



# Admissions Policy

St Anne's Catholic School and Sixth Form College

**Approved by:** Full Governing Body

(In this document, the term Headteacher can mean either Head of School or Executive Headteacher)

**Frequency** Annual

**Last reviewed on:** October 2021

**Next review due by:** September 2022

**Owner:** Holly Leat



**St Anne's CATHOLIC SECONDARY SCHOOL**

**[Carlton Road, Southampton, SO15 2WZ]**



### **ADMISSION POLICY 2023-24**

St Anne's is a Catholic school committed to teaching the Christian faith and to providing an excellent education for all the girls in our care, founded on the Gospel values of Jesus Christ. By seeking a place for their daughter at St Anne's, parents commit to supporting the Catholic ethos of the school and confirm that they wish their daughter to have a Christian education celebrating Gospel values.

We do not expect everyone to be a practising Christian but we do expect the Catholic ethos of the school to be respected and supported. By applying to St Anne's, practising Christians and other girls receiving a Christian education at primary school can continue their Christian education in an 11 to 18 environment; an education within which girls of other faiths and of no faith are fully included. We are an inclusive school united by our shared values and not divided by our differences. Our expectation is that all girls will take a full and active part in the spiritual life of the school; this includes but is not limited to, morning prayers, reflection days, Mass and worship in assemblies.

It is essential that the Christian character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 200 pupils to year 7 in the school year which begins in September, 2023.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

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<sup>1</sup>This is for admission to the school at the start of the school year in September and not for applications made in-year

### **Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

### **ADMISSION POLICY 2023-2024**

The Governing Body of St Anne's will admit 200 girls to Year 7 in 2023-2024.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>2</sup>, you must complete a Common Application Form (CAF) available from the local authority in which you live. You are also requested to complete the **Supplementary Information Form (SIF)** at the end of this policy if you wish to apply under criteria 1, 2, 5, 8, 9 or 11. The Supplementary Information Form should be returned to the Admissions Officer ([admissions@st-annes.uk.com](mailto:admissions@st-annes.uk.com)) electronically, or in person to St Anne's Catholic school by Monday 5<sup>th</sup> December 2022; failure to do so will mean that your child may not be placed in the correct category and this is likely to affect your child's chance of being offered a place.

Once the school has received the list of applications from the local authority, it will contact all applicants for whom we have not received a SIF to inform them of this.

You will be advised of the outcome of your application on 1<sup>st</sup> March or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons and you have the right of appeal to an independent appeal panel.

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31<sup>st</sup> October 2022 and after the final deadline for SIFs of Monday 5<sup>th</sup> December 2022.**

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<sup>2</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

Category number	Category description	SIF requested?
1	Looked After or Previously Looked After Catholic girls.	Yes
2	Catholic girls.	Yes
3	Looked After or Previously Looked After girls.	No
4	Up to 20 places for girls showing an aptitude for music.	No  Contact the school by email <a href="mailto:admissions@st-annes.uk.com">admissions@st-annes.uk.com</a> or phone by Monday 12 <sup>th</sup> September 2022.with the information detailed in the Cat 4 Guidance sheet
5	Girls who are members of another Christian Denomination.	Yes
6	Girls who have a sibling on roll at St Anne's on 31 <sup>st</sup> October 2022.  <b>(You need to give this information on the online Common Application Form)</b>	No
7	Girls who attend a named Catholic primary school <u>at the time of application.</u>	No
8	Girls of staff at St Anne's.	Yes
9	Unbaptised girls with at least one parent who is Catholic (Heritage Catholics).	Yes
10	Girls who attend a named primary school with a strong Christian foundation at time of application.	No
11	Girls of other Faith traditions.	Yes
12	Girls who do not fall in to any of the above categories.	No

#### Oversubscription Criteria

*At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

Applications within each criterion will be given priority in the following order:

- Girls with siblings on roll of the school/Sixth Form on 31<sup>st</sup> October 2022 (see "sibling" under definitions).
- Girls attending named Catholic primary schools or named schools with a strong Christian foundation (see below for a list of schools).
- Girls living nearest the school. (See "distance" under definitions).

