



# BLESSED HUGH FARINGDON CATHOLIC SCHOOL

## ADMISSIONS POLICY AND PROCEDURES

### FOR ADMISSION IN 2023/2024

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.

Blessed Hugh Faringdon Catholic School is an inclusive school which offers a Catholic education. It was set up primarily to serve the Catholic community in the Greater Reading area and although Catholic children have priority of admission, the governing body also welcomes applications from those of other denominations and faiths, or none. The school has an Asperger Base with 4 places available for Year 7. Admission to the Base takes place under a separate procedure administered by Reading Local Authority in conjunction with the School. The governors expect that all parents applying for places for their children, including those seeking admission to the Asperger Base, will accept the Catholic ethos of the school.

The Governors intend to admit into Year 7, in **September 2023**, 180 pupils without reference to ability or aptitude.

#### **Admissions Procedure**

The governing body of Blessed Hugh Faringdon Catholic School is responsible for determining the admission arrangements of the school, including the priority of admissions to the school. Reading LA is responsible for coordinating the allocation of places in its area, offering individual places to parents on behalf of the school governors on the common offer date.

When the application deadline has passed, Reading Local Authority (LA) provides the school with a list of all applicants who have applied to the school. The school will then rank the applications in strict accordance with its published admission arrangements and provide the LA with the ranked list

**To apply for a place at this school, you should complete and return:**

#### **1. The COMMON APPLICATION FORM (CAF)**

All applications for places **MUST** be made on the **Common Application Form** which is available from your Local Authority (including online) – see **[www.reading.gov.uk/residents/EducationandLearning/Schools/Admissions/](http://www.reading.gov.uk/residents/EducationandLearning/Schools/Admissions/)** if you live in Reading or see the website of the Local Authority in whose area you live, e.g. West Berks, Wokingham etc.

For a valid application the CAF **must** be returned to the applicant's home Local Authority either in paper form or online. Guidance on how to do this can be found in the relevant Local Authority's website.

**The completed CAF must be received by the LA on or before the deadline of **31<sup>st</sup> October 2022**.**

**AND, if applicable:**

## **2. The school's SUPPLEMENTARY INFORMATION FORM (SIF)**

The LA Co-ordinated Admissions Scheme and the Statutory Admissions Code allow for schools with a religious character to request parents to complete a separate **Supplementary Information Form**. This school has a religious character. Please note that while completion of the SIF is not compulsory, **if the school does not receive a completed SIF and the relevant supporting evidence for applications in categories 1-2 and 4-6, your application may not be placed in the correct oversubscription category**. You should also complete a SIF if you are applying for priority because of **exceptional medical/social need**. The additional information on the Supplementary Information Form assists governors in placing applications in the correct oversubscription category. If no Supplementary Information Form and relevant evidence (e.g. baptismal certificate) is submitted governors can only rank the application based on the information contained in the Common Application Form. The SIF is available from the school and the school website.

**The completed SIF must be returned to the school office by 31<sup>st</sup> December 2022.**

You are advised to make a copy of the two forms for your records.

### **Children with a Statement of Special Educational Need or Education Health and Care Plan**

Students applying for a place in the Asperger Base will have a Statement of Special Educational Need (SEN) or Education Health and Care Plan (EHC Plan) naming the Base and, if a place is offered there, it will count towards the Admission Number of 150 which includes 4 places in the Asperger Base. There will only be 4 places available for Year 7 entry, per year, into the Base as a whole and a Statement of SEN or EHC Plan naming the Base does not automatically guarantee that a place can be offered in the Base. In addition, other children who have a Statement of SEN or EHC Plan where the school is named in the Statement or Plan will be admitted to the school. These children will also count towards the Admission Number.

### **Oversubscription Criteria:**

Where the number of applications for admission exceeds 150 and after the admission of pupils with Statements of SEN or EHC plan, 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 i*).
- 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 those children in attendance at a named Catholic feeder primary school (*see note h*).

- 4.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*).

#### **Late Applications**

All application forms and supporting documents must be received on or before the published closing dates referred to above. An application received after **31<sup>st</sup> October 2022** will be treated as a 'late' application and be considered after all on-time applications have been allocated. However, applications that are received late for a good reason will be treated as on time if received before **1<sup>st</sup> January 2023**. Such good reasons might be if illness prevented a single parent/carer from returning the form on time or the family moved into the Greater Reading Area after the closing date. The reason for lateness must be supported by medical, professional or documentary evidence supplied to confirm the reasons given. If no evidence is provided it will be assumed that an application could have been made by the closing date and the application will not be processed until after **15<sup>th</sup> March 2023**

If there are any places available, any late applications will be considered by the Governors' Admissions Committee using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child'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.

## **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<sup>st</sup> December 2023**. 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.

## **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 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.

## **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 ensure that you 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

## **Open evening and visiting the School**

We encourage parents to visit our school in order to find out more about how we work and the education we offer. We run our open evening prior to the application closing date. Parents are also welcome to arrange a visit and tour by contacting the school office. However, such visits do not form part of the process of deciding which children are to be offered a place at the school.

## **Giving us the wrong information**

If a parent/carer is found to have supplied false or incorrect information to gain a place at this school, the governing body reserves the right to withdraw any offer of a place even if the child has already started school. An example of false or incorrect information would be the use of an address that is not the child's normal residence.

## ***Notes located on pages 6-9 inclusive***

**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's 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).*

*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.*

*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.*

- b. **'A Baptised Catholic' '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.

<b>Traditions</b>	<b>Catholic Churches</b>	<b>Equivalent Non-Catholic Churches</b>
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)

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, 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 social services or 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. **Named Catholic feeder primary schools are;** English Martyrs Catholic Primary School, St Pauls Catholic Primary School, St Martins Catholic Primary School, St Annes Catholic Primary School, Christ the King Catholic Primary School and St Dominic Savio Catholic Primary School.

i. **'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.

**Reminder: Have you remembered to complete:**

- 1) The relevant Local Authority's Common Application Form (CAF)?  
and, if applicable
- 2) The School's Supplementary Information Form (SIF)?