



# ALL SAINTS RC SCHOOL

Diocese of Middlesbrough  
All Saints RC School  
Admissions Policy - September 2023

*'Jesus said, Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these'. (Matthew 19.14)*

## 1. Principles of the Policy

All Saints RC School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

## 2. Aims

This policy establishes the principles by which students will be admitted into the school in the event that there are more applicants than places. Children who have already been admitted to the school do not need to reapply at any time and will normally be able to progress automatically to the following year. All students are required to apply for a place in the Sixth Form.

## 3. Definitions

### Looked after child

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

### Catholic

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic. For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

### Catechumen

A Catechumen is a member of the catechumenate of the Catholic Church; they are under instruction to become a member of the Catholic Church. A certificate of reception into the order of catechumens will normally evidence this.

### **Brother and Sister (Sibling)**

Brother or sister includes half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer'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 and is in attendance at the same school on the date of admission.

### **Eligible Parents**

Eligible parents are defined as staff employed at All Saints for two or more years or potential staff who will meet a skills shortage.

### **Churches Together in England**

See: [http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx)

Applicants seeking admission under criterion 8 will be required to produce a baptismal certificate or a letter confirming their baptism.

### **Distances**

Distance will be measured by the shortest walking route from the front door of the child's home address to the main entrance of the school, using the Local Authority's Geographic Information System (GIS), computerised measuring system, with those living closer to the school receiving the higher priority.

## **4. Implementation**

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. The Published Admission Number for September 2023 is 178.

The named feeder schools are: All Saints RC Primary School – Thirsk; Barkston Ash Catholic Primary School – Barkston Ash; Our Lady Queen of Martyrs RC Primary School – York, Sacred Heart RC Primary School – Northallerton; St Aelred's RC Primary School – York; St Benedict's RC Primary School – Ampleforth; St George's RC Primary School – York; St John of Beverley RC School – Beverley; St Joseph's Catholic Primary School – Tadcaster; St Mary's RC Primary School – Malton; St Mary's RC Primary School – Market Weighton; St Mary & St Joseph's RC Primary School – Pocklington; St Wilfrid's RC Primary School – York

The Admissions Policy Criteria will be applied on an Equal Preference basis.

### **How and when to apply**

Applications must be made to the Local Authority in which you live or on a 'School admissions application for Secondary School in September 2023' form. For City of York Council residents the following link may be used <http://www.york.gov.uk/parentportal>.

All Saints is a Voluntary Aided Catholic school, consequently parents should also complete the Supplementary Information Form (SIF) as this is used to determine whether you are applying under a specific category. All forms must be returned by the closing date set by the Local Authority, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply the relevant evidence. Reminders will not be sent in respect of part completed applications.

## **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs**

The admission of pupils with a statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Late Applications**

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

### **Oversubscription Criteria**

Where there are more applications for admission than the number of places available in any year group, places will be offered according to the following order of priority:

1. Catholic looked after and previously looked after children. (see definition note 3)
2. Catholic children from our named feeder schools.
3. Catholic children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
4. Other Catholic children.
5. Other looked after and previously looked after children. (see definition note 3)
6. Catechumens.
7. Other children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
8. Other children from our named feeder schools who do not meet criteria 1 to 7.
9. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see definitions)
10. All other applicants.

**Within each of the categories listed above, the following provisions will be applied in the following order:**

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the propriety of an application within each category so that the application will be placed at the top of the category in which the application is made (see definitions 3)

### **Tie-break Criteria**

Where the offer of places to applicants in any of the categories would lead to over subscription within that category, applicants will be prioritised in the following order:

1. Children with one or more parents currently serving in the Armed Forces.
2. Those with the shortest safe walking route from their home to school. Distance will be measured by the shortest walking route from the front door of the child's home address to the main entrance of the school, using the Local Authority's GIS computerised measuring system, with those living closer to the school receiving the higher priority.

### **Waiting List**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria, based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term.

All Saints RC School subscribes to the City of York's independent appeals procedure and an appeal against any decision taken under this policy will be referred through that process.

**5. Monitoring, Evaluation and Review**

The Governing Body will review this policy every year and assess its effectiveness and implementation

**6. Availability**

This policy, and its advisory Notes for Guidance, will be included in the Staff handbook. Copies will also be available, if required, from the Head Teacher's Secretary and the school website.

<b>Person Responsible:</b>	<i>Deputy Head Teacher</i>
<b>Reviewed by:</b>	<i>Governors' Admissions Committee</i>
<b>Last Review Academic Year:</b>	<i>July 2021</i>
<b>Adopted by Governing Body</b>	<i>January 2022</i>



# ALL SAINTS RC SCHOOL

Diocese of Middlesbrough  
All Saints RC School  
Admissions Policy - September 2023  
Notes for guidance

*“Blessed are those who have discovered wisdom, those who have acquired understanding”.*  
*(Proverbs 3.13)*

The Governing Body is responsible for admissions to this school, not the Local Authority.

The total number of children in each year group may not normally exceed the following:

- Year 7 178
- Year 8 178
- Year 9 178
- Year 10 193
- Year 11 193

Once a child has been admitted into the school, they do not need to reapply at any time and will automatically progress through to year 11. Progression to the Sixth Form is not automatic and all students must apply.

## **How and when to apply for entry to Year 7**

### ***There are two forms to be completed:***

**Form 1** - You must complete the Common Application Form issued by your child's primary school Local Authority and return it to that Local Authority by the deadline they specify. For applicants within the City of York area this is 31 October during the child's Year 6.

In addition, for children who want to be admitted to All Saints on a faith basis, you must also complete:

**Form 2** - Parents applying to All Saints, a Voluntary Aided Catholic school should also complete the Supplementary Information Form (SIF) as this is used to determine whether you are applying under a specific category.

