

**ST GREGORY'S CATHOLIC SCIENCE COLLEGE**  
**ADMISSION POLICY 2023/24**

The school is a Catholic Co-educational Academy within the All Saints' Trust. St Gregory's Catholic Science College was founded by the Catholic Church to provide education for children of Catholic families. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The published admission number (PAN) for the school year 2023-24 will be 192 children. The Governing Body has sole responsibility for admissions to this school and intends to admit 192 children to Year 7 in September 2023. Priority will always be given to Catholic applicants.

*Over-subscription Criteria:*

When the number of applicants exceeds the admission number, offers of places are made using the following criteria in order of priority:

1. Baptised Catholic "looked after" and previously looked after children (see page 5).
2. Baptised Catholic children with a Certificate of Practice. Within this criterion, priority will be given to those who have a sibling in the school at the time of admission.
3. Other baptised Catholic children.
4. Other "looked after" and previously looked after children (see page 5).
5. Other children who will have a sibling at the school at the time of admission.
6. Catechumens and baptised children of Eastern/Orthodox Churches where the application is supported by either a certificate of baptism or a certificate of reception into the catechumenate of the Catholic Church.
7. Children from Christian families with either a certificate of baptism or a letter from their minister confirming membership of the faith community.
8. Children from other faith backgrounds with a letter from their faith leader confirming membership of the faith community.
9. Any other children.

Within each criterion priority will be given in the following order:

**1. Exceptional Need**

The governors will give top priority in any category to children whose exceptional medical, social or pastoral needs justify a place at the school. To demonstrate an exceptional social or medical need, which can only be met at this school, the Governing Body will require compelling written evidence at the time of application, from an appropriate professional e.g. doctor, priest or social worker.

**2 Staff with children at the school**

Second priority after those in (1) above, will be given to children with a parent employed by the school for two or more years at the time at which the application for admission is made.

### **3 All Saints' Trust**

Third priority after those in (1&2) above, will be given to applicants attending a school within the All Saints' Trust.

#### **Tie Break**

In the event of there being insufficient places to admit all candidates in any of the categories detailed above, priority will be given to candidates living nearest to the school, measured in a straight line from the child's house. The school will adopt the Local Authority method of measuring distance between the school gate and the front door of the home address using a computerised geographical system to calculate the distance in a straight line from the main school gate to the front door of the home address. In the case of a number of addresses in a block with the same geographical reference, priority will be given to those nearest to the main entrance of the block. In the previous 4 years the tie-break has been invoked at criterion 2.

#### **Multiple Births**

The Governing Body does not give priority under its admission criteria for twins, triplets or other multiple applications from one family for the same year group. If there are insufficient places available and one twin/sibling is offered the last place, the Governing Body will agree to exceed the published admission number and admit the additional child/children.

#### **Current Admissions Information**

Last year (2021/22) the school was heavily oversubscribed, we received 685 applications for 192 places. There were no applicants in category 1. In category (2a) 60 siblings were offered a place, along with 127 in category (2b) in accordance with the distance criteria set out in our tie-breaker. The governing body was unable to offer places to the remaining children in category 2 or to any applicants beyond category 2 (with the exception of 5 pupils with an Educational Health and Care Plan). The final offer made on distance (category 2b) was 4287.57 metres from the school.

#### **Application Procedure**

All applicants **must** complete a **Common Application Form (CAF)** which is available from and returnable to the local authority in which the family is resident. In addition, applicants should complete **St Gregory's Catholic Science College Supplementary Information Form (SIF)** which is supplied in the application pack. The CAF and the SIF are also obtainable from your local authority and are available on line. The CAF must be completed and submitted to the local authority by 31<sup>st</sup> October 2022. The Supplementary Information Form (SIF) is available from the school or the local authority and should be completed and returned to the school by the 31<sup>st</sup> October 2022.

If you do not complete both the CAF and the SIF and return them by the closing date, the Governing Body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school. Late applications will be considered after the initial allocation process has been completed.

