

ADMISSION

St Mary's Catholic High School is a Catholic voluntary academy in the Diocese of Hallam. This means that the members of Parishes in the Dioceses of Hallam and Nottingham have contributed towards the cost of building the school and continue to care for its buildings and its people.

It is a Catholic voluntary academy in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, by advice from the Diocesan Trustees, and its duty to the Catholic community and the Common Good. The school provides distinctive, Christ centred, Catholic education for children aged 11 to 18.

The planned admission number for 2018/2019 is 195. Please note that Derbyshire LA is in charge of co-ordinated admissions. Year 6 pupils are given an information leaflet that directs parents to the online application facility. **All secondary schools in the area are 'equal preference' schools therefore parents of non-catholic pupils who wish to name St Mary's as their first preference school, will not be disadvantaged if they name their 'normal area' school as second or third choice.**

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

Following consultation the Governors have made the following decisions regarding the admission arrangements for entry September 2018.

Criteria for Admission in September 2018

Where there are more applications for admission than the stated planned admission number the Governing Body will apply the following criteria in strict order of priority. The planned admission number for 2018/2019 is 195.

Should the planned admission limit be reached mid category, the Governing Body, as the admissions authority, will make a decision based on the GIS (Geographical Information System) used by the Derbyshire Local Authority to measure a straight line distance from home to school (as plotted on the children's services department Geographic Information System). This "tie breaker" will apply for every category after category two.

Please note that children who have a statement of Special Educational Needs or an Educational, Health and Care (EHC) plan, where the school is named as the appropriate school are required to be admitted.

- 1 Looked After Children or previously Looked After Children (Footnote 4).
- 2 Catholic children (see footnote 1) who live or attend a catholic primary school, within the Parishes named below:

The Annunciation, Chesterfield	St Michael's, Hathersage
Holy Family, Chesterfield	Christ the King, Alfreton
St Hugh's, Chesterfield	St Joseph's, Shirebrook
St Joseph's, Staveley	St Joseph's, Matlock
Immaculate Conception, Spinkhill	All Saints, Hassop
Holy Spirit, Dronfield	Our Lady of Sorrows, Bamford
Sacred Heart, Clowne	
- 3 Other siblings of pupils (see footnote 2) who, at the point of application and admission, attend St Mary's High School.
- 4 Any other Catholic children (see footnote 1). Any children of Orthodox Churches (see footnote 5) as recognised by the Catholic Church who have written support on Form MRI of a minister of their church.

- 5 Children who are worshipping members of other Christian Churches as recognised by Churches Together in England, (see footnote 3) and who have the written support on Form MRI of a minister of their Church and attend a Catholic primary school within the named parishes.
- 6 Children who are worshipping members of other Christian Churches as recognised by Churches Together in England, (see footnote 3) and who have the written support on Form MRI of a minister of their Church and attend any other primary schools.
- 7 Children who are worshipping members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of a religious leader of their faith and attend a Catholic primary school within the named parishes.
- 8 Children who are worshipping members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of a religious leader of their faith and attend any other primary schools.
- 9 Children whose parents are seeking a Christian environment for their children's education. All such applications need to be supported by a written statement demonstrating this desire and attend a Catholic primary school within the named parishes.
- 10 Children whose parents are seeking a Christian environment for their children's education. All such applications need to be supported by a written statement demonstrating this desire and attend any other primary schools.
- 11 Any other applicant who attends a catholic primary school within the named parishes.
- 12 Any other applicant who attends any other primary schools.

Documentation needed

- 1 All applicants must complete the LA on-line application by 31 October 2017.
- 2 All applicants must print and complete the Supplementary Information Form, from the school website, www.st-maryshigh.derbyshire.sch.uk and return it to St Mary's High School, by 31 October 2017.
- 3 Catholic Applicants
 - (a) Proof of Baptism (a copy of child's baptismal certificate) if applicant is Catholic.
 - (b) For Catechumens and Candidates for Reception, appropriate written support from the Parish Priest indicating the necessary involvement.
- 4 For criteria 5 & 6 only - completed Minister's form MRI.
- 5 For criteria 7 & 8 only - appropriate written support from a religious leader of another World Faith showing the involvement of the child.
- 6 For criteria 9 & 10 - a written statement from parents to support their application.

Footnote 1

“Catholic children” are children who have been baptised into the Roman Catholic Church or those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches that are in full communion with the Roman Catholic Church.

Definition of a Catechumen

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.

Definition of a Candidate for Reception

Candidates for reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools’ Department (0114 2566440).

Footnote 2

Definition of Sibling

For the sibling criteria to be applicable, one of the following conditions must exist,

- a brother and/or sister
- a half brother and/or half sister
- a legally adopted child being regarded as a brother or sister
- a step brother and/or step sister residing in the same family unit

The sibling must be in attendance at the school at the point of application and admission. (In accordance with the DfES School Admissions Code)

Footnote 3 - Churches Together in England (please refer to www.churchestogether.net)

Footnote 4

Definition of “Looked After Children”

A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Sect 22(1) of the Children Act 1989). A previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

Footnote 5

Orthodox Churches – please contact the Diocesan School’s Department for further information. (0114 2566440)

Place of residence

The child’s ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

Closing date for receiving applications - midnight on 31 October 2017.

Late Applications - (ie after the deadline of 31 October 2017 but before the offer day of 1 March 2018).

Late applications received after the deadline 31 October in 2017 will only be considered alongside other applications if there is a significant reason (eg parent ill for some time or family returning from abroad) and documentary evidence is provided.

Waiting List

- 1 The Authority will establish a waiting list for all Derbyshire secondary schools where the number of applications for those schools has exceeded the places available in Year 7.
- 2 Names of children will automatically be placed on the waiting list for a school where they have been refused a place where it ranked above that at which a place has been offered to the parent.
- 3 A vacancy arises in Year 7 only when the number of offers to a particular school falls below the published admission number.
- 4 The waiting list will be established on the offer day and be maintained up to the end of the Autumn Term (in accordance with Derbyshire Local Authority practice).
- 5 Priority on the waiting list is determined according to the admission authority's priority of admission over subscription criteria.
- 6 Following the offer day, should an application be received for a school where the pupil has a higher priority, for a place at the school as determined by the admissions criteria, they will be placed on the waiting list above those with a lower priority.
- 7 Following the offer day the "tie breaker" for all categories will be based on a straight line distance from home to school (as plotted on the children's services department Geographic Information System).

False Information

- 1 Where the Governing Body has made an offer of a place at this school on the basis of fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
- 2 Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.
- 3 Where a place or an offer has been withdrawn, the application will be reconsidered, by the Governing Body and a right of independent appeal offered if the place is refused.

Appeals against the Governing Body's decision to refuse admission

If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfES Code of Practice. Details of the appeals process will be made available to unsuccessful applicants who wish to Appeal. Information regarding appeals should be sought from the LA or from the school.

Normally, appeal hearings will be held within thirty school days of the closing date of receiving the notice of appeal.