



OAKLANDS CATHOLIC SCHOOL

AND

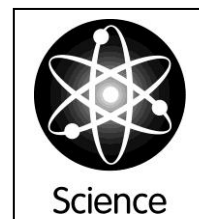
SIXTH FORM COLLEGE

ADMISSIONS POLICY 2012-2013

APPROVED BY GOVERNORS	FEBRUARY 2011
REVISION DUE	FEBRUARY 2012
MEMBER OF STAFF RESPONSIBLE	HEAD TEACHER
STATUTORY / NON-STATUTORY	STATUTORY



Community



Unity

Opportunity

OAKLANDS CATHOLIC COMPREHENSIVE SCHOOL
VOLUNTARY AIDED
ADMISSIONS POLICY 2012/2013

GENERAL

Oaklands is an 11-18 Voluntary Aided Catholic Comprehensive School in the Trusteeship of the Roman Catholic Diocese of Portsmouth. The ethos of this school is founded on the principles of the Catholic tradition. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here, in accordance with the policy.

The Board of Governors is responsible for the policy of admission of students to the school. Students are admitted at 11+ without reference to ability or aptitude. The proposed published admission number for Oaklands Catholic School for 2012-2013 is **224**.

Relationship to Primary Schools

The Governors Admissions Committee will not be bound by the decisions of the Admissions Authority of any primary school, and will view each application on its own merits, against the criteria laid down in the Oaklands Governors' Admissions Policy.

If there are more applicants than places available, applications for admission will be considered in order of priority according to the following criteria:

Oversubscription criteria

1. Baptised Catholic students who are in Public Care.
2. Baptised Catholic students who, at the time of application have an elder sibling on the roll at Oaklands Catholic School and Sixth Form College (up to and including Year 13), who will still be on the roll at the time of the younger sibling's admission. Please note this does not include students staying on after Year 13.
3. Baptised Catholic students living in the following Catholic parishes:
 - i. Sacred Heart, Waterlooville
 - ii. St Michael and All Angels, Leigh Park
 - iii. St Joseph, Havant and St Thomas of Canterbury & Thomas More, Emsworth
 - iv. St Edmund, Horndean
 - v. St Patrick, Hayling Island
 - vi. St Lawrence, Petersfield
 - vii. St Colman, Cosham

These parishes will be referred to hereafter as the designated parishes.

4. Baptised Catholic students living outside the designated parishes.
5. Other students who are in Public Care.
6. Students who, at the time of application, have an elder sibling on the roll at Oaklands Catholic School and Sixth Form College (up to and including Year 13), who will still be on the roll at the time of the younger sibling's admission. Please note this does not include students staying on after Year 13.
7. Baptised or Dedicated students from other Christian denominations.
8. Applications from students of families of other faiths.
9. Other applicants.

IN THE CASE OF OVER-SUBSCRIPTION – TIE-BREAKER

Criteria

In the event of over-subscription against a category a tie-breaker will be applied. Priority will be given as follows:

- 1) Categories 2 and 6 - distance *
- 2) Categories 3 to 5 and 7
 - i. Frequency of religious practice.
 - ii. Distance *
- 3) Categories 8-9 – distance *

*For distance please see explanatory notes.

STUDENTS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEED

Students with a Statement of Special Educational Need which names Oaklands Catholic School in the Statement will be admitted to the school and will count towards the admission number of **224**.

STUDENTS WITH PHYSICAL OR SENSORY IMPAIRMENTS AND LEARNING DISABILITIES

Students with disabilities are treated no less favourably than other applicants for admission.

EXPLANATORY NOTES

1. **Sibling** refers to brother or sister, 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.
2. **Frequency of Practice** (see 7 above) is defined as the attendance of a parent/parents, step parent, carer or legal guardian and students weekly at Saturday evening or Sunday Service or Mass in their own parish or church or place of worship and has been doing so for a minimum of two years at the time of application. If a family has moved church during that time, then the family will be required to provide evidence from both churches in order to prove regularity of attendance at worship over the previous two years.
3. **Home address** is defined as the normal place of residence of the student. Where a residence order exists under The Children Act 1990, the address of the parent named in that order will be deemed to be the student's normal residence.

