

# Convent of Jesus and Mary Language College



*'With God's Grace, we Excel and Lead'*

## Admissions Policy 2011 - 2012

The Convent of Jesus and Mary Language College is an All Girls' Voluntary Aided 11-18 Comprehensive College. The College 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 Jesus Christ.

Girls will be admitted at age 11 regardless of ability or aptitude. Whenever there are more applicants than places, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy the Applicant refers to you the parent/carer applying for the place and Candidate refers to the girl for whom the application is being made.

As a Catholic school we aim to provide a Catholic education for all our girls. Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all the families in the school. All applicants and candidates are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Governing Body has sole responsibility for applications to the school and intends to admit 180 girls to year 7 in 2011.

A Supplementary Information Form (SIF) and the Diocesan Priest's Reference Form, which consists of a written reference from your Parish Priest stating that one or both parents/carers attend Catholic Mass regularly with their daughter should be completed and returned to the school together with a copy of the Baptismal certificate. A Common Application Form (CAF) must be sent to your Local Authority. Both the CAF and the SIF can be obtained from the School or from the local authority and should be available on the local authority website. The Diocesan Priest's Reference Form is available from the School and is also on the Westminster Diocese website. If you do not complete and return these forms by the closing date the Governing Body may be unable to consider your application fully and it is unlikely that your daughter will be offered a place at the School.

In light of the above the Governors will have regard to the following oversubscription criteria where there are more applications for places than the number of places available:

1. Looked after Catholic girls
2. Practising Catholic applicants
3. Other baptised Catholic applicants
4. Other looked after girls
5. Those preparing for the sacraments of Baptism and Holy Communion with the Catholic Church (Catechumens)
6. Christian applicants who have received the sacraments of Baptism and regularly attend church (supported by a minister of religion) and whose parents wish them to receive a Catholic education.
7. Other applicants whose parents wish them to receive a Catholic education and whose application is supported by a religious leader.
8. All other applicants

## NOTES:

### 1. **Looked After Children**

The term 'Looked After' refers to children in the care of the local authority and/or in foster homes under s.22 Children Act 1989.

### 2. **Catholic**

The term Catholic in the policy means a baptised person who is a member of any Catholic Church that is in full communion with the See of Rome.

### 3. **Practising Catholic**

The term is defined as weekly attendance at Sunday Mass which is confirmed by the Diocesan Priest reference (family normally includes the Catholic or Catholics who have legal responsibility for the child).

### 4. **Oversubscription**

Where the offer of places to all applicants in any of the above categories would lead to oversubscription, priority is given to those with a sister attending the school at the time of admission, or in the case of siblings in Year 11, those who are expected to be in attendance at the time of admission. The term siblings includes step and half sisters.

### 5. **Distance Tie Break**

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the places up to the admissions number (180) will be offered to those living nearest to the College. Distance is measured in a straight line from the front door of the home (the address at which the child resides for 50% or more of the school week) to the front gate of the School in Crownhill Road. In the case of flats the distance is measured from the front door of the flat within the building. Where two or more girls have equal priority for a place (e.g. twins or triplets etc), the offer will be decided by random allocation i.e. drawing of lots.

### 6. **Christian Applicants** In order of preference this refers to Christian denominations affiliated to 'Churches together in England (CTE)' and then to other Christian denominations.

### 7. **Social/Medical Needs** The governors will increase to top priority an applicant within a category where compelling evidence is provided at the time of application of exceptional circumstance, or a medical or a pastoral need of the girl which can be most appropriately met at this school. This evidence must consist of letters/reports from a consultant, social worker or parish priest.

### 8. **Statements of Special Educational Needs**

There are separate application procedures for girls with statements of SEN.

### 9. **Hard to Place Students**

The College is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

### 10. **Appeals and Waiting List**

Those girls who are unsuccessful in obtaining a place have the right to appeal and information on how to appeal will be sent with the letter of refusal. A waiting list be maintained by the College until 31 December 2011. As vacancies arise pupils will be admitted from the list in accordance with the oversubscription criteria above. It is important to note that because of this applications received after the allocation of places may take priority over those already on the waiting list.

### 11. **In-Year Admissions**

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the local authority will communicate the governors' offer of a place to the family. If more applications are received than

there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria, [with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children]. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria [as modified above] and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that the LEA can inform the parent that the school is making an offer.

#### **Admission to the Sixth-Form**

The Sixth Form is available for all existing pupils subject to pupils fulfilling the individual requirements of suitable courses. Remaining places in the Sixth Form of the College will be distributed in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses. The capacity of the Sixth form for 2011 – 2012 will be 180.

