



# **BLESSED HUGH FARINGDON CATHOLIC SCHOOL**

## **SIXTH FORM ADMISSION POLICY AND PROCEDURES 2024/2025**

*Blessed Hugh Faringdon Catholic School and 6<sup>th</sup> Form Centre is a voluntary aided school in the Catholic Diocese of Portsmouth. The school was founded by and is part of the Catholic Church and is in the Trusteeship of the Diocese. The school is conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Portsmouth. It seeks at all times to be a witness to Jesus Christ.*

*The school offers a Catholic education. The school was set up primarily to serve the Catholic community in the Greater Reading area. Although Catholic children have priority of admission, the Governing Body also welcomes applications from those of other denominations and faiths, or none. The governors expect that all parents applying for places for their children will accept the Catholic character and ethos of the school.*

The Governing Body of Blessed Hugh Faringdon Catholic School is the Admissions Authority for the school. The Governing Body intends to admit to Year 12, in **September 2024**, up to 180 pupils from both internal and external applications. The Planned Admission Number (PAN) for external applicants is 25.

### **Admission Criteria**

Pupils who are on roll at Blessed Hugh Faringdon Catholic School at the end of the academic year immediately preceding the proposed date of entry into Year 12 who meet the Entry Requirements for their programme of study will automatically be offered a place.

Up to 25 pupils from schools other than Blessed Hugh Faringdon Catholic School who meet the Entry Requirements for their programme of study will also be offered a place in Year 12.

### **Admissions Procedure**

Students are required to complete a formal application, and this must be submitted before the published closing date, which is by the end of the last day of term in December.

For an application form please see the School website or contact the School Office or Head of Sixth Form.

In addition, external applicants are advised to complete a Supplementary Information Form (SIF) which can also be obtained from the School Office/Head of Sixth Form or downloaded from the website. Completion of a SIF is not compulsory, but this school has a religious character which permits the governing body to request additional information in order to place applications in the correct Oversubscription category. You should also complete a SIF if you are applying for priority because of exceptional medical/social need. If a SIF is not submitted, applications can only be ranked based on information contained in the Application Form.

## Oversubscription Criteria

If there are more than 25 external applicants who all meet the minimum Entry Requirements, and after the admission of pupils with Statements of Special Educational Needs or Education Health and Care Plans, the Governors will offer places using the following criteria in the order stated: -

1. Catholic looked after children or Catholic previously looked after children. Evidence of Baptism and adoption (if applicable) will be required (*see notes a, b and c*).
2. *Catholic children. Evidence of Baptism in a Catholic Church or a certificate of reception into the full communion of a Catholic Church will be required. (see notes b and c).*
3. Other looked after children and previously looked after children. Evidence of adoption (if applicable) will be required (*see note a*).
4. Children who are members of Eastern Christian Churches. Evidence of membership of the church provided by a priest of a designated place of worship will be required (*see note c*).
5. Children of families who are members of other Christian denominations. Evidence of membership of the church provided by a priest/ minister of a designated place of worship will be required (*see notes c and h*).
6. Children of families who are members of other faiths. Evidence of membership of the faith, provided by a minister/faith leader of a designated place of worship, will be required.
7. Any other children.

## Priority within the Oversubscription Criteria:

The governors will apply the following order of priorities within any of the above criteria when applications exceed the number of places available and it is necessary to decide between applications through a priority ranking:

1. Social or medical need which make the school particularly suitable for the child in question. **STRONG AND RELEVANT EVIDENCE, NAMING THE SCHOOL, MUST BE PROVIDED BY AN APPROPRIATE PROFESSIONAL AUTHORITY** (e.g. qualified medical practitioner, education welfare officer, SENCO, senior UK service personnel, social worker or social care professional). **EVIDENCE OF A DIAGNOSIS OR A LETTER FROM A PARENT EXPRESSING A PREFERENCE FOR THE SCHOOL IS NOT SUFFICIENT EVIDENCE** (*see note d*).
2. Within each Oversubscription category above, priority will be given to children with a sibling in the school at the time of application (*see note e*).
3. Within each Oversubscription category above, priority will be given to the applicant whose permanent home address is nearest to the school. This information on distance is provided by Reading Local Authority using a computerised system; distances are not measured by the Governing Body. Evidence of residence may be required (*see note f*).

## Year 12 Entry Requirements

The entry requirements for admission to Year 12 in **September 2024** are set out in the Sixth form Prospectus

### **Late Applications**

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

### **Waiting Lists**

If the school is oversubscribed, 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 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. The waiting list will be maintained by the school until at least 31 December in the academic year of admission. The names on the waiting list will be ranked in line with the oversubscription criteria each time a child is added to the list.

### **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 admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Children admitted under **the Fair Access Protocol** may take precedence over those on the waiting list.

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

The Governing Body will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the Governing Body will set out clearly the reasons for its decision.

Where the Governing Body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and Governing Body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does

not apply if they are offered a place at the school, but it is not in their preferred age group.

### **In-Year Admissions**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places.

Please contact the school ([admin@hughfaringdon.org](mailto:admin@hughfaringdon.org) – putting ‘In-Year Application’ in the subject line) and the Local Authority when making an In-Year application.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied, so completion of a Supplementary Information Form is advised for applications in categories 1-2 and 4-6

If there are no places available, the child will be added to the waiting list (see above). You will be advised of the outcome of your application in writing, within 15 days of receipt, and you have the right of appeal to an independent appeal panel

## Notes (these form part of the admission arrangements):

a. **Looked after children:** 'A 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 a local authority in the exercise of their social services function (e.g. child with foster parents) at the time of making an application to a school.

