



## ADMISSIONS POLICY 2024 - 2025

### REVISION TO THE 2023-24 ADMISSIONS POLICY ON LIGHT OF COVID-19

In accordance with section 88E of the School Standards and framework Act 1998, a modification to the admissions arrangements has been approved by the Office of the Schools Adjudicator on 2<sup>nd</sup> September 2020. The variation makes changes to the school's faith-based oversubscription criteria and is made in light of the Covid-19 pandemic. In the interests of dealing with this and the many other requests for variations along the same or similar lines as a result of Covid-19 from other schools, nothing in this determination should be taken as indicating that other aspects of the arrangements do or do not conform with the requirements relating to admissions.

***This variation was put in place for admissions for 2021/22 and is now part of the determined admission arrangements for this setting and will remain in all future admissions arrangements until the Admissions Authority request a variation to have it removed.***

Where the school is oversubscribed, priority may be given on the basis of faith. The school's arrangements take account of attendances at places of worship. During the Covid-19 pandemic, places of worship have at times been closed altogether and at other times not been available for public worship or access to such worship has been restricted in the interests of public health. It is against that background that the request for a variation is made. Since the school's oversubscription criteria includes attendance at public worship at least once a month for minimum of 12 months prior to the closing date for application, parents and their children are unable to meet this criterion under the terms of the school's current admissions arrangements. **In consequence this variation provides that attendance will only have been required at times when places of public worship are open for such public worship.**

The proposed variation was approved as a pragmatic and appropriate response to the pandemic on the 2<sup>nd</sup> September 2020.

As a joint church school between the Roman Catholic Diocese of Plymouth and the Church of England Diocese of Salisbury, our primary aim is to provide an outstanding education that supports parents and carers from our Dioceses with their responsibility to share their faith with their children. We believe all education, and the spiritual development of young people is best supported if home, school and the church community the family belong to, work together for the benefit of the young person.

The ethos of the school is founded in the mission of the Dioceses of Plymouth and Salisbury and is summed up in our Mission Statement. We ask all parents and carers applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents and carers who are not of the Christian faith to apply for, and be considered, for a place at St Edward's.

The school's Published Admissions Number (PAN) is 182 for Year 7 in September 2024. The Governing Body proposes to admit students without regard to ability or aptitude in accordance with the admissions criteria.

The Governors will consider applications and initially allocate places in accordance with the basic ratio based upon the foundation of the school. This ratio is expressed by the quota of not more than 75% of pupils from the Roman Catholic tradition and not less than 25% from the Church of England tradition. Where places within either quota are not taken they will be open to other applicants in accordance with the admissions criteria.

The Governors of St Edward's are the admission authority for the school; the Local Authority will be co-ordinating the admissions arrangements on their behalf. All applications must be received on the Local Authority Common Application form by the published closing date, **31 October 2023**, naming St Edward's in accordance with the Local Authority's arrangements for co-ordinated admissions. If applicants are seeking admission on religious grounds they must also complete the **St Edward's VA Supplementary Information Form** which must be returned to the school marked for the attention of Claire Delve, by **31 October 2023**.

The **St Edward's VA Supplementary Information Form** is used by governors in their decision making and enables the applicant's priest/minister/appropriate faith leader to confirm which category the applicant fulfils. If the **St Edward's VA Supplementary Information Form** is not completed and returned, then we will apply the oversubscription criteria on the basis that your child falls within criterion 6.

The **Common Application Form** is available direct from the Admissions Team at BCP Council or online at [bcpcouncil.gov.uk/schooladmissions](http://bcpcouncil.gov.uk/schooladmissions). For applications from outside the BCP Council area, please contact the Local Authority where you reside.

The **St Edward's VA Supplementary Information Form** is available direct from St Edward's School or online at [www.st-edwards.poole.sch.uk](http://www.st-edwards.poole.sch.uk) or from the Schools Admission Team at the Local Authority or [bcpcouncil.gov.uk/schooladmissions](http://bcpcouncil.gov.uk/schooladmissions).

It is the parents or carer's responsibility to return the **Common Application Form** and, if appropriate, the **St Edward's VA Supplementary Information Form** by the closing date. **BOTH forms must be received by 31 October 2023. If an online application is made, the St Edward's VA Supplementary Information Form must be returned to the school and marked for the attention of Claire Delve, by 31 October 2023.**

Applications received after the closing date will be deemed as "late applications". Late applications will only be considered if there are places available after all other applications received by the closing date have been considered. Late application forms should be returned to the Schools Admissions Team at the Local Authority for your home address.

If applications for one of the 182 places available in Year 7, September 2024 exceed the Published Admissions Number they will be considered by the Governors in accordance with the criteria stated below.

## **OUR ADMISSIONS CRITERIA**

### **Supplementary Information**

To be considered under a criterion relating to religious practice and membership, applications need to be accompanied by the **St Edward's VA Supplementary Information Form**. On this form the parents/carers must indicate their child's membership/practice within their church/faith community. This should be endorsed by their priest/minister/faith leader and will be used by the Governors in their decision making.