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated using the Local Authority's computerised measuring system to identify the shortest walking route measured from the point designated in the system as the home address to the point designated in the system as the mid-point of the nearest open pedestrian gate to the school, using public roads and footpaths. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

### **Late Applications**

Late applications will be administered in accordance with your home Local Authority Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the Admissions Officer, [admissions@st-annes.uk.com](mailto:admissions@st-annes.uk.com), St Anne's Catholic School at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be automatically placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31 July 2023 unless applicants are allocated a higher preference school by the Local Authority.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

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. Applications should be made to the school via your Local Authority and if a SIF is needed submitting a copy to the

**Fair Access Protocol**

The school is committed to taking its fair share of girls 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.

### **Obtaining a place fraudulently**

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained fraudulently.

### **NOTES AND DEFINITIONS**

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. 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 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. 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.

3. 'Catholic' means a member of a Church in full communion with the See of Rome.<sup>3</sup> 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 parent is Catholic.**

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

4. The aptitude test is based entirely on responses to aural tests and does not require any knowledge of music theory or previous musical knowledge. The test consists of four main types of questions namely pitch, melody, texture and rhythm. If the candidate misses the test, a medical certificate will be required for any requests for a late test. The opportunity to apply under category 4 will be offered to up to 20 girls who have achieved the test pass mark of 37 out of 60 or above. If more than 20 applicants pass the music aptitude test, the 20 applicants with the highest scores will be offered the opportunity to apply under category 4. Please see the school website for details and please note the earlier date of Monday 12<sup>th</sup> September 2022 for contacting the admissions officer.

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<sup>3</sup> See appendix 1

5. "Children of other Christian denominations" means 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.

To evidence this girls need either;

- i) a letter confirming membership of their Christian denomination signed and dated by the appropriate minister which includes a signed declaration that the child is a member of a community which agrees with the statement which defines a member of another Christian Denomination as shown above **or**
- ii) a certificate of baptism/christening certificate from the church-this should be returned to the school at the same time as the SIF.

6. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' which falls within the definition of a religion for the purposes of charity law. In addition to religions who believe in one God, 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. Siblings (brother or sister) includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
- (iii) a girl is considered to have a sibling connection, for the purposes of the School's Admission Criteria, if their sibling is on roll at St Anne's School/Sixth Form at the date of application. To be clear, siblings are not cousins, aunts or other close family members. Only the definition in this policy is relevant for admission to the school.

8. 'Named Catholic primary schools' means our Diocesan partnership schools within travelling distance of St Anne's:



Specifically and exclusively; Holy Family Catholic Primary School Southampton, Springhill Catholic Primary School Southampton, St Anthony's Catholic Primary School Fareham, St Patrick's Catholic Primary School Southampton, St Peter's Catholic Primary School Winchester, St Swithun Wells Catholic Primary School Chandlers Ford and Our Lady and St Joseph Catholic Primary School Lymington.

9. 'Girls (children) of staff at St Anne's': The criteria for the category of girls of staff at St Anne's is as follows:

- i) The member of staff has been employed at the school for two or more years at the time at which the application to the school is made, **or**
- ii) Has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

10. 'Named primary schools with a strong Christian foundation' means schools with whom we have a relationship of outreach and transition and who share our Christian ethos.

Specifically and exclusively: Brockenhurst Church of England Primary School; Freemantle Church of England Community Academy; Highfield Church of England Primary School and Rownhams St John's Church of England Primary School.

11. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

12. A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

13. "Distance": Distances are calculated using the Local Authority's computerised measuring system to identify the shortest walking route measured from the point designated in the system as the home address to the point designated in the system as the mid-point of the nearest open pedestrian gate to the school, using public roads and footpaths

## Appendix 1

### **Catholic Churches in full communion with the See of Rome :**

Latin Catholic

Coptic Catholic Church

Ethiopian Catholic Church ('Gheez rite')

Eritrean Catholic Church

Syrian Catholic Church

(Syro-)Maronite Catholic

Syro-Malankar Catholic Church

Armenian Catholic Church

Chaldean Catholic Church

Syro-Malabar Catholic Church

Albanian (Byzantine) Catholic Church

Belarussian Catholic Church

Bulgarian (Byzantine) Catholic Church

Georgian Catholic Church

Greek (Hellenic) Catholic Church

Greek-Melkite Catholic Church

Hungarian (Byzantine) Catholic Church

Italo-Albanian (Byzantine) Catholic Church

Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church) (Byzantine Catholics in former Yugoslavia)

Macedonian Catholic Church

Romanian (Greek) Catholic Church

Russian Catholic Church

Ruthenian (Byzantine) Catholic Church

Slovak (Greek) Catholic Church

Ukrainian (Greek) Catholic Church



St Anne's CATHOLIC SECONDARY SCHOOL  
[Carlton Road, Southampton, SO15 2WZ]



### SUPPLEMENTARY INFORMATION FORM (SIF) 2023-2024

If you are expressing a preference for a place for your child at St Anne's Catholic School in Southampton **and wish to apply under any of the faith criterion or criteria 8**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation should be **returned to the Admissions Officer at St Anne's Catholic School** by Monday 5<sup>th</sup> December, 2022.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy. The deadline may be different for other schools and may be earlier.
- **If you do not provide the information required in this form and return it to the school with all supporting documentation, by Monday 5<sup>th</sup> December, 2022, your child may not be placed in the appropriate category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form. The deadline for this is 31<sup>st</sup> October.

Name of child: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

Address of child: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Parent/Carer Details

Parent/Carer Name: \_\_\_\_\_

Parent/Carer Email address: \_\_\_\_\_

***We use the email address to send electronic confirmation of receipt of SIF.***

Please read the relevant Admission Policy, noting in particular any faith criteria, and your Local Authority composite prospectus, before completing this form.

**NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who are on roll at St Anne's on the 31<sup>st</sup> October**

**2022. If this information is not provided the admission authority may not be able to place the application within the correct criteria.**

(Please indicate the category under which you wish to apply by placing a tick in the appropriate box – please note that a tick should be indicated in <u>only a single box</u> ). If more than one box applies, you should tick the highest category (1 is the highest and 12 is the lowest.)			
Category number	Category description	SIF Needed?	Tick box
1	Looked After or Previously Looked After Catholic <sup>4</sup> girls.	Yes	
Category 1 evidence required: A certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church <b>and</b> Looked After/Previously Looked After evidence which will come from the Local Authority or you will need to provide it from the country where your daughter was previously looked after/in care.			
2	Catholic <sup>5</sup> girls.	Yes	
Category 2 evidence required: A certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.			
3	Looked After or Previously Looked After girls.  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. In this case you will need to provide evidence from the country where your daughter was previously looked after/in care.	Yes	
4	Up to 20 places for girls showing an aptitude for music.	No need to complete SIF. Contact the school by email <a href="mailto:admissions@st-annes.uk.com">admissions@st-annes.uk.com</a> or phone by Monday 12 <sup>th</sup> September 2022.	
5	Girls who are members of another Christian Denomination.	Yes	
Category 5 evidence required: An appropriate minister of the child’s Christian denomination must sign the Criteria 5 letter to confirm that the child is a member of a community which agrees with the statement which defines a member of another Christian Denomination This may be signed electronically and emailed to the school from the church’s email account <b>or</b> a certificate of baptism/christening certificate from a Christian denomination.			