Applications for criterion 1 must be accompanied by written proof of the child's status from the appropriate authority. Those wishing to be considered under criterion 2 or 3 should also provide the School with a copy of the child's baptismal certificate. If the certificate is not available, applicants should indicate in writing the reasons for this being the case. Those applying under criterion 2 should obtain a Certificate of Catholic Practice form from the priest at the parish where the family normally worships. The Certificate of Catholic Practice form is also available on the Diocesan website [www.rcdow.org.uk/schools/parents](http://www.rcdow.org.uk/schools/parents) (follow schools, parents) at the top right hand corner of the page.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on 1<sup>st</sup> March 2023 and the information will also be available on line. You should indicate your acceptance of the place as soon as possible. Information concerning the Appeals Procedure will be sent out to those who are unsuccessful in obtaining a place. The school maintains a waiting list, ranked according to the published criteria, and places will be offered as and when vacancies occur. The waiting list will remain open for twelve months following the normal date

of admission. If you wish your child's name to stay on the waiting list you must apply to the school in writing before the twelve month period expires.

### **Pupils with an Education, Health and Care Plan (EHCP)**

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHCP you must contact your local authority SEN officer. Children with an EHCP naming this school will be admitted.

### **Change of details**

If any of the details on your form change between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School immediately. If misleading information is given or allowed to remain on the form, governors reserve the right to withdraw the place, even if the child has already started at the School.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

### **In Year Admission**

Applications for In-Year admissions are made directly to the school and dealt with by the Governing Body. You will also need to complete the school's Supplementary Information Form which you can download from our website, pick up from the council or the school. If you are a Brent resident you will also need to contact Brent Council's School Admissions Service on 020 8937 3110 or visit [www.brent.gov.uk/admissions](http://www.brent.gov.uk/admissions) to complete their CAF as well. The child's residence at the time of application will be considered as their main home address.

If there is a place available and no waiting list your child will be offered a place although you should be aware that there are waiting lists for most year groups. In the event of a place being available applications will be considered by the Governing Body in line with our published admission arrangements and will take account of those already on the waiting list. The waiting list is at all times maintained in criteria order and not in order of the date of application.

If it is not possible to offer your child a place the letter notifying you of the decision will give you information about the reasons for refusal and your right of appeal. Unsuccessful applicants will be placed on the waiting list.

### **Children Educated Outside Their Chronological Age Group**

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors at the time of application, giving reasons and providing compelling professional evidence.

### **Sixth Form**

Current pupils do not need to make an application as it is presumed that they will require a Sixth Form place should they meet the academic entry qualifications. The governors propose to admit a minimum of 12 external applicants annually to its Sixth Form should they have gained the required academic entry qualifications. The courses available and the minimum academic requirements are published annually by the school. The school welcomes applications to the Sixth Form from boys and girls from other institutions. Applications must be made on the Sixth Form Application Form, available from the school, and an offer of a Sixth Form place is conditional on the school being able to provide a course suited to the applicant.

Applicants will be required as a general rule to have achieved at least GCSE grade 5 in any subject (or associated subject) which they intend to study in the Sixth Form, but conditional places may be offered in particular subjects with higher requirements. Preference will always be given to Catholic applicants.

In the event of oversubscription the criteria and priorities listed in this Policy will apply.

**Sixth-Form admissions appeals will be heard within forty school days of the appeal being lodged.**

### **Waiting Lists**

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. Lists will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria.

This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants. The waiting list will be closed each year and will not roll over. Parents wishing to stay on the waiting list will be required to submit a request to the school.

### **Appeals**

Parents have the right of appeal to an Independent Appeal Panel against a decision not to admit a child. Parents wishing to exercise their right of appeal should write to the Chair of Governors at the school within 20 school days of receipt of the letter informing them that a place is not available. They will then be sent an Appeal Form to complete setting down the reasons for their appeal. Parents will be given the date when the Independent Appeal Panel will meet and hear their appeal and they will have the right to attend. Parents may be represented if they so choose.

Appeals relating to admission at secondary transfer for on-time applications (i.e. those relating to decisions sent on the national offer date) will be heard within 40 school days. Timetable for appeals will be published on our website in February of each year.

