

By: Scott Bagshaw – Head of Admissions & Transport
To: Kent Admissions Forum - 12 February 2010
Subject: Ensuring Equity and Fair Access 1.71 of the SAC.
Classification: Unrestricted

Summary: Section 1.71 of the school admissions code places a duty on admissions authorities to ensure among other things that arrangements are clear, free from doubt and easily understood. Several schools have determined arrangements that might be considered as 'over-complex'. The Forum is invited to discuss whether it considers if some school admissions arrangements which have been identified by the LA as potentially falling into this category should be referred to the Adjudicator for a considered view or indeed if it wishes to write to schools seeking proposals for simplified arrangements.

Introduction

A number of schools in Kent operate oversubscription criteria which parents may find difficult to understand. There is a duty on the Forum to consider if arrangements are fair and equitable and Forum Members are invited to consider the determined arrangements of Kent based Admission Authorities to ensure there is compliance with the code locally. The LA has a duty to ensure arrangements are legal but it is possible for arrangements to appear to be set within the parameters of legislation but in reality be over complex and difficult for parents to understand. Parents should be able to gain a reasonable understanding of whether their child is able to secure a school place by applying the oversubscription criteria to their particular circumstances. This can be made difficult with vague or ambiguous wording or indeed where there are too many sub categories within criteria so as to make the arrangements appear confusing. Because taking such a decision can be divisive in terms of relationships between the LA and individual schools the Forum is invited to take a view as to whether it would be content for a selection of admission arrangements to be considered as a standard future agenda item until such time as there is little ambiguity left in Kent admission arrangements.

(1) Arrangements for future consideration

It is proposed that any Member of the forum should be invited to raise concerns relating to specific schools which the Admission Forum may then as a group wish to take a view on, however it is also proposed that this does not become a primary function of the Forum and forum members should agree an upper limit of arrangements to be considered at any one sitting.

(2) Schools to be reviewed

If members are in agreement to carry out this checking mechanism, the LA will provide a list of schools which it considers to have arrangements that may warrant further discussion, and provide these in batches of no greater than 5 to the Clerk to the Forum in advance of forthcoming meetings. Members would obviously be encouraged to do similar if schools are brought to their attention having arrangements which parents may find hard to navigate – a mechanism for identifying which schools will be considered in advance of the Forum meeting should ideally be the priority for the current meeting and then school arrangements for review sent out in advance of future forum dates.

For the purpose of exploring this process further with the Admissions Forum the LA has identified 3 schools it considers to have complex arrangements that parents may find difficult to navigate. The forum is asked to take a view as to whether it considers the arrangements appropriate or if they could reasonably be simplified for parents and whether it considers it appropriate to draft a letter to the schools in question raising a concern if it sees fit.

(4) Relevant attachments

Attached is 1.71 of the code for information (page 3). In addition three sets of arrangements have been attached (Bennett Memorial Diocesan School - Pages 4-11) (Chaucer Technology School- Page 12) (St Johns Catholic Comprehensive School - Pages 13-20). These have been identified by officers in the Admissions System team as being schools where not only have LA officers had difficulty checking the ranking lists but school based colleagues applying the arrangements have equally appeared to find them complex for ranking purposes.

Whilst the purpose of this exercise is to make the process easier for parents to understand, these have stood out as complex for officers so will undoubtedly be equally complex for parents and are examples identified to initiate the process should the forum wish to move forward with the idea.

It would be appropriate for future lists to be identified from any relevant parties who may wish to bring concerns about specific schools to the forum.

