

# Richard Challoner School

## ADMISSIONS POLICY 2019



Richard Challoner is a Catholic boys' school with Academy Status, within the Archdiocese of Southwark. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and the Instrument of Government and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the local Catholic community; however, the Governing Body welcomes applications, subject to the availability of places, from those of other Christian denominations and other faiths who support the religious ethos of the school. All applicants should complete Supplementary Form A and, where appropriate, Supplementary Form B.

The Governors intend to admit, in September 2019, 150 students without reference to ability or aptitude. Where the number of applicants exceeds 150, the Governors will offer places in the order stated using the following criteria, but subject to 12 places being offered to applicants who qualify under criterion 2 and fall within oversubscription criterion 2D (non feeder school applicants) and 12 places being offered to applicants who qualify under criterion 4:

1. 'Looked after'\* applicants who are baptised Catholics\*\* (see notes below)
2. Applicants who are baptised Catholics\*\* (see note below)
3. Other 'Looked after'\* children (see note below)
4. Applicants who are baptised (where infant baptism is practised) and members of other Christian denominations, ie those that are part of Churches Together in England, as well as Eastern Orthodox Churches
5. Applicants who are members of other faiths
6. All other applicants

### **\*Looked After Children**

Looked after children are those in the care of a Local Authority or being provided with accommodation by a Local Authority in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application for a school is made. This category also includes children who were looked after, but ceased to be so because they were adopted, subject to a residence order (in accordance with Section 8 of the Children Act 1989) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).

### **\*\*Catholic Applicants**

In the context of school admissions, Catholic children are defined as children who are baptised or received into the Catholic Church, children baptised or received into the Eastern Churches in union with Rome and children of members of the Ordinariate.

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### Oversubscription

Where the number of applicants exceeds the number of places within any of the above categories, the following tie breakers will be applied in the order stated, using the following criteria:

1. The strength of evidence of commitment to the applicant's faith, where appropriate, as demonstrated by the child's level of Mass attendance on a Sunday or equivalent (for Catholic applicants), or level of attendance at religious services (for applicants of other faiths). Applicants will be ranked according to the evidence provided on Supplementary Form 'B' (available from the school), which must be endorsed by the priest, or minister of religion, where the child normally worships. Applicants who worship weekly will have priority, followed by those who practise fortnightly, and so on.
2. Within each level of attendance (ie weekly, fortnightly, etc) the following tie breakers will apply:
  - A A boy with a brother/sister on roll at the time of admission. A brother/sister is defined as a full, step or half brother/sister, or a legally adopted brother/sister living at the same address on the date of application.
  - B A boy whose parent is a member of staff, 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 is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
  - C A boy attending one of the following 7 feeder primary schools:  
  
Corpus Christi, Our Lady Immaculate, Sacred Heart (New Malden), St Agatha's, St Cecilia's, St Clement's and St Joseph's (Kingston).  
  
Where there are more applicants from these feeder schools than places available, priority will be given to those applicants living in the Kingston or Sutton deaneries.
  - D A boy not attending one of the above named feeder schools.
  - E Distance from the school, as measured by a straight line from the applicant's home to the school gate (adjacent to the school garage) used by students, located on Manor Drive North. All distances will be measured by the Geographical Information System used by Kingston LA, or another system approved by the Governing Body.
  - F Where there is a tie for places, a random selection procedure (lottery) will be used to identify the applicant to be offered the remaining place.

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### Other Relevant Information

- All baptised applicants (where infant baptism is practised) applying under criteria 1, 2, and 4, must attach a copy of the applicant's signed baptismal certificate.
- Completion of a supplementary form is not compulsory. However, if a supplementary form is not completed and returned to the school by the required date, then an application will be considered under criterion 6 "All Other Applicants".

### Reminder

Catholic parents are reminded that they should send their children to Catholic schools, as required by the teaching of the Catholic Bishops of England and Wales (Catholic Bishops' Conference of England and Wales, May 2000).

### Students with an Education and Health Care Plan (EHCP) or a Statement of Special Educational Needs

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

### Hard to Place Students

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body are empowered to give absolute priority to a child where admission is requested under any protocol which carries the agreement of the governing body for the current admission year. The governing body has this power, even when admitting such a child would exceed the normal admission number.

### Late Applications

Under the agreed terms of the co-ordinated secondary scheme, late applications for entry into Year 7 will not be considered until after all applications received by the closing date, unless proof is provided that there were exceptional reasons that prevented an application being submitted on time.

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### **Waiting List**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on the waiting list. The waiting list, which will be maintained until 31<sup>st</sup> August 2020, 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. It is possible that when a child is directed under the Local Authority's fair access protocol, they will take precedence over those children already on the list.

After the start of the year, applicants for in-year admissions and waiting lists will be managed in accordance with the Royal Borough of Kingston's co-ordinated scheme for in-year admissions. Applications for admission to Year 7 after 1<sup>st</sup> September 2019 and for admission into Years 8 to 11 in 2019/20, must be made to Kingston School Admissions on their in-year application form. If you wish to apply for a place at this school, you must name the school as one of your preferences on the application form.

### **Appeals**

If you are unsuccessful in gaining a place at Richard Challoner School, you can appeal against the decision of the governors to an Independent Appeals Panel, which the governors have established under the terms of the relevant Education Act.

Appeal forms will be available from the school office after the national offer date of 1st March 2019.