

Admissions Policy (2010) - St. Thomas à Becket Catholic College Specialist Status in Humanities

Saint Thomas à Becket Catholic College is an 11–16 Voluntary Aided mixed Catholic College under the Trusteeship of the Diocese of Leeds and maintained by the City of Wakefield Metropolitan District Council. It was founded by the Catholic Church to provide education for children of Catholic families. The College is conducted by its governing body in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ. The teachings and practices are those of the Catholic Church.

Admissions to the College will be co-ordinated by Wakefield LA but the admission decisions will be made by the Colleges governing body in accordance with stated parental preference, subject to the following set of admissions criteria forming a priority order where there are more applications for admission than the College has places available. All applicants are required to declare their positive support for the aims and ethos of the College.

The Governors will admit 150 students to Year 7 in the School year that begins in September 2010.

Over-subscription 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:

1. Looked after children from Catholic families.
2. Baptised Catholics who are resident in the parishes of St Austin's Wakefield, SS Peter & Paul, Wakefield; English Martyrs, Wakefield; St Ignatius, Ossett; St Mary's, Rothwell, and attending the Catholic primary schools serving these parishes.
3. Other Baptised Catholic children resident in the above named parishes.
4. Other Baptised Catholic Children in the Catholic primary schools serving these parishes.
5. Other Baptised Catholic children.
6. Other looked after children.
7. Children of other Christian denominations or of other Faiths who attend our Partner Primaries or other Catholic schools.
8. Children of other Christian denominations or of other Faiths whose parents are in sympathy with the aims and ethos of the college and whose application is supported by a minister of religion or an appropriate religious leader.
9. Children whose parents are in sympathy with the aims and ethos of the college.
10. Other applicants.

First priority in all the above categories of Baptised Catholic children will be given to those for whom documentary evidence can be provided which indicates that they are also Communicant Catholics (as defined in the Notes below).

Registered Catechumens are to be given priority next after Baptised Catholics in each of the above categories.

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription the following provisions will be applied:

The attendance of a brother or sister at the College at the time of enrolment will increase the priority of an application within each category.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the admission number will be offered to those living nearest to the College. The measure will be that of a straight line between the applicant's home and the Reception Area of the College (Barnsley Road).

Notes (these notes form part of the Over-subscription criteria)

'**Catholic**' means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. A certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church will normally evidence this.

'**Catechumen**' means a member of the catechumenate of a Catholic Church. A certificate of reception into the order of catechumens will normally evidence this.

'**Communicant**' means that an applicant student has received First Sacraments (Reconciliation, and Holy Communion) – a certificate of candidature will normally evidence this – and is a regular participant at Sunday Mass – to be evidenced by a letter of verification from the parish priest of the Church that they currently attend.

'**Looked after child**' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

For the purposes of this policy, **parish** boundaries are as shown on a map available for inspection in the College and/or in the respective parishes.

Application Procedures and Timetable

All applications for places at St Thomas à Becket Catholic College should be made on your home LAs **Common Application Form**, which will be given to your child at their present primary school, early in September 2009. They should be completed with careful thought and returned **to School Admissions, the closing date is 16 October 2009**. This form will allow parents to make up to three preferences, which should be ranked. Any application received after the closing date will be deemed late and only considered after all applications received on time, by the College. The LA Admission Co-ordinator for secondary schools within the Wakefield District will send copies of applications, which indicate a preference for St Thomas a Becket Catholic College, to the College for consideration by the Governing Body.

A **supplementary form** - obtainable from the feeder primary school and from St Thomas à Becket Catholic College - providing the additional information that is required by the governing body of a Catholic school should be sent to St Thomas a Becket College **by the parent** by the closing date of **16 October 2009**.

*Applicants are requested to note that your child may not be placed in the correct category if the **Supplementary Application Form** is incomplete or not submitted.*

All applications will be considered according to the over-subscription criteria as listed. This list will be held for one month after the start of the term in September 2010, in case any places become available. If during this period a child applies for admission, they will be placed on the list according to their ranking by the over-subscription criteria. All parents will be notified by the LA of a place for their child at a single secondary school

on 1st March 2010. If a place cannot be allocated at any of the three schools preferenced, a place will be allocated at the next nearest school with places.

Students with a Statement of Special Educational Needs

The admission of students with a statement of Special Educational Needs is dealt with by a completely separate procedure as set out in the *Special Educational Needs Code of Practice*. This procedure is integral to the making and maintaining statements by the student's home Local Education Authority. The College will admit children with statements of Special Educational Needs in which St Thomas à Becket Catholic College is named on the statement.

Appeals

If the LA informs you that your application for admission is turned down by the Colleges governing body, parents will be able to appeal to the Area Appeals Committee. Your appeal has to be sent in writing to the Clerk to the Area Appeals Committee, Room 46, Town Hall, Wakefield, WF1 2HQ, by Registered Letter within 21 days of the LA notifying you that a place at St.Thomas à Becket College has been refused by the governing body. When submitting appeals, parents will be required to re-state their reasons for requesting admission to the College.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over-subscription criteria set out above and *not* in the order in which applications are received or added to the list. This waiting list will remain open until September 30th. On 1st October a new waiting list will be drawn up comprising those pupils whose parents have indicated to the Local Authority that they wish to be included. This list will remain active for six months.

St Thomas à Becket Catholic College
Barnsley Road, Sandal. Wakefield. WF2 6EQ – Tel: 01924 303545

Supplementary Application Form

Completion of this Form is required by the Diocese of Leeds Council for Education
The Form should be submitted to St Thomas à Becket Catholic College by the parent / carer by
the closing date for Applications.

1. Catholic Applicants

Surname _____ *Christian/FirstName* _____

Date and location of Baptism _____

(Proof of Baptism should be enclosed. A Baptismal Certificate is the usual evidence and can be
obtained from the Parish where the Baptism was conducted/registered.)

Parish where applicant currently resides

Title _____

Address _____

Name and Address of Primary School attended _____

*(The following information is also required from Catholic Applicants by the Governors of
St Thomas à Becket Catholic College):*

Date and Location of First Communion _____

(Proof that the Applicant has made his/her First Communion should be enclosed. A Certificate
is the usual evidence and can be obtained from the Parish where First Communion was made.
If a Certificate is not obtainable then other written evidence from the Parish/Catholic School
authorities involved in the celebration of the Sacrament is to be provided.)

Verification of regular Participation at Sunday Mass

(A letter of verification from the Parish Priest of the Church currently attended by the applicant
should be enclosed in evidence.)

2. Non-Catholic Applicants

Surname _____ *Christian/First Name* _____

A Statement written by the Applicant's parents/carers on why they want a religious based education for their child should be enclosed. A Letter of Support from a Minister of Religion may also be included.