1.71 of the school Admissions Code

1.71 Parents must be able to make informed decisions when applying for school places for their children. The admissions system can appear very complex to some parents and admission authorities **must** make every effort to ensure that all parents are able to understand the process and in particular how oversubscription criteria will be applied. Local authorities **must** ensure that parents have access to all relevant information before they make their application. It is easier for parents to understand local admissions systems that are clear, objective and fair. Above all, parents need to be able to understand whether they have a realistic chance of being offered a place for their child at any particular school. In drawing up their admission arrangements, admission authorities **must** ensure that the practices and the criteria used to decide the allocation of school places:

a) are clear in the sense of being free from doubt and easily understood. Arrangements that are vague only lead to uncertainty and this may reduce the ability of parents to make an informed choice for their children. They are also likely to increase the chances of an objection;

b) are objective and based on known facts. Admission authorities and governing bodies **must not** make subjective decisions or use subjective criteria;

c) are procedurally fair for all groups of children (including those with special educational needs and disabilities, children in care and young carers);

d) provide parents or carers with easy access to helpful admissions information. (The School Information Regulations require the local authority to produce a composite prospectus that covers admission arrangements for all schools in their area. See Appendix 4); and

e) comply with all relevant legislation, including on infant class sizes and on equality, and have been determined in accordance with the statutory requirements.

Bennett Memorial Diocesan School

Oversubscription Criteria for admission 2011

The planned admissions number is 224. The rationale for this number is the existence of 8 tutor groups of 28 students each. This number is based on classroom capacity, effectiveness of resource deployment quality of care and teaching able to be offered with this group size. The rationale for 8 tutor groups is the overall capacity of the school, physically and organisationally. In the event of oversubscription Governors will offer places to applicants who meet the following admissions criteria. Apart from applicants in Category A, any applicants who do not sign the ethos statement on the supplementary form will be ranked after all other applicants. Category A places are offered first, then reserved places are allocated, and all other applicants will be ranked in order using the oversubscription criteria B-F below. If there are places unfilled after the allocation of places to those who meet the oversubscription criteria, and after the allocation of reserved places, other places will be offered in order of distance of the child's normal address from the school address.

- A **Children in public care#**
- B **Children from Anglican families at the heart of the church.** The definition of this is a child who has one or both parents worshipping regularly (by which is meant at least three times per month on average) in an Anglican church* and who have done so for at least three years** up to the time of application. It is also required that at least one parent is communicant, in other words takes part in Holy Communion services or the Eucharist, and that the child for whom they are applying is baptised***. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will be ranked before those without a sibling, and then within each group applicants will be ranked by distance from the school. §
- C **Children from non-Anglican Christian families at the heart of the church.** The definition of this is a child who has one or both parents worshipping regularly (by which is meant at least three times per month on average) in any Christian church and who have done so for at least three years** up to the time of application. It is also normally expected that the child for whom they are applying is baptised***. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.
- D **Children from Anglican families attached to the church.** The definition of this is a child who has at least one parent who attends an Anglican church* at least monthly, or takes part in one form of service to the church on at least a monthly basis, and who has sustained this pattern of commitment for at least two years**. It will also be required that the child is baptised***. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.

- E **Children from non-Anglican Christian families attached to the church.** The definition of this is a child who has at least one parent who attends a non-Anglican Christian church at least monthly, or takes part in one form of service to the church on at least a monthly basis, and who has sustained this pattern of commitment for at least two years**. It will also be normally expected that the child is baptised***. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.
- F **Children from Anglican and non-Anglican Christian families known to the church.** The definition for this will be a child who has at least one parent who attends any Christian church on an occasional basis, less frequently than once a month, but at least as frequently as three times a year, or who takes part in a regular form of service to the church, less often than once a month but at least three times a year. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.

Notes

* *Local Ecumenical Partnerships (LEPs) of which the Church of England is a member will be considered as Anglican churches for this purpose.*

** *if during this time the family has relocated, or changed the church at which they worship, supporting evidence from the previous church must be provided.*

*** *or has been formally welcomed into the church community at a service or ceremony of thanksgiving or dedication. Documentary evidence will be required both for baptism and for any services of thanksgiving or dedication. A priest's or minister's letter will suffice as evidence for a service of dedication if no formal certificate is available.*

§ (1) *The number admitted under category B will not exceed 75% of the planned admissions number. Category B applications not admitted because of this cap will be re-ranked with category D applications.*

