



ST GREGORY'S CATHOLIC COMPREHENSIVE SCHOOL

ADMISSIONS POLICY FOR SEPTEMBER 2012

Admissions to the school are made by the Governors in the light of the Mission Statement "Christ at the Centre of Living and Learning".

The Governors, having consulted with the Kent Education Committee, intend to admit 180 children for the year 2012 into Year 7 (461 students applied for places in 2011).

The school participates in the Kent County Council co-ordinated scheme and all deadlines within that should be adhered to by applicants. Closing date for applications: 31st October 2011

Places will be allocated in the following order of priority:

Category 1: Baptised Catholic children.

Priority within this category is given first to baptised Catholic children in the care of a Local Authority, then Looked-After Children in the care of a Catholic family (see Note 1).

All other Baptised Catholic Children are ranked according to the over-subscription criteria as detailed below.

Category 2: Other Baptised/Dedicated and/or Practising Christian* children and Looked-After Children.

Priority within this category is given to all other children in the care of a Local Authority (see Note 1).

All other Baptised/Dedicated and/or practising Christian* children are ranked according to the over-subscription criteria as detailed below.

* By 'Christian', we understand as a minimum those who accept the doctrines of the Trinity and the Incarnation as professed in the Nicene-Constantinopolitan Creed.

Category 3: Children of other faiths.

Governors would consider under this Category applications from parent(s) who are practising members of other world faith-based communities, and who attend, as defined by local practice, the meetings of their community and are actively involved in its life. Evidence of religious commitment provided by a priest, minister or religious leader or a designated place of worship will be required.

Category 4: Any other children.

Applications where the Supplementary and Reference forms are not available, or which do not fall into the above three categories.

Applications will be ranked, within each Category, using the following over-subscription criteria:

- a. the presence of a brother or sister (see Note 2) in the school at the time of admission
- b. attendance at one of the following partner primary schools: St Augustine's Catholic Primary School (Tunbridge Wells), St Margaret Clitherow Catholic Primary School (Tonbridge), St Mary's Catholic Primary School (Crowborough), St Thomas' Catholic Primary School (Sevenoaks), St Philips Catholic Primary School (Uckfield) or More Park R. C. Primary School (West Malling).
- c. frequency of the child's and parent's church attendance as verified on the reference form by their Priest, Minister or local Religious Leader.
The governors will give priority to those who attend their place of worship most frequently, as indicated on the completed reference form. If necessary they will then differentiate between forms of worship and allocate places in the following order:
 - 1st. those who attend the main Sunday/ Family service or its equivalent;
 - 2nd. those who attend a Bible Class or its equivalent;
 - 3rd. those who attend Sunday School or its equivalent
- d. commitment to the ethos of Catholic and Christian education
- e. in the event of a tie-break, distance as measured by the LA (see Note 3) will be used to rank applications

For applications within Categories 1, 2 and 3

Appropriate documentary evidence of church membership will be required. This should ideally be a certificate of baptism or dedication and a completed reference form. If any of these documents are unavailable (e.g the church attended does not practise baptism or dedication), a letter from the church elder or minister clearly detailing the child's and parent's/guardian's commitment to and attendance of worship and church life will be required.

It may also be necessary to enquire into the level of involvement of the family with its Church community. Please give as much information as possible.

Supplementary and Reference Forms, plus any supporting evidence must be received in school by **the deadline set by the Kent County Council co-ordinated scheme**. Papers received after that date will be treated as late and ranked after all other applicants in the same category (see Note 4).

Additional notes to St Gregory's 2012 Admission Policy

1 Looked –After Children

Children in Local Authority Care - a child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. In accordance with the Admissions Code of Practice, Governors will give priority to baptised Catholic children in the care of a Local Authority and Looked-After Children in the care of a Catholic family. All other Looked-After Children will be given priority within Category 2.

2 Siblings

A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

3 Distance Tie-Break

In the event of a tie-break, distance, as measured by the Local Authority, will be used. Details of how distance is calculated and the definition of 'home address' used in the calculation can be found in the "Admission to Secondary School in Kent" booklet. Alternatively you can get this information from the Kent County Council website (www.kent.gov.uk) or contact Kent Admissions 01622 696565 or email the Kent Admissions team at kent.admissions@kent.gov.uk

4 Late Applications

Late applications where the SCAF (Secondary Common Application Form) was submitted after the closing date will be handled in accordance with the Kent Co-ordinated Admissions Scheme.

Late applications where the SCAF was submitted by the closing date but the St Gregory's Supplementary and Reference forms were not received on time will be considered by the Governors' Admissions Committee after all other applications for the same Category have been ranked.

5 Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel, set up in accordance with Section 84 of the School Standards and Framework Act 1998. Appeals must be made in writing, giving the reasons for the appeal, and sent to the Admissions Appeal Clerk at the school address by the date indicated on the appeal application form.

