



# BISHOP CHALLONER CATHOLIC COLLEGE

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| Bishop Challoner Catholic College | <b>Policy<br/>BC_004</b> | FGB Next Review            | Feb 2021       |
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|                                   |                          | Staff Owner                | L. O'Brien     |
|                                   |                          | Government/DfE Requirement | Compulsory     |

## Admission Arrangements (Determined) 2019/2020



National Teaching School  
designated by  
National College for  
Teaching & Leadership

Principal - Dr J Coughlan  
Institute Road, Kings Heath, Birmingham, B14 7EG

Tel: 0121 444 4161 • Fax: 0121 441 1552

[www.bishopchalloner.org.uk](http://www.bishopchalloner.org.uk) • email: [enquiry@bishopchalloner.bham.sch.uk](mailto:enquiry@bishopchalloner.bham.sch.uk)



PLATINUM SCIENCE MARK WINNER 2017-2020



The admissions process for Bishop Challoner Catholic College is part of the Birmingham Local Authority coordinated admissions scheme. To apply for a place at Bishop Challoner Catholic College in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming Bishop Challoner Catholic College on the application form. Applications need to be made by 31st October 2018.

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 1st March 2019, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parent responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. As a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic 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 governing body has set its admission number at 180 pupils to be admitted to Year 7 in the school year which begins in September 2019. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

In criteria 1-6 inclusive if there is oversubscription within a criterion, the Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 6 below). In criteria 7-10 inclusive, if there is oversubscription in a criterion the Governing Body will give priority firstly to those applicants who have a brother or sister (see Note 4 below) attending Bishop Challoner Catholic College at the time of admission and then to those children living closest to the school determined by the shortest distance (see Note 6 below).

## Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children who have a brother or sister (see Note 4 below) attending at the time of entry.
3. Baptised Catholic children (see Note 2 below) currently attending a named feeder school (see Note 5 below).
4. Baptised Catholic children (see Note 2 below) who currently live in the parish area (see Note 5 below) of a named Catholic feeder school ( see Note 5 below) who are not currently attending a named Catholic feeder school (see Note 5 below).
5. Baptised Catholic children (see Note 2 below) of staff appointed by the Governors to permanent positions at Bishop Challoner Catholic College for two or more years at the time at which the application is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Other Baptised Catholic children (see note 2 below).
7. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
8. Non-Catholic children currently attending a named feeder school (see note 5 below).
9. Non-Catholic children of staff appointed by the Governors to permanent positions at Bishop Challoner Catholic College for two or more years at the time at which the application is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
10. Other Non-Catholic children.

### Note 1

Children with an Education, Health and Care (EHC) Plan that names the school MUST be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required this should be sent directly to the school. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

If you do not provide the supporting documentation it is likely to affect your child's chance of being offered a place at this school.

### Note 3

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 the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

**Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

**Note 5**

The named feeder schools for Bishop Challoner Catholic College are:

- Our Lady of Lourdes Catholic Primary School (Billesley)
- St Alban's Catholic Primary School (Kings Heath)
- St Bernard's Catholic Primary School (Moseley)
- St Dunstan's Catholic Primary School (Kings Heath)
- St Jude's Catholic Primary School (Brandwood)
- St Edward's Catholic Primary School (Selly Oak)
- SS John & Monica Catholic Primary School (Moseley)
- St Martin de Porres Catholic Primary School (Moseley)
- St Mary's Catholic Primary School (Harborne)

The parish areas for the named feeder schools are as follows: Our Lady of Lourdes Yardley Wood, St Dunstan Kings Heath, English Martyrs Sparkhill, St Jude Maypole, St Edward Selly Park, St John & St Martin Balsall Heath and St Mary Harborne. Parish maps are available in the parishes or at the schools or by post on request.

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <https://www.birminghamdiocese.org.uk/boundary-map> and will be applied to the admission arrangements for the academic year 2019/2020

**Note 6**

Distances are calculated on the basis of a straight-line measurement between the child's home address and the front gate of the school. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot a child's home address and the address of the school.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria, as an exception, the Governing body will give careful consideration to offering places above the published admission number.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be a residential property that is the child's only or main permanent residence and is either:

- Owned by the child's parent(s);
- Leased to or rented by the child's parent(s) under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

## **APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Year 7 in September 2020, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2020 when applications open in the autumn term of 2019. Please note that parents only have the right to re-apply for a place. Where the Governing Body agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

## **APPEALS**

Parents who wish to appeal against the decision of the Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of Governors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Governing Body have offered a place in the normal age group instead.