§ (2) *Before the rank ordering by distance is applied within Category B, places will be allocated to applicants attending parishes located in each of the deaneries of Malling (12 places), Sevenoaks (18 places) and Shoreham (6 places), as defined by the Diocese of Rochester. If there are more applicant than deanery places, each will be rank ordered by distance from the school and the closest offered places. If there are fewer applicants, the unused places revert to the overall allocation for this category.*

Looked after children are defined as children under the age of 18 for whom the Local Authority provides accommodation by agreement with their parents or carers (Section 22 of the children Act 1989) or who are subject of a care order under part IV of the Act.

Reserved places

Places will be reserved for two categories of applicant. These reserved places are considered before the application of the criteria B to F above. If all reserved places are not taken by applicants who meet the criteria for them, the surplus places revert to the main categories above.

- 1 Up to 5 places will be offered to children in exceptionally challenging personal or family circumstances. These places will be open to children who are suffering or have in the 3 years before the start of secondary school suffered from a life threatening medical condition, or who have a parent at the time of application suffering from a life threatening medical condition, or who have suffered a parental bereavement in the same span, or who have been legally adopted after the age of 3. Other personal and family traumas which are equivalent in impact on the child to these examples will also be eligible. Written evidence from a medical or social work practitioner will be required to substantiate the application. If more than 5 such applications are received, those with signed ethos statements will be ranked before others, and each group will then be rank ordered by distance from the school.
- 2 Children from non-Christian faith backgrounds – up to 15 offers will be made for children from non-Christian faith backgrounds who wish their child to benefit from a Church of England education. To be considered for one of these reserved places, they will require a reference from their local religious leader stating that they are observant members of their faith, and that they worship publicly with their faith community on a regular basis, according to the norms and customs of that faith. If more than 15 such applications are received, the 15 whose normal addresses are closest to the school will be offered places.

Ethos Statement for supplementary form

Bennett is a Church of England school. Parents of any background are welcome to apply for a place here and all applications will be considered according to the criteria attached. The school's aim is to provide a high quality academic education underpinned by strong Christian values, supported across the curriculum, including through Christian worship and religious studies. The school is characterised by an emphasis on learning to live together as a community in the light of Christian belief and values, and by developing strength of character and self confidence through a wide range of extra curricular activities and opportunities. In signing this statement, parents are acknowledging support for this ethos and indicating a clear preference for it in their child's education.

Distance

Distance for the purposes of these criteria is measured between the child's normal address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a central point within the child's home to a similarly defined point within the school specified by Ordnance Survey. The school uses measurements provided by Kent LA and further information on this is available from booklets provided by Kent.

Siblings

Siblings throughout this document are defined as children sharing at least one natural or legally adopted parent and living at the same address at least 4 nights per week.

Waiting list

A waiting list of no more than 10 is held for each year group. The waiting list is ranked according to the oversubscription criteria. Applications will be removed from the waiting list on 31st January each year unless contact has been received from the parents in the last 6 months.

Appeal

Any applicant not offered a place on 1st March will have the right of appeal. Appeals will be heard in accordance with the Appeals Code by an independent panel. All information on how to appeal for a place at Bennett will be sent to parents by the school and/or the LA at the same time as the offer of a place at another school.



Bennett Memorial Diocesan

School

Headteacher: Ian Bauckham MA(Cantab) MA(Lond)

Culverden Down
Tunbridge Wells
Kent TN4 9SH
T: 01892 521595
F: 01892 514424
E:
admissions@bennett.kent.sch.uk



Diocese of Rochester

Supplementary Form for Admission 2011

Required in addition to the Common Application Form

Please complete all sections with white boxes

Child's full name:

Date of birth: Male/Female:

Address:

Postcode: Telephone:

School now attended:

Full name of parent(s):

Name of legal guardian (if different from above)

Church attended by parent(s):

Name of parish Priest, Minister or local Religious Leader:

Name(s) and school year of any brothers or sisters if they attend Bennett:

Ethos Statement

Bennett is a Church of England school. Parents of any background are welcome to apply for a place here and all applications will be considered according to the criteria attached. The school's aim is to provide a high quality academic education underpinned by strong Christian values, supported across the curriculum, including through Christian worship and religious studies. The school is characterised by an emphasis on learning to live together as a community in the light of Christian belief and values, and by developing strength of character and self confidence through a wide range of extra curricular activities and opportunities. In signing this statement, parents are acknowledging support for this ethos and indicating a clear preference for it in their child's education.