6 6th Form Applications

Students are able to join the School in Year 12 for 6th Form studies. The specific academic entry requirements are set down in the 6th Form Centre Prospectus. Students in Year 11 at St Gregory's School have priority over those seeking to join the Sixth Form from other schools, but external applications are very welcome. The 6th Form Centre has a capacity for 210 students (Years 12/13 combined) and, in the event of over subscription, applications will be ranked according to the admissions criteria as set out in this Admissions Policy. A PAN of 1 has been set for external admissions, which is the minimum number Governors will accept.

7. In Year (casual) Applications

Applications for a place at the school in-year must be made using the Common Application Form of the Local Authority (LA) where the child resides. This form must be returned to the LA. The school's Supplementary and Reference forms should also be completed, and returned to the school, to enable the governors to rank the application in the event of there being more than one application for a place. Governors will use the same criteria to rank the application as detailed in our Admissions Policy. The offer of a place at the school will be made by the LA on behalf of the governors. NO places will be offered if a year group has reached its Published Admissions Number (PAN). In the event of Governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. This does not affect the statutory right to appeal (see Note 5 above).

Years 7-11 PAN 180

Year 12 PAN 1 (External applications, see note 6 above for 6th Form Applications)

8. 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 a waiting list. The waiting list, which will be maintained until the last day of term 6, will be operated using the same admissions criteria as above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not affect the statutory right to appeal (see Note 5 above).

nb. It is possible that when a child is directed under the LA's Fair Access Protocol they will take precedence over those children already on the list.

ST GREGORY'S

CATHOLIC COMPREHENSIVE SCHOOL

Supplementary Form

To be completed by the Parent

- Please complete this form and send to:
The Admissions Secretary, St Gregory's Catholic Comprehensive School, Reynolds Lane, Tunbridge Wells, Kent TN4 9XL
Closing date for entry into Year 7 in 2012: **31st October 2011.**
For entry into other years please return as soon as possible.
- Please forward a **copy** of the Baptismal Certificate with this form. **Alternatively**, please request that your Priest/Minister enters the date and place of baptism or dedication by ticking the highlighted box on the Reference Form.
- Complete **Section A** of the **Reference Form** and forward it to your Priest/Minister/Religious Leader who knows about your family involvement in the parish/ church/place of worship. Include a **large stamped addressed** envelope, addressed to the Admissions Secretary, St Gregory's Catholic Comprehensive School, Reynolds Lane, Tunbridge Wells Kent TN4 9XL.

Surname of child:.....

Forename of child:

Date of Birth: Male/ Female

Parent (1) Title..... Mr/Mrs/Ms/Other

Name:

Address:

.....

..... Postcode:.....

Telephone:.....

Email address:.....

Parent (2) Title: Mr/Mrs/Ms/Other

Name:

Address:

.....

..... Postcode:.....

Telephone:.....

Email address:.....

Present School of applicant (if applicable):

.....

Address:

.....

..... Postcode:.....

Telephone:.....

I confirm that I fully support the ethos of Catholic and Christian education

Name(s) of brother(s) and sister(s) at St Gregory's Catholic

Comprehensive School:.....

.....

.....

ROMAN CATHOLIC APPLICANTS

Date and Place of Baptism:

.....

I would like my child to enter in.....(term and year)
into Year Group

Please read the Admissions Policy carefully before completing this section:

- Baptised Catholic Children.
- Other Baptised/Dedicated and/or Practising Christian children.
- Children of other faiths.
- Any other children.

I am applying under category

| | | | |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
|---|---|---|---|

Using the following over-subscription criteria (see overleaf for further details) Please tick all boxes which apply:

| | | | | |
|---|---|---|---|---|
| A | B | C | D | E |
|---|---|---|---|---|

Name of (Parish) Church / Place of Worship

.....

Name of (Parish) Priest / Minister / Religious Leader

.....

.....

Denomination / Faith.....

.....

Please tick as appropriate:

Copy of Baptism (Christening)/dedication certificate* enclosed

I have asked my Priest/Minister to verify baptism

My child has not been Baptised/Christened/Dedicated

I am unable to provide a church/faith reference

*Baptismal certificates can usually be obtained from the church of baptism

OTHER CHRISTIAN APPLICANTS

Date and place of Baptism (Christening) / Dedication

.....

The following declaration should be read carefully and then signed.

I, the Applicant's father/mother/guardian, ask that he/she be registered at St Gregory's Catholic Comprehensive School. I will support my child throughout his/her school career, am in full sympathy with the aims of the school, and will keep in touch with the Headteacher and staff about matters which might affect his/her education and personal development.

Signed:..... Date:.....