**Parents are however reminded that appealing for a place does not guarantee entry to the school.**

## ***Interpretation of terms used in the Admissions Policy and Oversubscription Criteria***

***'All Saints' Trust'***. Schools currently within the All Saints' Trust are St Gregory's Catholic Science College, St Bernadette's Catholic Nursery and Primary School, Our Lady of Grace Catholic Junior School, Our Lady of Grace Catholic Infant School and St Margaret Clitherow Catholic Primary School.

***'Looked after child'*** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

***'Adopted'***. For the purposes of this policy an adopted child is any child who has been formally adopted from care and whose parent/guardian can give proof of legal adoption.

***'Eastern/Orthodox Churches'*** includes Orthodox Churches, and is evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

***'Child Arrangements Order'***. A child arrangement order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately prior to the granting of the order qualify under this category

***'Special Guardianship Order'***. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately prior to the granting of the order qualify under this category.

***'Candidate'***

The child on whose behalf an application is being made.

***'Applicant(s)'***

The parents and/or legal guardians submitting an application for a place on behalf of a child. Or a young person of 16 years or over submitting their own application.

***'Certificate of Catholic Practice'***

A certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests

<http://rcdow.org.uk/education/governors/admissions/>

<b><i>‘Catholic’</i></b>	A member of a Church in full communion with the See of Rome, including Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church. For the purposes of this Policy it also includes a “looked after” child who is in the process of adoption by a “Catholic family”.
<b><i>‘Catechumen’</i></b>	A member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the order of catechumens.
<b><i>‘Christian’</i></b>	Children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.  All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
<b><i>‘Children of other faiths’</i></b>	Children who are members of a religious community that does not fall within the definition at criterion 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include: <ul style="list-style-type: none"> <li>• A religion which involves belief in more than one God, and</li> <li>• A religion which does not involve belief in a God.</li> </ul> <p>Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.</p>
<b><i>‘Sibling’</i></b>	Siblings (which include siblings in the Sixth Form) will need to already be on roll at the time of application and expected to still be in attendance on the date of admission. Siblings are defined as including the legal half / step brothers or sisters living in the same household as Father or Mother. A child who is legally adopted and living in the same household would be considered as a sibling.
<b><i>‘Family’</i></b>	Those who live at the residential address of the parent/legal guardians who are submitting an application for a place on behalf of a child.
<b><i>‘Residential Address’</i></b>	Residence is defined as where the child lives for more than 50% of the school week.

**PROTOCOL ON ADMISSIONS PROCEDURES – 2023/24**

1. The Admissions Authority is the Governing Body of St Gregory’s Catholic Science College. All applicants, whether Harrow or Brent residents, or elsewhere, must complete and return a Common Application Form, which they acquire from their Primary School or their home LA.
2. The Common Application Form must be returned to their home LA so that they can co-ordinate admissions both inside and outside Brent. In addition parents should complete a Supplementary Information Form (SIF), which is available from Brent Local Authority or from St Gregory’s Catholic Science College and must be returned to the school. Both the Common Application Form and SIF must be returned by 31<sup>st</sup> October 2022; late application will jeopardise your chance of obtaining a place.  
If parents do not return the Supplementary Information Form and Certificate of Catholic Practice the governors may be unable to consider your application fully and it is unlikely that your child will be offered a place at the school.
3. The Certificate of Catholic Practice , providing proof of practice of the Catholic faith, is obtained from the priest at the parish where the family normally worships and is also available on the Diocese of Westminster website at [www.rcdow.org.uk](http://www.rcdow.org.uk) (follow schools, for parents) The signed Certificate should be returned directly to the school.
4. The date for informing parents on the outcome of their application will be 1<sup>st</sup> March 2023. This is done by the LA on behalf of the school but the reply slips must be returned to the LA.
5. In the letter of offer parents will be given details of the right to appeal. Appeals will be heard by an independent appeals panel convened by the Governing Body.
6. A child’s residential address is where the child lives for 50% or more of the school week.
7. Late applications for secondary transfer (after the cut-off date which is on the application form) will only be considered after the 1<sup>st</sup> March 2023.