Signed:

Date

Under which category do you wish your application to be considered?

- | | | | |
|-------------------|---|--------------------------|---|
| Category | A | <input type="checkbox"/> | Children in care |
| | B | <input type="checkbox"/> | Children from Anglican families at the heart of the church |
| | C | <input type="checkbox"/> | Children from non-Anglican families at the heart of the church |
| | D | <input type="checkbox"/> | Children from Anglican families attached to the church |
| | E | <input type="checkbox"/> | Children from non-Anglican families attached to the church |
| | F | <input type="checkbox"/> | Children from Anglican and nonAnglican Christian families known to the church |
| Reserved places 1 | | <input type="checkbox"/> | Pastoral place (please provide documentary evidence as required) |
| Reserved places 2 | | <input type="checkbox"/> | Non-Christian faith background (please ensure section below is complete) |

The following section should be completed by all applicants, except for those applying for a pastoral place, where its completion is optional.

Please indicate how frequently you as parents attend your place of worship, and for how long you have done so.

	How many times per month?	For How long?
Mother		
Father		

Please read the definition given of a communicant member of the Church of England.

Please state whether you as the parents are communicant members of the Church of England by completing the box(es) below

	Yes or No
Mother	
Father	

If you have ticked Categories B,C,D or E, please confirm that the child for whom the application is being made has either been baptised, or, alternatively, formally welcomed into the church at a service or ceremony of thanksgiving or dedication.

Yes/No (if YES copy of certificate should be attached)

I confirm that I have read the oversubscription criteria and the information given above is true and complete.

Signature of parent/guardian _____ Date _____
 Signature of parent/guardian _____ Date _____

You should now hand the completed form to your priest, minister or local religious leader who will confirm that statements you have made above

Endorsement by Priest, Minister or local Religious Leader

By signing this form you are endorsing the information given by the applicant above. Please therefore do not sign it until it has been completed by the applicant. Please initial any alterations that have been made by the applicant

I hereby confirm that all the information given above is true. I understand that in the interests of fairness only the information contained in this form will be used to apply the school's admission criteria

Signature of priest, minister or local religious leader

Date

Position:

Deanery (if Anglican)

Parents should return the Supplementary Form for admission to Bennett Memorial School by 5th November

The form should now be sent to the school by the parents. Please remember to attach the following documents (as applicable)

- For applications under Categories B,C,D or E, a copy of baptism certificate or evidence of welcome or dedication of the child into the church.
- For pastoral applications (Reserved Places 1) full documentary evidence of pastoral need
- For any applications where the church of the parent has changed within the past 3 years, evidence from the previous church or a letter of explanation

Bennett Memorial Diocesan School



Admissions Policy for the Sixth Form

Section 1 – General Principles

Bennett is a Christian School in the tradition of the Church of England and in the sixth form, as elsewhere, learning and development are underpinned by Christian belief and values. Bennett offers a range of academic and vocational qualifications for sixth form students as described in the prospectus. Some of these require minimum grades at GCSE. Our policy is to ensure that students accepted into the sixth form are placed on appropriate courses where they are likely to succeed. For this reason we ask all applicants to attend a guidance interview with appropriate staff to discuss the most suitable courses of study.

All year 11 students at Bennett will be encouraged to apply for the sixth form. We also accept applications from students wishing to transfer from another school. In all cases the same admissions criteria apply. The minimum number of external applicants we accept is 1 (this is our planned admissions number or PAN). However, in most years we admit many more than this because there is space on the courses and because applicants meet our criteria.

