russian, Ruthenian, Slovak (Greek), Ukrainian (Greek)

Notes: 1. Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches, are NOT in full communion with the See of Rome. 2. 'Ordinariates' are members of the Latin Rite. 3. Anglicans describing themselves as 'Anglo Catholics', are members of the Anglican Communion and therefore not in communion with the Holy See. Please refer any queries to the Catholic Schools Service.

- c. **Exceptional and compelling needs**
Governors will take into account children with Exceptional and Compelling needs in categories 2 and 8. However, parents should bear in mind that any school is able to cope with special educational needs such as Asperger Syndrome, Dyslexia etc and in managing common childhood complaints such as asthma and allergies. Parents wishing to have Exceptional and Compelling needs considered with their application must submit independent professional evidence which explains clearly why it is essential for the child to attend St Philip Howard (this evidence should be posted to the school by Recorded Delivery mail).

The supporting evidence from the qualified professional (such as a medical consultant or a psychologist or a priest) must detail fully the child's needs and address the reason why these needs can only be met at St Philip Howard. Letters from parents alone are not sufficient nor are letters that do not address the question of which school the child must attend.

The school will not contact third parties to obtain information relating to an application. It is the parents' responsibility to send any evidence relating to their child to support their application. Your application will not be considered if you do not provide the supporting evidence which must be received by the deadline of Friday 31st October 2016.

- d. *For admission to this school, a sibling is defined as a brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given sibling priority if they have a sibling at the school at the time of the child's admission. Governors will also take into account any information on siblings that is provided by the Local Authority from the Common Application Form.*
- e. *In the event of applications from parents or carers relating to children of multiple births (eg twins or triplets etc) where a place would be offered to one of these children following the oversubscription criteria, places will be offered to all the children where logistically possible.*
- f. **Distance:** *Distance will be measured in a straight line from the child's home address to the school from a central point in each building using the Local Authority's computerised Measuring system.*

A child's home address is considered to be a residential property that is the child's only/main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the pupil's home address that applies at the closing date for applications and which is either owned by the child's parent, parents, or guardian OR leased or rented by the child's parent, parents or guardian under a lease or written rental agreement. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the 'home address' will be regarded as the one at which the child sleeps for the majority of weekday nights. If two addresses are provided, the Local Authority will decide which address should be used as the main residence for the purpose of processing the application as they only accept one current address. Parents/Carers must notify the school about any address changes during the application deadlines to ensure all applications are treated in the same way.

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place, the names will be issued a number and drawn randomly to decide which child receives the place.

- g. **Parents/Carers:** *The terms 'parent' or 'carer' are used for all persons who legally have responsibility for the child.*
- h. **Practice:** *The definition of Catholic practice for the purpose of admission to this school is membership of the Catholic Church (see note b) above) and attendance at Sunday Mass (this*

includes the Vigil Mass on Saturday evening as well as other Masses on Sunday), evidenced by a priest.

- i. ***Children with a Statement of Special Educational Need/ Educational Health Care Plan (EHCP) naming the school on the Statement or EHCP: These children are admitted under a separate procedure.***

This Admissions Policy was approved by Admissions Governors on 4th February 2016 and was finally determined by the Governing Body of St Philip Howard Catholic High School on 23rd February 2016.

St Philip Howard Catholic High School

Headteacher: Mr David Carter

Elm Grove South, Barnham, Bognor Regis, West Sussex PO22 0EN

Tel: 01243 552055 Fax: 01243 552900

Email: office@st-philiphoward.w-sussex.sch.uk

Admissions Clerk: admissions@st-philiphoward.w-sussex.sch.uk

Website: www.st-philiphoward.w-sussex.sch.uk

St Philip Howard Catholic High School comes under the Education Office (South)

Pupil Admissions Office, Centenary House, Durrington Lane, Worthing
BN13 2QB

Tel: 03330 142 903

Email: admissions.south@westsussex.gov.uk

School Transport team contact details:

Transport Co-ordination Group, County Hall, West Street, Chichester, PO19 1RH

Tel: 01243 753530 Fax: 01243 777946

Email: school.transport@westsussex.gov.uk

The School Day at SPH

0840-0900 Registration/Tutorial/Assembly

0900-0950 Period 1

0950-1040 Period 2

1040-1100 BREAK

1100-1150 Period 3

1150-1240 Period 4

1240-1325 LUNCH

1325-1415 Period 5

1415-1505 Period 6

We have a two-week timetable.

School Term and Holiday Dates 2017-18 to be advised

Autumn Term 2017: September to December

Half term: to October

Christmas Break: December to January

Spring Term 2018: January to April

Half term: – February

Easter Break: – to April

Summer Term 2018: April to July

Half term: May to June

(Please note that the above dates do not include five school closures for staff training, which have yet to be determined).