

St Wilfrid's Catholic High School and Sixth Form College

Featherstone, Pontefract

Admission Policy

Saint Wilfrid's Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. The school is run 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 Jesus Christ.

If the number of preferences received is less than the admission number then all preferences will be met. However, when there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to this school parents, or carers, are declaring their support for the aims and ethos of the school.

The governing body has responsibility for admissions to the school and intends to admit two hundred and eighty (280) pupils to Year 7 plus 5 in the Language Communications Resource in the school year which begins in September 2011.

Oversubscription criteria

At any time where there are more applications for places than the number of places available, places will be offered in the following order of priority:

1. Looked after children from Catholic families.
2. Baptised Catholic children who live in the primary school defined areas of (St Joseph's, Pontefract; Holy Family and St Michael's, Pontefract; St Joseph's, Castleford; St John's, Normanton; St Joseph's, Moorthorpe; Sacred Heart, Hemsworth; St Benedict's Garforth) and go to the Catholic primary schools serving those areas.
3. Catholic pupils who have a brother or sister of compulsory school age at St Wilfrid's at the time of admission.
4. Other baptised Catholic children who live in the above named defined areas.
5. Other baptised Catholic children in the Catholic primary schools serving these areas.
6. Catholic pupils wishing to transfer from other Catholic schools.
7. Other baptised Catholic children.
8. Other looked after children.
9. Other children who have a brother or sister of compulsory school age at St Wilfrid's at the time of admission.
10. Other children who attend a Catholic school named in category 2 whose parents or carers are in sympathy with the aims and ethos of the school and whose application is supported in writing, by a minister of religion, or an appropriate religious leader.
11. Children of other Christian denominations or of other Faiths whose parents or carers are in sympathy with the aims and ethos of the school and whose application is supported in writing, by a minister of religion, or an appropriate religious leader.
12. Other children who attend a Catholic school named in category 2.
13. Other applicants.

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

Tie Break

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to the school. 'straight line distance' will be used as the measure (see notes).

Admission to the sixth form

The sixth form is available for all existing pupils. Remaining places in the sixth-form of the school will be distributed in line with the oversubscription criteria. All applicants must meet the requirements of individual courses.

Application Procedures and Timetable

Failure to provide a Common Preference Form (CPF) would mean that the application is not valid and failure to provide a Supplementary Information Form (SIF) could mean that the applicant is placed in the last criteria.

A standard application form, known as the Common Preference Form must be completed and returned to the Local Authority, School Admissions Team, Family Services, County Hall Wakefield, WF1 2QL by Friday 31 October 2010. The Supplementary Information Form attached to this policy should be submitted by Friday 31 October 2010 to the school Mr J McNally, Headteacher, St Wilfrid's Catholic High School and Sixth Form College, Cutsyke Road, Featherstone, WF7 6BD. Parents or carers will be advised of the outcome of their applications on 1 March 2011. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel. Notice of appeal must be given within twenty-one days of refusal and the full procedure will be notified to parents who write for this information to the clerk to the Appeals Committee, Room 46, Town Hall, Wakefield, WF1 2HQ.

Waiting Lists

As well as their right of appeal, unsuccessful applicants can apply to be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria set out above. Names are normally taken off the list after six months.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is set out in the 1996 Education Act. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

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

Catholic means a member of a church in communion with the See of Rome. 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. This includes the Eastern Catholic Churches.

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation. A letter from the Catholic priest preparing the child is required.

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).

Defined area is a geographical area. Please see boundary maps available for inspection in school (boundaries determined by the Diocese of Leeds).

Home Address is deemed to be where a child is habitually and normally resident with his/her parent(s) or carer(s). The address of a childminder or relative who does not have parental rights under the provision of the Children Act must not be given. The Governors reserve the right to investigate the question of residency and to amend offers accordingly.

Siblings (Brothers and Sister) includes children with brothers and sister (including step-brothers or sisters residing at the same address) of statutory school age, living at the same address, in attendance at the same school, or a school on the same site, on the date of admission.

Twins or Triplets - where a family of twins or triplets request admission and there is only one school place available, it will be left to the family to decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline the place.

Straight Line Distance

In all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, measured as the crow flies, have priority. The distance measured will be from the central (centroid) point of the applicant's property to the central (centroid) point of the school's grounds. Measurement will be made using the LAs in-house admission system and mapping software.