Section 2 – Definitions and details

Admission number in year 12

The numbers of external applications we receive vary from year to year. We exceed our minimum number if preferred courses of study are not oversubscribed and the external applicant has met the relevant entry requirements. For example in 2008 we admitted 18 external applicants. Internal applicants should apply by the date given in the current prospectus (the last day of term in December).

Applicants from other schools should endeavour to meet the same deadline to enable us to plan courses effectively.

Academic requirements

- To begin AS courses you must have a minimum of a 5.0 average score at GCSE and at least a C grade in the subject you wish to study (but see below). To calculate your average, give each A* a value of 8 and number downwards, so a C is worth 5 and a G is worth 1. A U is worth 0 and must be counted. For some courses a higher threshold is required.
- If you wish to study Biology, Chemistry or Physics you will need to have achieved at least a B in *Core and Additional Science* at GCSE, or a B in at least 2 sciences if you took three separate science GCSEs.
- If you want to study French or German you will be expected to have achieved at least a B grade in that language at GCSE.
- In Mathematics a B grade is the threshold for acceptance onto the course.
- Subjects where it is not essential to have a GCSE in the same subject are Sociology, Psychology, Information Communication Technology, History, Geography, Physical Education, Business Studies, Drama and Theatre Studies, Philosophy,

Photography and Media Studies.

- There is no specific entry threshold for our GCSE equivalent course in the sixth form.
- Meeting the requirements of any course is no guarantee that the applicant will automatically be offered a place on his or her preferred courses.

We will require external applicants to provide copies of results slips before taking up places.

Entry into year 13 for external applicants will depend on the courses required, availability of space in that group, the compatibility of different specifications, and module results from year 12. We require convincing evidence that the applicant will go on to complete the course successfully.

Oversubscription

- Applications from internal candidates who meet the academic requirements are considered first.
- Where particular courses are heavily oversubscribed and we cannot for practical or resourcing reasons run parallel groups the places will be offered to those internal candidates who have better grades at GCSE or subject specific requirements. This will form a major part of the guidance interview referred to above to determine the most appropriate course for an individual. We will offer alternative courses to any student affected by this criterion.
- For external applications the remaining places available on a particular course will be offered to those who have better grades at GCSE or subject specific requirements.
- In all cases, those applications who have signed the ethos statement on the application form will be ranked above all those who have not.

Right to appeal

If an application is refused there is a statutory right of appeal to the Independent School Appeals Panel. Further details of how to appeal will be provided with the letter explaining why the application has been refused. Appeals may be lodged either by the parent or the student.

Waiting list

No waiting list is held for external applications to the sixth form. Applicants meeting the criteria who are not offered places because there is no space are advised to reapply later in the same year. If places are then available their applications may be successful.

Ethos statement for sixth form application form (for signature by parents and applicants)

Bennett is a Church of England school. The school's aim is to provide a high quality academic education underpinned by strong Christian values, supported across the curriculum, including through Christian worship. In the sixth form all students are expected to support this ethos. A core studies programme is provided for all students which incorporates a range of areas, including religious and ethics education, and all students are expected to take part in the core programme as directed. A range of extracurricular opportunities are offered, and these are considered a vital part of learning and development in the sixth form. A professional standard of personal presentation and conduct is considered essential for membership of the Bennett sixth

form, as described in the prospectus. In signing this statement, parents and students are acknowledging support for this ethos and indicating a clear preference for it in their sixth form education.

Chaucer Technology School

Determined Admission Arrangements for September 2010

ADMISSION ARRANGEMENTS

Chaucer Technology School is an 11-18 co-educational comprehensive school, and a DfES designated Technology College.

The number of intended admissions in Year 7 is 235 and children will be admitted at the age of 11. All prospective pupils seeking entrance on the basis of above average aptitude in technology will be required to sit the assessment procedure which is based on the current National Curriculum Attainment Targets for Technology or their equivalent in future Years.