All forms must be returned by **31 October** in the year preceding admission. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the Parent/Carer to complete all forms and supply the relevant evidence. Reminders will not be sent in respect of part completed applications.

### **Admission of a child outside their normal age group into Year 7**

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. If you wish to request admission of a child outside of their normal year group, you must contact the school to discuss your request six weeks before the closing date of the admission period for your child's normal year group. If the school agrees to your request, you should submit your application in the application window for the deferred year in which you wish your child to be admitted to the school.

**Please note – the deferred application will be considered against all other applications for entry that year, based upon a strict application of the admissions criteria. Please note, agreement to deferral does not automatically mean your child will be offered a place at school in the subsequent year.**

Governors will then consider all applications received and notify Parents or Carers of the outcome of their application.

### **Definition of Baptised children of other Christian denominations whose baptism is recognised by the Catholic Church, Churches Together in England**

See: [http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx)

Applicants seeking admission under criteria 8 will be required to produce a baptismal certificate or a letter confirming their baptism.

### **Notification of Outcome**

Parents will be advised of the outcome of their applications according to LA timetable.

### **Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the Oversubscription and Tie – Break Criteria and based on the information provided at the time of application. Parents or Carers must inform the school in writing if they wish their child to join this list. The waiting list will close at the end of December (Autumn Term) of the year of entry for the Year 7 intake. For all other intakes, names will remain on the list until the end of term in which the application is made, after which time reapplication to remain on the list must be made.

### **Application Procedure for Year 10 (additional places)**

All Saints operates on a split site and the Upper School is larger than the Lower School, therefore school can accommodate 15 more children who are not already All Saints students into Year 10 for Year 10 and Year 11

To apply for a place in Year 10 for September admissions:

1. Parent/Carers of children not already at All Saints must complete an Application Form available from the school. This form must be returned to the school by 9 January 2023.
2. Forms will be accepted by All Saints RC School on 9 January 2023 and Parents/Carers advised that their application is being considered as part of the allocation process.
3. Parent/Carers will be advised of the outcome of their application by 31 January 2023.
4. All Saints RC School will then notify the Local Authority Admissions Teams of the allocation.

The additional 15 places will be offered according to the order of priority listed in the admissions policy, based on the criteria of the applications received and criteria of applicants already on the waiting list.

### **Applications for In Year School Places**

In-year admissions are those that are made either during the school year, or for admissions into year groups other than the normal year of entry. It does not apply to applications for a place to start school in September in Year 7. City of York Council coordinate applications for All Saints RC School, although the decision to admit a child is the decision of the school Governors, who will advise the City of York Admissions Team accordingly. Parents/Carers who wish to apply for a school place for their child should apply to their Local Authority and complete a school application form which should be returned to the school no earlier than 20 school days before the school place is required. Once an application is accepted, applicants will be advised of a decision within 15 school days.

### **Applications for Years 12 and 13 – The Sixth Form**

Please refer to separate Sixth Form Admissions Policy for applications to the Sixth Form.

### **Applications for entry Mid-Year**

This category will normally only be available to people relocating into the area who could not reasonably apply within the normal timescales. Applications for entry to any year group falling within this category will only be considered if there is space in the year group and will be at the sole discretion of Governors.

Parents/Carers already living in the area but not applying within the above timescales will be considered only at the discretion of the Governors.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

**The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.**

### **Appeals**

All Saints RC School subscribes to the City of York's independent appeals procedure and any decision made under the admissions policy can be appealed using that process. Details are available upon request from the LA or the school.

**This policy was amended on 1<sup>st</sup> September 2021 to reflect the introduction of the new Admissions Code of Practice 2021**

**The policy will next be consulted upon in 2022/23**



Diocese of Middlesbrough



# ALL SAINTS RC SCHOOL

## Diocese of Middlesbrough YEAR 7 ENTRY FOR SEPTEMBER 2023 Application Form

Please return this form by 31 October 2022 for the attention of Mr R Thompson (Deputy Head Teacher) at All Saints RC School.

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Chosen Name: \_\_\_\_\_

Gender (M/F): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Home Information:

Address: \_\_\_\_\_

Town: \_\_\_\_\_ County: \_\_\_\_\_

Post Code: \_\_\_\_\_ Home Telephone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Parent(s) armed services? **YES** or **NO** (Please circle)

Names of brothers/sisters already at All Saints: \_\_\_\_\_

Name that correspondence should be sent to: \_\_\_\_\_ (Parent/Guardian)

Name of Present School \_\_\_\_\_ Telephone Number: \_\_\_\_\_

### Religion details (if Catholic please give):

Date of Baptism: \_\_\_\_\_ Priest: \_\_\_\_\_ Parish: \_\_\_\_\_

Year of First Holy Communion: \_\_\_\_\_ Parish: \_\_\_\_\_

Parish in which you live: \_\_\_\_\_

Church normally attended, if different from above: \_\_\_\_\_

Name of Parish Priest: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**A copy of the Baptismal Certificate for each Catholic student must be attached. (Without a Baptismal Certificate, Governors are not able to consider the applicant as a Catholic).**

### If not Catholic but attend another church please give:

Name of Church & Address: \_\_\_\_\_

Name of Minister: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Please attach a photocopy of the Baptism Certificate if applicable; together with a supporting letter from the Minister of Religion stating that the family attend church; and a parental letter declaring support for the Catholic Ethos and purpose of the school.**

I would like my child to be considered for admission to All Saints' RC School.

Signed: \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_\_



Compassion



Truth



Respect



Forgiveness



Justice



Service



Gentleness



Humility



Stewardship