## **REPEAT APPLICATIONS**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

## **LATE APPLICATIONS**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that in exceptional circumstances applications submitted to Birmingham local authority after the final closing date, but before the date that Birmingham local authority forwards the applications to the school to be considered by the governing body, may be considered at the same time as those which were received by the final closing date. Discretion will be used when considering the individual circumstances.

For example where:

- There were exception reasons which prevented the parent from applying by the closing date.
- A child and the parent have moved home.
- Where the parent has been contacted regarding the information contained within their application, for example, an incomplete application or potentially misleading information requiring further investigation.

All late applications received after the date that Birmingham local authority forwards the applications to the school to be considered by the governing body, but before the offer of places, will only be considered after those applications which were received on time have been considered. Such applications may therefore be less likely to be offered a place. All late applications received after the offer of places will be considered. In the event that Bishop Challoner Catholic College is undersubscribed, a place will be offered. Applications made on or after the start of the Autumn Term 2019 will need to be submitted directly to the school and will be treated as an in-year application.

You are encouraged to ensure that your application is received on time.

## **CHANGE IN PREFERENCE**

Once parents have submitted their preference, they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in circumstances, then the application will be refused.

## **WAITING LIST**

In addition to their right to appeal, children who have not been offered a place at Bishop Challoner Catholic College but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until the last day of the summer term 2020 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **IN YEAR FAIR ACCESS PROTOCOL**

The Governing Body of Bishop Challoner Catholic College 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.

### **APPLICATIONS OTHER THAN THE NORMAL INTAKE TO YEAR 7 (IN-YEAR ADMISSIONS)**

An application can be made for a place for a child at any time outside the normal admission round. Applications should be made to the school by contacting L.O'Brien 0121 444 4161 or [enquiry@bishopchalloner.bham.sch.uk](mailto:enquiry@bishopchalloner.bham.sch.uk) and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Governing Body's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

### **ADMISSION TO THE SIXTH FORM**

The school operates a sixth form for a total of up to 300 pupils. 160 places overall will be available in year 12. Whilst the admission number into year 12 is 50, if fewer than 110 of the school's existing pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 160.

Applications for the Sixth Form should be made directly to the school using the application form available on the school's website. Completed application forms must be returned to the school by the last working day of September.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form.

#### **Academic Requirements:**

- AS courses (including Applied 'A' levels) – a minimum of 6 GCSEs at Grade C (or grade 5) and above and a minimum Grade B (or grade 6) in the subject to be studied at AS, or an equivalent subject. In certain circumstances students with 5 GCSE's may be accepted. Very exceptionally, students who do not quite meet these entry requirements may be considered. This will be at the discretion of senior staff and Heads of Subject and the offer of a place will be subject to the completion of a trial period, the length of which will be determined.

- Level 3 BTEC courses – a minimum of 5 GCSEs at Grade C (or grade 5) and above, preferably to include GCSE Maths and English at grade 5.
- For external students a reference will be required from their current institution.

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the opportunity of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When Year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements priority will be given in accordance with the oversubscription criteria set out below.

Where there is space in Year 13, ie where there are fewer than 140 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria set out below.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Governing body will give priority firstly to children who will have a brother or sister (see Note 4 above) attending Bishop Challoner Catholic College at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 above)

Please note that Children with an Education, Health and Care (EHC) Plan that names the academy MUST be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

## **OVERSUBSCRIPTION CRITERIA FOR SIXTH FORM**

1. Baptised Catholic children (see Note 2 above) who are looked after or previously looked after (see Note 3 above).
2. Baptised Catholic students with brothers or sisters (see Note 4 above) attending at the time of entry.
3. Other Baptised Catholic children (see Note 2 above).
4. Non-Catholic children who are looked after or previously looked after (see Note 3 above).
5. Other students who desire to be educated in a Catholic Sixth Form.

## APPENDIX

### DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church*, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law*, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. *Rite of Christian Initiation*, 399).

### WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not).