For applications for children moving into the locality, information needs to be provided by the priest/minister/faith leader of their previous church/faith community endorsed by their accepting local church/faith community.

## Over subscription criteria

If there are too many applications for the places available i.e. over 182 which is the PAN for Year 7, applications will be considered by the Governors in the following order:

- 1 Looked After Children and Previously Looked After Children (please see definition on page 4).
- 2 **Roman Catholic children who have been baptised and have attended Roman Catholic Church services\* at least monthly for the last 12 months as evidenced by completion of the St Edward's VA Supplementary Information Form.**
- 3 Church of England children who have been baptised or have had a service of thanksgiving and have attended Church of England church services\* at least monthly for the last 12 months as evidenced by completion of the St Edward's VA Supplementary Information Form.
- 4 Children who are members of churches which are a member of *Churches Together in Britain and Ireland* as stated on the CTBI website [ctbi.org.uk/member-churches](http://ctbi.org.uk/member-churches) (including Baptist Union, Methodist, listed Orthodox, listed Pentecostal and United Reformed churches, the Salvation Army and members of the Religious Society of Friends) who meet their Church's criteria for membership/practice and have attended services at least monthly for the last 12 months as evidenced by completion of the St Edward's VA Supplementary Information Form.
- 5 Children who meet another Christian Church's or Faith Community's criteria for membership/practice and have attended services at least monthly for the last 12 months as evidenced by completion of the St Edward's VA Supplementary Information Form.
- 6 Children not able to be admitted under categories 1- 5.

## Other information

**\*Services are defined as public acts of worship which are open to all.**

**Tie break:** Should the numbers in each category exceed the number of places available for that category the following criteria will be applied, in order to decide who can be admitted:

- a) **Children of members of 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 *or* who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.**
- b) **Children who have a sibling who is on roll and attending the school in years 7-13 at the proposed date of admission. The definition of "sibling" can be found at the end of this policy.**
- c) **Distance. The definition of "distance" can be found at the end of this policy**

**SEN: Children with an Education, Health and Care Plan:** In accordance with the DfE Special Educational Needs Code of Practice, the Governors are legally required to admit a child with Special Educational Needs where there is a plan issued by a Local Education Authority naming the school. Prior consultation with the school governors is an essential part of this process **before** the school is named on the Plan in order to assess whether the school can meet the needs of the child.

This will reduce accordingly the number of places available.

## **Waiting Lists and Late Applications**

It is always necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school on a "waiting list" before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school's behalf.

If the school is oversubscribed for children due to start in 2024-2025, a waiting list will be maintained. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt both with regard to the two week acceptance period and beyond that. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant. **Names will only remain on the waiting list after 31 December 2024 if a written request is received. All waiting lists for all years will cease on 31 August each year. If parents wish, they can submit a new application for the following academic year from 1 June.**

**Other year groups:** Admissions subject to places being available and to the same admissions criteria and waiting lists will be maintained as described above.

**Applications for children to be educated outside their normal national curriculum year group:** Applications will be considered on their individual merits by a panel comprising of members from school's leadership group.

Applicants must provide with their application form the following information in support of their request:

1. Clear, documented evidence that the child has previously been educated in a year group different to that determined by date of birth and this has had positive benefits, for example, a letter from the Headteacher.
2. Clear, documented evidence that to place the child in his/her normal age group would be detrimental to his/her educational progress or likely exam performance.
3. Clear evidence that it is in the interests of the child's social and emotional development to be forward/back yeared.

A child would need to meet Criteria 1 above in all cases, for an out of year group admission to be agreed. The existence of Criterion 2 and/or 3 would serve to strengthen a case.

**Independent Appeals:** In the event that an offer of a place is not made, parents have the right of appeal to an Independent Panel and information will be given at that time on how parents can exercise this statutory right.

**Note:** If the LA sends a letter stating it is unable to offer a place, a parent has the right of appeal. This appeal should be made in writing by a parent to the Admissions Manager of the school within 14 days of the letter of notification being received. The Appeal will then be heard by an independent Appeals Panel.

**Withdrawing of places:** An admission authority **must not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority **must** give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if an offer is refused. (Section 2.12 DfE Admissions Code)

**Policy Review:** Our admissions policy is reviewed annually.

**Definitions:** St Edward's RC CE VA School has adopted the following definitions:

**Looked After Children:** A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a) a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989 and b) *Children who appear [to the admission authority of the school] to have been in state care outside of England and ceased to be in state care as a result of being adopted.*

**Home Address:** The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the admission authority what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the admission authority. If any information supplied by an applicant is judged by the admission authority to be fraudulent or intentionally misleading, the admission authority may refuse to offer a place, or if already offered, may withdraw the offer.

**Moving House:** When applying for point of entry, St Edward's School will not accept a change of address once the National Closing Date (31 October 2022) has passed. This means if your moving date is after 31 October 2022, we will use your old address to categorise your application. You will need to tell us your new address so we can update your child's record. If you move house after you have submitted your application but before the National Closing Date, the main allocation will be based on your address at the closing date, and the address will be updated on any waiting list from National Offer Day, should you not initially have been offered a place. The relevant date for the house move is (if purchasing) exchange of contracts occurring on or before the closing date; (if renting) signed tenancy agreement which commences on or before the closing date.