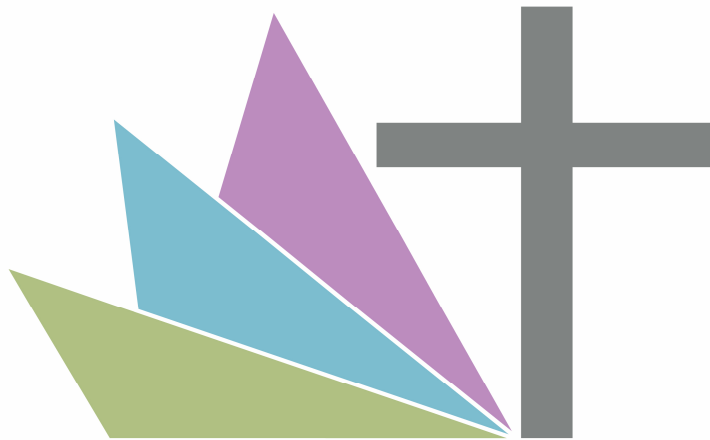
How places are filled

The criteria that will apply in the event of any over-subscription will be:

1. Children who show above average aptitude in technology or who are deemed selective in the locally agreed procedures for entrance for secondary education. In the event of over-subscription in this category the following criteria will apply:
 - (a) Children in Local Authority Care.
 - (b) Up to 15% of the planned intake may be admitted on the basis that they are of selective ability.
 - (c) Children with medical problems (to be stated at the time of application for a place).
 - (d) Children with a brother or sister who will attend the school at the time of entry.
 - (e) Proximity of the child's home to the school, as measured by the safest walking route, with those living nearest to the school being accorded the higher priority.

If there are still places available

2. Other children who have not shown above aptitude in technology. In the event of over-subscription in this category the following criteria will apply:
 - (a) Children in Local Authority Care.
 - (b) Children with medical problems (to be stated at the time of application for a place).
 - (c) Children with a brother or sister who will attend the school at the time of entry.
 - (d) Proximity of the child's home to the school, as measured by the safest walking route, with those living nearest to the school being accorded the higher priority.



ADMISSIONS POLICY FOR SEPTEMBER 2011

St John's Catholic Comprehensive School

OUR MISSION STATEMENT
Inspired by Christ and motivated by love,
We strive to be a family of faith and learning
Valuing each individual as unique
and fostering personal achievement for the service of others

This Policy was adopted by the Admissions Committee

Date: October 2009

Next Review date: October 2010

Signed:
Team Chair

St. John's Catholic Comprehensive School

ADMISSIONS POLICY for ADMISSIONS in SEPTEMBER 2011

St. John's Catholic Comprehensive School is a Voluntary Aided School in the Trusteeship of the Archdiocese of Southwark. The School is conducted by the 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. The School exists primarily to serve the Catholic community. However, the Governing Body welcomes applications from parents of children of other denominations and faiths, subject to the availability of places, who support the religious ethos of the School.

As a Church School, the Governors make the decision to offer places for admission into the School. The School will consider applications from Catholics who live within the Roman Catholic Archdiocese of Southwark in the Parishes of Dartford – St. Anselm's, Dartford – St. Vincent's, Gillingham, Gravesend, Hartley, Meopham, Northfleet, Strood and Swanley The Primary feeder schools are St Bartholomew's, Swanley, St John's Primary School, Gravesend, St Joseph's Primary School, Northfleet, Our Lady of Hartley, Our Lady's Roman Catholic Secondary, Dartford, English Martyrs, Strood, and St Anselm's, Dartford.

The number of pupils registered in the school at the beginning of September 2009 was 1124.

Having consulted with the Local Education Authority and other Admission Authorities the Governors intend to admit 180 pupils in September 2011 at age 11 without reference to ability or aptitude.