**Previously looked after children:** 'Previously looked after children' are children who were looked after but ceased to be so because they were adopted. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders) or became subject to a child arrangements order<sup>18</sup> or special guardianship order<sup>19</sup>. Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as result of being adopted.

A copy of the adoption order, child arrangements order or special guardianship order and a letter from the Local Authority that last looked after the child confirming that he/she was looked after immediately prior to that order being made, will be required.

b. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

The Catholic Church comprises within it the Latin Rite (Roman Catholics) and the Eastern or Oriental Rite (composed of Catholic (Uniate) Churches – see below). This will be evidenced by a certificate of Baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church.

c.

Traditions	Catholic Churches	Equivalent Non-Catholic Churches
Western (Roman)	Latin Catholic Church	Churches of the Protestant Reformation Church of South India (CSI) (Non-St Thomas Christians)
Alexandrian	Coptic Catholic Church	Coptic Orthodox Church
	Ethiopian Catholic Church ('Gheez rite')	Ethiopian Orthodox Church
	Eritrean Catholic Church <sup>1</sup>	Eritrean Orthodox Church
Antiochean (West Syrian)	Syrian Catholic Church	Syrian Orthodox Church

	(Syro-)Maronite Catholic Church	None
	Syro-Malankar Catholic Church	Malankara Orthodox Syrian Church St Thomas Christians: Indian Orthodox Church; Orthodox Syrian (Jacobite) Church; Mar Thoma Syrian Church; Malabar Independent Syrian Church of Thozhiyoor; Church of South India (CSI) (St Thomas Christians)
Armenian	Armenian Catholic Church	Armenian Apostolic (Orthodox) Church
Chaldean (East Syrian)	Chaldean Catholic Church	Assyrian Church of the East
	Syro-Malabar Catholic Church	St Thomas Christians: Syrian Malabarese Church; Syro-Chaldean Church
Constantinopolitan (Byzantine)	Albanian (Byzantine) Catholic Church	Albanian Orthodox Church
	Belarussian Catholic Church	Belarussian Orthodox Church
	Bulgarian (Byzantine) Catholic Church	Bulgarian Orthodox Church
	Georgian Catholic Church	Georgian Orthodox Church
	Greek (Hellenic) Catholic Church	Greek Orthodox Church (Greek speaking); Cypriot Orthodox Church
	Greek-Melkite Catholic Church	Greek Orthodox Church (Arabic speaking)
	Hungarian (Byzantine) Catholic Church	Hungarian Orthodox Church
	Italo-Albanian (Byzantine) Catholic Church	None
	Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church) (Byzantine Catholics in former Yugoslavia)	Serbian Orthodox Church

	Macedonian Catholic Church	Macedonian Orthodox Church
	Romanian (Greek) Catholic Church	Romanian Orthodox Church
	Russian Catholic Church	Russian Orthodox Church
	Ruthenian (Byzantine) Catholic Church	Ruthenian Orthodox Church; Orthodox Church in America (OCA) American Carpatho-Rusyn Orthodox Church
	Slovak (Greek) Catholic Church	Slovak Orthodox Church; Orthodox Church in America (OCA); American Carpatho-Rusyn Orthodox Church
	Ukrainian (Greek) Catholic Church	Ukrainian Orthodox Church; Orthodox Church in America (OCA)

Notes: 1. Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches, are NOT in full communion with the See of Rome.

2. 'Anglican Ordinariates' are members of the Latin Rite but those describing themselves as 'Anglo Catholics' are members of the Anglican Communion and therefore not in communion with the Holy See. Please refer any queries to the Catholic Schools and Academies Office, via the School.

**d. Exceptional medical need:** If the child has a serious medical condition/disability such that the parent feels the child must go to Blessed Hugh Faringdon School, this must be specified on the Supplementary Information Form. Governors can only consider applications under this category if supporting evidence is attached, e.g. a letter from a registered health professional, setting out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child attended another school. Governors will make their decision based on the medical evidence provided by the child's medical consultants. Governors will consult the LA's medical advisers and only agree to a priority placement if the medical advisers consider it necessary for the child to attend this school.

**Exceptional social need:** If parents feel there are sensitive, individual and serious family circumstances, perhaps involving the support services (e.g. social care) these may be considered at the time of the application for a school place. This will need to be specified on the Supplementary Information Form and evidence provided, e.g. a report from a social care professional detailing why this school is the most appropriate placement for the child given the circumstances of the case.

**e. Siblings:** For admission to this school, a sibling is defined as a brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given sibling priority if they have a sibling at the school at the time of the child's application.

*f. **Distance:** Distance is the straight-line distance between the Ordnance survey data point of the child's home and the data point (469299 Easting and 172222 Northing) of the school measured using Reading Borough Council's software.*

*A child's home address is considered to be a residential property that is the child's only/main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the pupil's home address on the day the application form was completed, and which is either owned by the child's parent, parents, or guardian OR leased or rented by the child's parent, parents or guardian under a lease or written rental agreement. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the 'home address' will be regarded as the one at which the child sleeps for the majority of weekdays.*

*A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block or an equal distance from the school and in all other ways have equal eligibility for the last available place, the names will be issued a number and drawn randomly to decide which child receives the place. This process will be supervised by an independent person, usually an appropriate officer of the local authority.*

*g. **Parents/Carers:** The terms 'parent' or 'carer' are used for all persons who legally have responsibility for the child.*

*h. **'Children of other Christian denominations'** means: children who belong to other churches and ecclesial communities which, acknowledging 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.*

*The above definition applies to churches who are members of Churches Together in England (a list of the member churches can be seen at [www.cte.org.uk](http://www.cte.org.uk)), or members of any local Churches Together Group or entitled to be members on the basis of fulfilling the above definition.*

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