



# **OAKLANDS CATHOLIC SCHOOL** **AND** **SIXTH FORM COLLEGE**

**With delegated responsibility from the**  
**Edith Stein Catholic Academy Trust**

## **ADMISSIONS POLICY** **2024-2025**

|  |                      |
|--|----------------------|
| <b>APPROVED BY LOCAL GOVERNING BODY AND<br/>EDITH STEIN CATHOLIC ACADEMY TRUST</b> | <b>DECEMBER 2022</b> |
| <b>SCRUTINISED BY ADMISSIONS COMMITTEE</b>   | <b>DECEMBER 2022</b> |
| <b>DATE LAST REVIEWED</b>  | <b>DECEMBER 2022</b> |
| <b>MEMBER OF STAFF RESPONSIBLE</b>   | <b>HEADTEACHER</b>   |
| <b>STATUTORY / NON-STATUTORY</b>   | <b>STATUTORY</b>     |



Community

Unity



Opportunity

## **1.0 General**

- 1.1 Oaklands is a 11-18 Catholic Academy now part of the Edith Stein Catholic Academy Trust in Havant under 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.
- 1.2 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 2024-2025 is **232**.

## **2.0 Relationship to Primary Schools**

- 2.1 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.

## **3.0 Students with an Educational Health Care Plan**

- 3.1 Students with an Educational Health Care Plan (EHCP) which names Oaklands Catholic School will be admitted to the school. Where possible such children will be admitted within the PAN of 232. Any decision to name Oaklands in an EHCP will be made on an individual basis to ensure the students' needs can be met in accordance with the Special Educational Needs and Disability Code of Practice (2015).

## 4.0 Oversubscription Criteria

4.1 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   | TIE BREAK                            |
|---|--------------------------------------|
| <b>Category A: Catholic Children in Public Care</b> (Explanatory Note 7.1)<br>A1: Baptised Catholic students who are or have been in Public Care  | Distance                             |
| <b>Category B: Catholic Students</b><br>B1: Catholic students with siblings at the school at the proposed time of admission.<br>B2: All other Catholic students.  | Distance                             |
| <b>Category C: Other children in Public Care</b> (Explanatory Note 7.1)<br>C1: Students who are or have been in Public Care and are not Catholic.   | Distance                             |
| <b>Category D: Heritage Catholics</b><br>D1: Unbaptised students with siblings at the school at the proposed time of admission with at least one parent who is a Baptised Catholic or who has been received into the Catholic church.<br>D2: All other unbaptised students with at least one parent who is a Baptised Catholic or who has been received into the Catholic church. | Distance                             |
| <b>Category E: Students who are members of Eastern Christian Churches</b> (Explanatory Note 7.13)<br>E1: Students with siblings who are members of the Eastern Christian Church at the proposed time of admission.<br>E2: All other students who are members of the Eastern Christian Church.   | Distance                             |
| <b>Category F: Students belonging to other Christian denominations</b><br>F1: Students from other Christian denominations with siblings at the school at the proposed time of admission.<br>F2: Students from other Christian denominations.  | Commitment to practice then distance |
| <b>Category G: Students attending a Catholic primary school or who have attended and who are not Catholic</b><br>G1: Students with siblings at the school at the proposed time of admission.<br>G2: All other students.   | Distance                             |
| <b>Category H: Students of staff</b> (Explanatory Note 7.16)<br>H1: Students of staff working at the school.  | Distance                             |
| <b>Category I: Students from other recognised Faiths</b><br>I1: Students with siblings at the proposed time of admission.<br>I2: All other students.  | Commitment to practice then distance |
| <b>Category J: Other students</b><br>J1: Students with siblings at the proposed time of admission.<br>J2: All other students.   | Distance                             |

4.2 For distance and commitment to practice please see explanatory notes.

## 5.0 Students with Physical or Sensory Impairments and Learning Disabilities

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

## 6.0 Visits to the School

6.1 The school encourages all parents to visit the school during open days or other occasions.

## 7.0 Explanatory Notes

7.1 **Children in Public Care** This criterion provides priority for children who are (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 functions (see the definition in section 22(1) of the Children Act 1989). It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. An adoption order is an order under section 12 of the Adoption Act 1976 or under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. 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 who appear (to the admission authority) to have been in state care outside England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

7.2 **Sibling** refers to brother or sister, half brother or sister, adopted brother or sister, fostered 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. At the time of application, the applicant must have an elder sibling on 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.

7.3 **Commitment to Practice** for other Christian denominations and other recognised faiths is defined as the attendance of a parent/parents, step parent, carer or legal guardian and students in their own parish or church or place of worship. Commitment to practice will be used to assist Governors in ranking applications. A positive commitment (yes) will mean highest weighting and negative practice (no) the least weighting. If a family has moved church or place of worship during that time, then the family will be required to provide evidence from either churches or places of worship in order to prove commitment of practice at worship over the previous year.

7.4 **Home address** is defined as the address where the child lives for the majority of the time with a parent or carer who has parental responsibility for the child. 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.

7.5 **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 in the process of adoption and living within a family where at least one of the parents is Catholic.

