



## Admissions Policy and Procedures

2017 - 2018

Saint John Bosco College is a voluntary aided Catholic school *for girls and boys* in the Diocese of Southwark. It is in the joint-trusteeship of the Salesians of Don Bosco and the Diocese of Southwark. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed the Instrument of Government, and the educational principles of St John Bosco and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community in the Wandsworth Catholic parishes and Catholic<sup>1</sup> children have priority of admission. However, the Governing Body welcomes all applications, particularly from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Diocese, the Local Authority and other admission authorities, the Governors intend to admit into Year 7, up to 210 pupils without reference to ability or aptitude.

Where the number of applications exceeds 210, the Governors will offer places using the following criteria in the order stated:-

1. Looked After Catholic Children<sup>2</sup> , or Previously Looked After Catholic Children<sup>3</sup>; or Looked After Children in the care of Catholic carers.
2. Baptised Catholic children who live in the Balham and Mortlake Catholic Deaneries. Evidence of Baptism will be required
3. Other Baptised Catholic children from other deaneries. Evidence of Baptism will be required.
4. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
5. Other Looked After Children and Previously Looked After Children
6. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
7. Children who are members of other Christian<sup>4</sup> denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
8. Children of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.

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<sup>1</sup> Catholic children include members of Churches which are in full communion with the Roman Catholic Church; a full list of such Churches is at Appendix A.

<sup>2</sup>**A Looked After Child** is a child in the care of the Local Authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989.

<sup>3</sup> **A Previously Looked After Child** is a child who has been looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). An adopted child is defined by Section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by Section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. A special guardianship order is defined by Section 14A of the Children Act 1989.

<sup>4</sup> A full list of members of Churches Together in England is at Appendix B

9. Any other children whose parents wish them to attend Saint John Bosco College.

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. For Category 2 and 3 above - The strength of evidence of commitment to the faith as demonstrated by the level of the child's Mass attendance on Sundays.<sup>5</sup> This evidence must be provided by the parents/carers on the Supplementary Information Form<sup>6</sup> and be endorsed by a priest<sup>7</sup> at the church where the child normally worships.
2. The child is a boy/girl with a professionally supported exceptional medical or social need for a place at the school, as decided by the Governing Body.<sup>8</sup>
3. The child has a brother or sister<sup>9</sup> on the school roll of St. John Bosco College in September 2015. Evidence of the relationship may be required.
4. Where the number of available places is less than the number of applicants within the relevant category, a system of random allocation will be used to determine priority.<sup>10</sup>

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<sup>5</sup> Priority will be given to children whose nominated priest confirms that they are in regular attendance at Mass (i.e. weekly); then to those in occasional attendance at Mass (i.e. at least once a month); then to those whose attendance is irregular (i.e. less than once a month).

<sup>6</sup> The Supplementary Information Form provided by parents/carers will be sent by the school to the nominated parish priest. Parents/carers should not themselves ask their parish priest to endorse the form.

<sup>7</sup> If the parish priest is new to a parish, he may wish to seek assistance from a deacon or parish sister in providing evidence. The parish priest should countersign evidence endorsed by a deacon or parish sister.

<sup>8</sup> Applications made on exceptional medical grounds must be supported by a current letter from a specialist health professional. Applications on exceptional social grounds must be supported by a current letter from a social worker or other care professional working with the family. Such letters must give reasons why the child's condition or circumstances make it necessary for the child to attend the school and the difficulties that would be caused if they had to attend an alternative school. If this information is not provided by the closing date for applications, the application will not be considered under this criterion.

<sup>9</sup> A brother/sister is defined as a full brother/sister, a step or half brother/sister living at the same address, a child who is living at the same address by reason of a court order, or a child who has been placed with foster-carers as a result of being looked after by a local authority.

<sup>10</sup> The system of random allocation will involve the names of all remaining applicants in the relevant category being anonymised, drawn and recorded by an independent source.

## **Admissions procedure**

In addition to completing the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form (available from the school, the booklet "Choose a Wandsworth School" or the Wandsworth Council website) should be completed and sent to the Head teacher at the school not later than the closing date published by the Local Authority. This should be done even if the CAF is completed online. If the Supplementary Information Form is not completed, the governing body of the school will only be able to consider the application after those of applicants who have completed a Supplementary Information Form. Parents are advised to make a copy of the form, retain the copy and pass the original version to the school.

Offers of places will be sent to parents by the Local Authority on the common offer date.

## **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85 (3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

## **Fair Access**

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2012. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

## **Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan**

The admissions of pupils with a Statement of Special Educational Needs or with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of Statements and EHC plans by the pupils home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a Statement or EHC plan naming the school will be admitted without reference to the above criteria.

## **Waiting Lists**

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 end of the academic year, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is

possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

### **Late Applications**

Any late applications must be made using the Local Authority Common application Form. They will be considered by the Governors' Admissions Committee, in the event of there being any available places, using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their son/daughter's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of transfer to secondary education (Year 7), applies also to succeeding years, subject to availability of places.

## **Appendix A: Oriental Rite Churches in union with Rome**

### **Alexandrian**

Coptic Catholic Church

Ethiopian Catholic Church ('Gheez rite') (Includes Eritrean Catholic Church)

### **Antiochean (West Syrian)**

Syrian Catholic Church

(Syro-)Maronite Catholic Church

Syro-Malankar Catholic Church

### **Armenian**

Armenian Catholic Church

### **Chaldean (East Syrian)**

Chaldean Catholic Church

Syro-Malabar Catholic Church

### **Constantinopolitan (Byzantine)**

Albanian (Byzantine) Catholic Church

Belarussian Catholic Church

Bulgarian (Byzantine) Catholic Church

Georgian Catholic Church

Greek (Hellenic) Catholic Church

Greek-Melakite Catholic Church

Hungarian (Byzantine) Catholic Church

Italo-Albanian (Byzantine) Catholic Church

Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church)

Macedonian Catholic Church

Romanian (Greek) Catholic Church

Russian Catholic Church

Ruthenian (Byzantine) Catholic Church

Slovak (Greek) Catholic Church

Ukrainian (Greek) Catholic Church

## **Appendix B: Members of Churches Together in England**

Antiochan Orthodox Church

Baptist Union of Great Britain

Cherubim and Seraphim Council of Churches

Church of England

Church of God of Prophecy

Church of Scotland (in England)

Congregational Federation

Coptic Orthodox Church

Council of African and Caribbean Churches UK

Council of Oriental Orthodox Christian Churches

Ichthus Christian Fellowship

Independent Methodist Church

International Ministerial council of Great Britain

Joint Council for Anglo-Caribbean Churches

Lutheran Council of Great Britain

Mar Thoma Church

Methodist Church

Moravian Church

New Testament Assembly

New Testament Church of God

Oecumenical Patriarchate

Redeemed Christian Church of God

Religious Society of Friends

Roman Catholic Church

Russian Orthodox Church

Salvation Army

Seventh Day Adventist Church (**NOT** a full member – only an observer)

Transatlantic Pacific Alliance of Churches

United Reformed Church

Wesleyan Holiness Church

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