



Cardinal Griffin Catholic College

Policy on Admissions (2017)

Reference: CGCCPOL024

Statement of Intent and purpose

The admissions policy has been developed to ensure that there is a clear process set out for prospective parents and pupils. The policy sets out the admissions criteria, admission number and the arrangements which parents and pupils should follow when making an application.

The Determined (FINAL) admission arrangements for 2017/18

Name of School: Cardinal Griffin Catholic College

The admissions process is part of the Staffordshire LA co-ordinated scheme.

The Admission Policy of the Governors of Cardinal Griffin Catholic College is as follows:

The ethos of this college is Catholic. The college was founded by the Catholic Church to provide education for children of Catholic families. 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. We ask all parents applying for a place here to respect this ethos and its importance to the college community. This does not affect the right of parents who are not of the faith of this college to apply for and be considered for a place here.

The College's Admission Number for the school year 2017/18 is: 150

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). In all categories, priority will be given to those who have a brother or sister (see Note 3 below) attending Cardinal Griffin Catholic College at the time of admission and then distance.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children who currently attend a Catholic feeder school (see Note 4 below)
3. Baptised Catholic children who live in a feeder school parish area (see Note 4 below)
4. Other Baptised Catholic children



5. Non-Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
6. Non-Catholic children who currently attend a Catholic feeder school
7. Other Non-Catholic children

Over Subscription

If there is over-subscription within the category, the Governors will give priority to children living closest to the college determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant's home address and the front gate of the college. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system (See Note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are 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 college is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. As an exception, the governing body will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places

Note 1

Children with a Statement of Special Educational Needs or Education Health Care Plan that names the college must be admitted. This will reduce the number of places available to other applicants.

Note 2

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

Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.



Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household

Note 4

The designated feeder schools and appropriate parishes for Cardinal Griffin Catholic College are:

St Mary's Catholic Primary, Cannock

Parish: St Mary's Catholic Church, Cannock

St Joseph's Catholic Primary, Hednesford

Parish: Our Lady of Lourdes Catholic Church, Hednesford

St Joseph's Catholic Primary, Rugeley

Parish: St Joseph and St Etheldreda Catholic Church, Rugeley

St Joseph and St Theresa Catholic Primary, Chasetown, Burntwood

Parish: St Joseph's Catholic Church, Burntwood

St Thomas More Catholic Primary, Great Wyrley

Parish: St Mary's Catholic Church, Cannock

Maps of the parish areas are available to view at the college and parishes or by post on request.

Note 5

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place



Appeals

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the college may apply in writing to Chair of Governors. Appeals will be heard by an independent panel.

Repeat applications

Any parent can apply for a place for their child at any time outside the 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 admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or college but still refused admission.

Late applications

Late applications will be dealt with according to the LA co-ordinated scheme.

Applications other than the normal intake to year 7 or 12 (In-year applications)

An application should be made directly to the governing body at the college who will determine whether a place is available in the requested year group. The governing body will notify the Local Authority of the outcome of the application.

Waiting lists

Waiting lists for admission will remain open until the end of December 2017 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the governing body in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

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

Admission outside of the normal age group

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Governing Body who will take into account the circumstances of the case and views of the Headteacher. Parents do not have the right to insist that their child is admitted to a particular year group.



In year fair access policy

Refer to the agreed policy with the LA for admission of previously excluded or hard to place children

Year 12 Admissions policy (if appropriate)

The Planned Admission number for Y12 is: 100 which includes both internal and external candidates. Admission criteria to each qualification is published on the college website at <http://www.cardinalgriffin.org.uk>

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



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 (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). 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 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 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.)



DIOCESAN EDUCATION SERVICE

Supplementary Information Form

School Name: Cardinal Griffin Catholic College

The ethos of this college is Catholic. The college was founded by the Catholic Church to provide education for children of Catholic families. 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. We ask all parents applying for a place here to respect this ethos and its importance to the college community. This does not affect the right of parents who are not of the faith of this college to apply for and be considered for a place here.

Child's Surname	
Child's First Name(s)	
Address	
Contact Number	

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes		No	
Is the certificate of Catholic Baptism attached?	Yes		No	

A certificate of Catholic Baptism should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism may affect the criterion the child's name is placed in.

Please note that you must complete a local authority application form. This supplementary information form is only for college use to enable the governing body to rank applicants using the published criteria.