- 7.6 **Baptised** is defined as the student having undergone a service at which the sacrament of Christian Baptism was administered.
- 7.7 **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.
- 7.8 **Heritage Catholic** is defined as an unbaptised student with at least one parent who is a Baptised Catholic or who has been received into the Catholic Church.
- 7.9 **Statement of Membership** Some Christian churches do not practice infant baptism. Evidence of membership can be a baptismal certificate, dedication certificate or statement of membership made on a supplementary information form by a priest / minister of other Christian denominations.
- 7.10 **Distance** will be measured in a straight line: applicants living near the school have priority. Hampshire County Council's Geographic Information System (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to the school). Distance to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distance will be measured to the stairs leading to the communal entrance. If the distance tie break is applied and two or more applicants have the same distance, the places will be granted by random allocation.
- 7.11 **Random allocation** - in the event of the distance between two children's homes and the school being the same and there is only one place left to be allocated, the place will be allocated by lottery and witnessed by an independent observer, normally a representative of the Local Authority.
- 7.12 **Multiple Siblings** - If the school reaches PAN and this would involve splitting two or more siblings from the same age group living at the same home address, the Governing body would admit these children to avoid splitting the family.
- 7.13 **Eastern Christian Church** includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. A list of Churches included in this category can be viewed on the school website (Admissions)
- 7.14 **Other Christian Denominations** are defined as those 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. Churches which are affiliated as members of Churches Together in England ([www.cte.org.uk](http://www.cte.org.uk)) and CYTUN 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.
- 7.15 Other faiths are defined as those who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7.14 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
- A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.

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.

- 7.16 **Staff** are defined as employees of the Edith Stein Catholic Academy Trust who have been in employment at Oaklands Catholic School for at least two years and will continue to be in employment at the point their child is admitted to the school.

## **8.0 Procedure for Making an Application**

- 8.1 All applications to Oaklands Catholic School must be made on the Local Authority Common Application Form, (CAF) available to complete online via the Local Authority website. Paper forms will be available, from either the student's current school or the Admission Team but only on request. The completed form must be submitted by the deadline of **12 o'clock midnight on Tuesday 31<sup>st</sup> October 2023**.
- 8.2 **Parents wishing to be considered for a place at the school on faith grounds (categories A, B, D, E, F and I) are strongly recommended to complete a SIF, in addition to the Common Application Form, (CAF).** The additional information on this form assists Governors in placing applications in the correct oversubscription category. If you do not complete this form and return it to the school, with all supporting documentation, by the closing date, your child will not be placed in the appropriate category and this is likely to affect your child's chance of being offered a place.
- 8.3 The Supplementary Information Form (SIF) is obtainable from Catholic Primary Schools, the Admissions Secretary at Oaklands Catholic School, the school website ([www.oaklandscatholicsschool.org](http://www.oaklandscatholicsschool.org)) or the Local Authority after **June 2023**. The SIF may be returned either separately to the Admissions Secretary at Oaklands or, to the Local Authority, no later than **12 o'clock midnight on Tuesday 31<sup>st</sup> October 2023**.
- 8.4 **All offers of places will be made on Friday 1<sup>st</sup> March 2024 by the Local Authority.**

## **9.0 Documentation/ Evidence Required in Support of Application**

- 9.1 The Governors will request that parents provide the following documentation and/or evidence in support of their application i.e. letter from Parish Priest/Minister/ Religious Leader.
- 9.1.1 Categories A and B - child's baptismal certificate or certificate of reception into the Catholic Church and SIF
- 9.1.2 Categories C, F and I – child's baptismal certificate or dedication certificate or statement of membership and SIF section A signed by Minister/ Religious Leader if practice is to be considered by Governors.
- 9.1.3 Category D – parent baptismal certificate or certificate of reception into the Catholic Church.
- 9.1.4 Category E – child's baptismal certificate or certificate of reception into the Eastern Christian Church.
- 9.2 Without this evidence, in the event of oversubscription the Governors can only rank the applicants using the tiebreak and, as a result, the applicants may be ranked lower than others.

## **10.0 Admission of Children Outside their Normal Age**

- 10.1 Parents may seek a place for their child outside of their normal age group. Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2.17 (Admissions Code). The Admissions Committee at Oaklands Catholic School will make decisions on the basis of 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 will also take into account the views of the head teacher of the school concerned. 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.

## **11.0 In-Year Fair Access Placements by the Local Authority**

- 11.1 The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

## **12.0 Late Applications**

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

## **13.0 Waiting List**

- 13.1 When all available places have been allocated, waiting lists will be operated by the school. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of length of time on waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.
- 13.2 The waiting list will be reviewed and revised each time –
- A student is added to or removed from the waiting list.
  - When a student's changed circumstances affect their priority.
  - Periodically, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.
- 13.3 At the time of receiving an offer of a school place, parents will be advised of the process for adding their child's name to a school's waiting list. Parents can have their child's name on the waiting list for more than one school.

## **14.0 In-Year Admissions (Applications Other Than At The Normal Date Of Transfer)**

- 14.1 In general, where parents are applying for their child to transfer from another secondary school, for whatever reason, then the process and criteria (Category A-J) set out above will be applied.
- 14.2 Parents will be notified of the outcome of their application and details about their right to appeal in writing preferably within 10 school days but must be notified in writing within 15 school days.

## **15.0 Appeals Procedure**

- 15.1 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.
- 15.2 The completed Appeal form should be returned to the return address on the Appeal Form, within 20 days of the date of the refusal letter. The Appeal Panel is entirely independent of the Governors and of the Local Education Authority. The appeal timetable is on the School website.