4. **Baptised** is defined as the student having undergone a service at which the sacrament of Christian Baptism was administered.
5. **Dedicated** is defined as the student having undergone a service of Presentation and Dedication in a church in which this practice is used in place of the Christian Baptism of an infant.
6. **Distance** will be measured in a straight line/by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.
7. **Other Christian Denominations** are defined as Churches which are affiliated as members of churches together in England.
8. **Catholic** is defined as a baptised member of a church in communion with the See of Rome.

PROCEDURE FOR MAKING AN APPLICATION

All applications to Oaklands Catholic School must be made on the Local Authority Common Application Form, (CAF) obtainable from the Primary School where the student is registered as a pupil or on-line via the Local Authority website. The Common Application Form supplied by the local authority must be submitted online to the primary school where the student is a pupil no later than **12 o'clock midnight on Monday 31 October 2011**.

In addition to the Common Application Form, we request that parents complete a separate Supplementary Information Form (SIF). The additional information on this form assists Governors in placing applications in the correct oversubscription category. If no SIF is submitted Governors can only rank the application on the basis of the information contained in the Common Application Form. Without a SIF, in the event of oversubscription, the Governors would be unable to apply the correct tiebreak criteria and, as a result, the applicants may be ranked lower than others.

The Supplementary Information Form (SIF) is obtainable from Catholic Primary Schools, the Admission Secretary at Oaklands Catholic School, the school web site (www.oaklands.hants.sch.uk) or the Local Authority after June 2011. The SIF may be returned either separately to the Admissions Secretary at Oaklands or, together with the Common Application Form, to the primary school where the student is a pupil, no later than 12 o'clock midnight on Monday 31 October 2011.

All offers of places will be made on Thursday 1 March 2012 by the Local Authority.

DOCUMENTATION/ EVIDENCE REQUIRED IN SUPPORT OF APPLICATION

The Governors will request that parents to provide the following documentation and/or evidence in support of their application.

- Child's Baptismal Certificate - categories 1-4, 6-8*
- Child's Dedication Certificate – category 6 - 8 (as an alternative, see note 5 above)*

Without this evidence, in the event of oversubscription the governors would be unable to apply the correct tiebreak criteria and as a result the applicants may be ranked lower than others.

*With the exception of category 5

LATE APPLICATIONS

Applications received after the closing date will be considered once all on-time applications have been received. They will be considered under the categories 1-9 as listed above in the oversubscription criteria and be subject to tie-breaks as specified above.

WAITING LIST

A student whose application is refused will be automatically placed on the waiting list, and will be ranked in the same order as the published over subscription criteria. Any places that become available will be allocated according to the oversubscription criteria with no account being taken of the length of time on the waiting list.

The waiting list will be reviewed and revised each time -

- a student is added to or removed from the waiting list
- at the end of each school year when parents with a child on the waiting list will be contacted and asked if they wish to remain on the waiting list for the forthcoming school year.

Parents may keep their child's name on the waiting lists of as many schools as they wish and for as long as they wish.

Applications other than at the Normal Date of Transfer

General

In general, where parents are applying for their child to transfer from another secondary school, for whatever reason, then the criteria set out at Category 1-9 above will be applied.

APPEALS PROCEDURE

In accordance with the 1998 Education Act as amended by the 2002 Education Act, parents have the right to appeal against the Governors' refusal to admit their child/children and should write to the school asking for an Appeal Form from the Admissions Secretary.

The completed Appeal form should be returned to the return address on the Appeal Form, within 28 days of the date of the refusal letter. The Appeal Panel is entirely independent of the Governors and of the Local Education Authority.