6	Girls who have a sibling already on roll at St Anne's on 31 <sup>st</sup> October 2022.	No	
7	Girls who attend a named Catholic primary school at the time of application.	No	
8	Girls of staff at St Anne's.	Yes	
Criteria 8 evidence required: Name of parent who is a member of staff at St Anne's:			
9	Unbaptised girls with at least one parent who is Catholic (Heritage Catholic).	Yes	
Criteria 9 evidence required: A certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church for the parent.			
10	Girls who attend a named primary school with a strong Christian foundation at time of application.	No	
11	Girls of other Faith traditions.	Yes	
Criteria 11 evidence required: A letter from a religious leader on headed paper, signed and dated confirming that the child is a member of the religious community. This may be signed electronically and emailed to the school from the email account of the religious community.			
12	Girls who do not fall in to any of the above categories.	Yes	

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

- We are St Anne's Catholic School, a single Academy Trust.
- Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
- The person responsible for data protection within our organisation is Mrs Anne Murphy and you can contact her with questions relating to our handling of the data. You can contact her by email at [info@st-annes.uk.com](mailto:info@st-annes.uk.com) or phone.
- We require the information we have requested for reasons relating to our functions as the admission authority of the school.

<sup>4</sup> See appendix 1 of the relevant admissions policy

<sup>5</sup> See appendix 1 of the relevant admissions policy

- It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
- To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
- It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
- If the application is successful, the information you have provided on this form will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
- If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
- To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
- If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by email to [info@st-annes.uk.com](mailto:info@st-annes.uk.com) marked for the attention of Mrs Anne Murphy or phone. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: [ico.org.uk](http://ico.org.uk).

**I confirm that I have read the relevant Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be fraudulent the governing body may withdraw any offer of a place even if the child has already started school.**

Signed.....

Date.....



Application for entry to St Anne’s Catholic School (Year 7 September 2023)



**Application under criterion 5: Girls who are members of another Christian**

**Den** This may be signed electronically and emailed to the school from the church’s email account.

Name of applicant (child): \_\_\_\_\_

Name of church: \_\_\_\_\_

Denomination:

Address of church:

Applicants may provide either a certificate of baptism/Christening **or** have a signed declaration from their minister or church leader.

Tick the box if you have attached a copy of the applicant’s certificate of baptism/christening.

Certificate of baptism/christening from a church provided.

If the child does not have a certificate of baptism/christening the letter below should be signed.

By signing this letter you agree that:

**the above child is known to you personally and belongs to a church or ecclesial community which, acknowledging God’s revelation in Christ, confesses 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.**

Name of appropriate minister/church leader/ordained member:

Signature of appropriate minister/church leader/ordained member:



It is intended to admit **40** external students to the Sixth Form for the year commencing September 2023.

In cases of over-subscription for places, the Governing Body will allocate places in the order set out below to decide which students to admit:

1. Looked after Children who are or who have previously been in the care of a Local Authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989).
2. Baptised Catholics: the Governing Body will require a baptism certificate/letter of reception into the Catholic Church
3. Other Christian faiths
4. All other faiths and non-faith backgrounds.

We will consider applications from all suitable students who apply by the College deadline of 31 January 2023.

We will accept application forms from 1<sup>st</sup> September 2022.

**Catholic:** A Catholic is a baptised member of a church in communion with the See of Rome or a person received into the Catholic Church

**Looked after child:** A “looked after child” is a student who is or who has previously been in the care of a local authority or provided with accommodation by that authority. Previously looked after children are students who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

**Distance:** Distances will be measured by the shortest walking route from the front door of the student’s house or block of flats to the main school door at St Anne’s using the Local Authority’s computerised measuring system with those living closer to the school receiving the higher priority. Should parental responsibility be equally shared, the home address will be considered to be that of the parent/legal guardian/carer who receives the relevant Child Benefit allowance.

In the instance where the distance is the same for both applicants and only one place is available the tie-breaker used will be an independent random allocation via an external website.

#### **STUDENTS WITH AN EDUCATIONAL HEALTHCARE PLAN (EHCP)**

Students with an educational healthcare plan which names St Anne’s will be admitted to the school and will count toward the admission number.