Admissions will be decided without reference to aptitude or ability and on the overriding criteria that the "Catholic Character" of the school will always be preserved in accordance with the Trust Deed and the Instrument of Government.

Admissions Procedure

Application must be made using the Common Application Form provided by the child's home Local Authority. This should be returned to your child's Primary School.

Completion of a Supplementary Form is not mandatory. However, if one is not received, the Governors will not be able to apply their admissions criteria, and the application will be considered as a lower priority. The Form should be returned directly to the School, together with the additional documents requested, as appropriate. A copy of the Supplementary Form may be obtained from your child's Primary School, or from the Clerk to the Governors at this School. Catholics must also submit the Priest's Declaration Form

Depending upon the category in which you make your application, these additional documents are:

- A Baptismal Certificate (*Catholic applicants*),
- The Priest's Declaration Form (*Catholic applicants*),
- A letter of Support from the Minister of your Church (*other denominations or faiths*),

The Supplementary Form and other documents must be completed and returned to the Clerk to the Governors of this School not later than the date published on the form.

Failure to supply the required documentation will mean that the Governors will consider your application in a lower category.

If there are more applications than places the over-subscription criteria are applied. The Declaration Form from a Priest or Minister of Religion, where these are required in the over-subscription criteria, will be considered as part of the application.

It is the policy of the Governing Body not to consider repeat applications in the same academic year unless there has been a significant change in the circumstances relevant to the application.

Over-subscription

Where the applications exceed the number of places available the following criteria will be applied in the order set out. Priority will be given to Baptised Catholic children and Looked After Children

Oversubscription Criteria for Admissions for September 2011

Category 1 Looked After Catholic Children or Looked After Children in the care of a Catholic family.

Category 2 Baptised Catholic children. A Baptismal Certificate must accompany the Supplementary Form and consideration will be given to the Priest's Declaration Form to verify the practice of the child. Applications will be ranked in the order shown on the Supplementary Form. Highest priority to those who attend Mass weekly, secondly to those who attend Mass at least once a month, etc.

Category 3 Other Looked After Children

Category 4 Non Catholic Children who attend the named feeder schools, ie: St Bartholomew's, Swanley, St John's Primary School, Gravesend, St Joseph's Primary School, Northfleet, Our Lady of Hartley, Our Lady's Roman Catholic Secondary, Dartford, English Martyrs, Strood and St Anselm's, Dartford. The application should be supported by a letter from the Headteacher or Chairman of Governors to confirm that the pupil attends the school.

Category 5 Children of families who are committed members of other Christian denominations that are part of Churches Together in England.

Evidence of membership of the church from a priest or Minister Of Religion will be required and consideration will be given to the Letter of Support from a Minister.

Category 6 Children of other faiths. Evidence of membership of a faith community provided by a Minister of Religious Education will be required.

In each of the categories 2, 5 and 6, priority will be given to those whose level of regular attendance at religious worship is supported by their Priest or Minister of their normal place of worship.

In each category priority will be given to those who have a brother or sister at the School at the time of their enrolment.

Tie Breaks.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

1. Siblings,
2. Home-school distance. Distance from home to school is measured as a straight line from the front gate of the home to the main gate of the school using the measurement supplied by the local authority derived from their computerised mapping system.

In determining the number of places available, the Governors will have regard to the allocation of places made by the Local Authority of those pupils who have Statements of Educational Need.

Definitions

"Catholic" means a member of a Church in Full Communion with the See of Rome. This includes the Eastern Orthodox Catholic Churches. Evidence for this will be a Certificate of Baptism or a Certificate of Reception into Full Communion.

"Catholic Practice" means regular attendance at Sunday Mass, as defined in Canon 1247 of the Code of Canon Law, the basis for which is taken to be at least more often than not.

"Regular attendance" means attendance at a place of worship more often than not.

"Looked After Children" is a technical term as defined in section 22 of the Children Act 1989 and means any child in the Care of a Local Authority or provided with accommodation by them (e.g. children with foster parents).