**Applications from separated Parents/Carers:** Only one application can be considered for each child. Where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the admission authority what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the admission authority. If any information supplied by an applicant is judged by the admission authority to be fraudulent or intentionally misleading, the admission authority may refuse to offer a place, or if already offered, may withdraw the offer.

**Applications for Children of Multiple Birth:** If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc) in any year group and one child can be admitted, the other siblings of the multiple birth will be admitted over the school's Published Admission Number.

**Sibling:**

- a full brother or sister who live with one or both parents or carers in the same property during the school week
- a half-brother or half-sister who live with one or both parents or carers in the same property during the school week
- adoptive brother or sister who live with one or both parents or carers in the same property during the school week
- foster brother or sister who live with one or both parents or carers in the same property during the school week
- non-blood related children who, together, all live with one or both parents or carers in the same property during the school week.

**In-Year Fair Access:** All the admission authorities in Poole have established an In Year Fair Access Protocol. The purpose of the In Year Fair Access Protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a Panel comprising Headteachers and/or their representatives. When seeking to place a child, the Panel will consider all schools in a fair, equitable and consistent manner. Decisions of the Panel may mean that individual schools admit children above the Published Admission Number.

### **Distance**

The distance from home to school is measured using the shortest, safe and practicable walking route using the centre line of roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways). Roads and footpaths measured are normally public. If your property is only accessible via a private road or footpath, this road or footpath may be included in the measurement.

The starting point for the measurement is taken from your home address. This has been geolocated using the geocoded address point obtained from the local authority's Local Land and Property Gazetteer. The total distance measured is a combination of 2 measurements using 3 points: i) Geocoded home address point -to- ii) Centre of nearest road/footpath -to- iii) Nearest approved school access point that is for use by pupils.

All measurements are obtained from the local authority's Admissions System. The GIS maps used are provided by Ordnance Survey and represent the position as at the beginning of the annual admission cycle i.e. September in the year prior to admission. Any alterations to Ordnance Survey map references, footpaths or roads added after this time will not be taken into consideration. No measurements obtained through other sources (e.g. search engines, mapping systems) will be accepted.

For applicants living on islands or residing permanently on a boat within Poole harbour, the distance measurement will be a straight line from the geocoded home address point to either 1. the nearest public landing steps at Poole Quay, or 2. a point on the mainland that the applicant proves to the satisfaction of the admission authority that he/she can access. The total distance measured is a combination of 3 measurements using 4 points: i) Geocoded home address point -to- ii) Public landing steps or other approved access point on the mainland -to- iii) Centre of nearest road/footpath -to- iv) Nearest approved school access point that is for use by pupils.

If an applicant advises the admission authority that the child would or could use the Sandbanks/Studland Chain Ferry in the journey to school, then the distance will be measured on that basis from the geocoded home address point and will include the distance travelled by the ferry.

If there are insufficient places to accommodate all applicants and the distance criterion is used, the St Edward's School will use random allocation for applicants living an equal distance from the School (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be a member of staff who has no involvement in the school admissions process.

### **ADMISSION TO THE SIXTH FORM 2024**

St. Edward's Sixth Form welcomes applications from both internal and external candidates from all faith and non-faith backgrounds. We would expect all Sixth Form students to acknowledge and respect the Christian ethos of our joint-church school, which is summarised in our Mission Statement.

Our Sixth Form offers full-time post-16 education, which requires the study of at least three subjects or equivalent. All St. Edward's year 11 students have the automatic right to progress to courses in our Sixth Form if they meet both the general and subject entry requirements.

Applications are welcomed from year 11 students in other schools who will meet both the general and subject entry requirements for Sixth Form.

In addition to Year 11 students currently at St Edward's, the PAN for year 12 for external students is **30**.

Places awarded in our Sixth Form will be allocated according to the following criteria:

- (i) Students currently in year 11 who meet the general and subject entry requirements, and qualified to pursue at least three Level 3 subjects.
- (ii) Students from other schools who meet the general and subject entry requirements, and qualified to pursue at least three Level 3 subjects or equivalent, to the **maximum of 30 places**. In the event of more applications from external students meeting our entry requirements than there are places available, the general admissions categories for years 7-11 will be used to determine places to be offered.

### **General academic requirements for entry to St. Edward's Sixth Form**

To study Level 3 courses, prospective students must achieve *at least* 5 GCSE's (or equivalent) at Grade 5 or above.

**and**

### **Subject entry requirements**

Subject entry requirements are detailed in the Sixth Form prospectus, and are minimum entry requirements for access to that subject.

Students not meeting specific subject entry requirements, may be invited to pursue an alternative course for which they qualify.

A full-time place in St Edward's Sixth Form is considered to be three subjects, or the equivalent. A place will not be offered to a prospective student if they are unable to take-up a full-time study programme with us.