"Brother or Sister" means blood brothers and blood sisters of those who are pupils at the School at the time of enrolment; or where a family, already having children at the School at the time of enrolment, have adopted or fostered a child. It does not include brothers or sisters who were pupils at the School in the past.

Appeals

The parents of a child refused admission may appeal to an Independent Appeals Panel established in accordance with the Education Acts and which contains an independent element.

Such appeals must be made in writing within 15 days of the date of the letter informing the parent that their child has not been admitted to the School. The letter must set out the grounds on which the appeal is made.

Additional Information

In 2009, the Governors had to apply their over-subscription criteria. It may be useful for you to know that in the last few years all pupils who were attending the Catholic feeder Primary Schools and who applied to St. John's as their first preference Secondary School were given a place. Given the numbers in the main feeder Primary Schools this situation should continue.

Late applications will be dealt with according to the Co-ordinated Admissions Procedure and will be considered according to the over-subscription categories above.

Once the reallocation process of the Co-ordinated Admissions Procedure has been concluded, the Governors will draw up a waiting list of those who still wish to have a place at the School, and places will be allocated according to the date the parent or guardian indicated that they wished to be included on the waiting list.

**Archdiocese of Southwark
St John's Catholic Comprehensive School, Gravesend
Supplementary Information and Priest's Declaration Form**

Please return to the school

Completion of a supplementary form is not mandatory but will help Governors to determine admissions applications. If you are a Catholic please complete and sign the form below and hand it to your Parish Priest or the Parish Priest at the church at which you normally worship. He will add his reference and forward the form to the school to which you wish to apply. If you are not a Catholic, please hand the form to your Minister of Religion or equivalent who will add his or her reference.

Part One – To be completed by the parents or guardians

Surname of child: Date of birth:

Christian/forename(s) of child:

Religion: Boy Girl

Date and place of Baptism (if applicable):
(If Catholic, please show your parish priest or the priest at your normal place of worship, a certificate of baptism in a Catholic church or a certificate of reception into full communion with the Catholic Church or other evidence of baptism).

Name of current school if one of the Catholic feeder schools.....

Name of person/s with whom the child lives:.....

Relationship to child:

Home address:

Postcode:

Contact numbers: Home Work (Mother/Father/Carer)

If Catholic, indicate which Mass you normally attend (time): Saturday Evening/Sunday at

Parish in which you live:

Usual place of worship (if different):

How long have you worshipped there? years

How often do you attend Mass?: weekly once or twice a month less often *tick box*

Details of brothers and sisters who already attend this School

Name	Date of birth	Year Group

.....
.....

I confirm that the information given on this form is accurate and truthful:

Signed: Parent/Carer

Date:

NB: You must also complete and return a Common Application Form (available from schools and Local Education Authorities).

If you consider there are valid reasons for Mass attendance to be considered equivalent to weekly, because of illness or other reasons, please state below.

PART Two A – to be completed by the Catholic Priest only

Is the family known to you? Yes No
(i.e. every Saturday evening or Sunday)

Is the child known to you? Yes No
(i.e. every Saturday evening or Sunday)

Regular attendance at Mass
(i.e. twice a month)

Regular attendance at Mass
(i.e. twice a month)

Irregular attendance at Mass
(i.e. less than once a month)

Irregular attendance at Mass
(i.e. less than once a month)

Not known

Not known

I am satisfied that the child is a baptised Catholic/enrolled catechumen.

I am satisfied that the child has been received into full communion with the Catholic Church

Priest's name:

Parish (if any):

Address: Tel No:

Parish stamp or seal

Priest's signature:

Date:

Parents/carers from other denominations or faiths should hand this form to their minister or equivalent who should complete the section below and return it as soon as possible to the school indicated over.

PART Two B - To be completed only by a minister or equivalent

I confirm that this child/family is known to me and they are members of our faith community

The family is not known to me

Name:

Signed:

Date:

Position:

Parish or Organisation:.....