



**OUR LADY AND ST CHAD CATHOLIC ACADEMY, WOLVERHAMPTON  
POLICY FOR ADMISSION TO THE ACADEMY  
IN 2016/2017**

Through Pope John XXIII Catholic Multi Academy Company  
(Pope John XXIII Catholic MAC),  
the admissions process is part of the Inter-LA co-ordination of Secondary Admissions  
**for the normal year of entry from Year 6 into Year 7 in 2016/2017**  
**and also for in-year applications** (other than normal year of entry)

The ethos of the Academy is Catholic. The Academy was founded by the Catholic Church to provide education for children of Catholic families. The Academy is conducted by its Board of Directors as part of the Catholic Church in accordance with the Trust Deed of the *Barberi and Newman Academy Trust* and its Object, and seeks at all times to be a witness to Jesus Christ. We ask all Parents/Carers applying for a place here to respect this ethos and its importance to the Academy community. This does not affect the right of Parents/Carers who are not of the faith of this Academy to apply for and be considered for a place here.

**The Admission Policy of Pope John XXIII Catholic MAC Board of Directors in respect of Our Lady and St Chad Catholic Academy** is as follows:

The planned admission number (**PAN**) for **Year 7** in **September 2016** is **150**.

A child with an Education, Health & Care (EHC) Plan (or Statement of Special Educational Needs for in-year applications) that names Our Lady and St Chad Catholic Academy will be allocated a place before any other applications are considered by Directors. This will reduce the number of places available to other applicants.

If the number of applications exceeds the admission number, the Directors will give priority to applications in accordance with the criteria listed below, provided that the Directors are made aware of that application before decisions on admissions are made.

1. Baptised Catholic children who are currently in the care of a Local Authority (LAC) or provided with accommodation by them e.g. children in foster care (ref. 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/special guardianship order.
2. Baptised Catholic children who currently attend a Catholic feeder Academy/School.
3. Baptised Catholic children who live in one of the six parishes of the Catholic feeder Academies/Schools.
4. Baptised Catholic children of a permanent member of staff who has been employed at Our Lady and St Chad Catholic Academy for two years or more at the time of application and has a current contract with the Pope John XXIII Catholic MAC.
5. Other Baptised Catholic children.
6. Non-Catholic children who are currently in the care of the Local Authority (LAC) or Provided with accommodation by them e.g. children in foster care (ref. 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/special guardianship order.

7. Non-Catholic children who currently attend a Catholic feeder Academy/School.
8. Non-Catholic children of a permanent member of staff who has been based at Our Lady and St Chad Catholic Academy for two years or more at the time of application and has a current contract with the Pope John XXIII Catholic MAC.
9. Other non-Catholic children.

For a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. See the Academy's Supporting Information Form (SIF) for a definition of a Baptised Catholic. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest.

Parents/Carers making an application for a child must complete a SIF and send this to the Academy by 31 October 2015.

#### **Note 1**

The 6 designated feeder Academies/Schools for Our Lady and St Chad Catholic Academy are:

1. St Mary's Catholic Primary Academy
2. Corpus Christi Catholic Primary Academy
3. Holy Rosary Catholic Primary Academy
4. Holy Trinity Catholic Primary School
5. St Anthony's Catholic Primary School
6. St Patrick's Catholic Primary School

#### **Note 2**

The 6 parishes of the feeder Academies/Schools are:

1. Our Lady of Perpetual Succour, Cannock Road, Wolverhampton
2. St Anthony of Padua, Fordhouses, Wolverhampton
3. St Patrick's, Wolverhampton Road, Wolverhampton
4. Corpus Christi, Ashmore Park, Wolverhampton
5. St Joseph, Willenhall Road, Wolverhampton
6. Holy Trinity, Wolverhampton

#### **Note 3**

The 4 academies making up Pope John XXIII Catholic MAC are:

1. Our Lady and St Chad Catholic Academy
2. St Mary's Catholic Primary Academy
3. Corpus Christi Catholic Primary Academy
4. Holy Rosary Catholic Primary Academy

## **SIBLING PRIORITY**

In all categories, priority will be given to those who have a brother or sister who is attending Our Lady and St Chad Catholic Academy and who will still be attending at the time of admission. The definition of a brother or sister is a brother or sister sharing the same parents, a half-brother or half-sister where two children share one common parent, a step-brother or step-sister, adopted or fostered children. The child for whom the Academy place is sought must be living in the same family unit at the same permanent address as the brother or sister. Where there are twins, triplets, multiple birth children, or children of the same family who are in the same academic year, if at least one falls within the PAN of 150, the Board of Directors will offer places to them all.

## **APPLICATIONS FOR CHILDREN FOR A SCHOOL PLACE OUTSIDE OF THEIR NORMAL AGE GROUP**

If Parents/Carers wish for their child to be considered for admission to a year group outside of their normal age group, they should make an application for their normal age group and at the same time submit a formal written request to the Board of Directors at Our Lady and St Chad Catholic Academy, outlining the reasons for the request and enclosing any supporting documentation. The Board of Directors will consider applications submitted, taking into account the child's best interests, and advise Parents/Carers accordingly.

## **OVER-SUBSCRIPTION**

If there is over-subscription within a category, the Board of Directors will give priority to children living closest to Our Lady and St Chad Catholic Academy. This measurement will be determined by the straight line measurement from the home address to the Academy using standard software. 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 place. In a very small number of cases it may not be able to decide between applicants when applying the published admission criteria. For example, this may occur when children in the same year group live in a block of flats, whereby the distance between the home and academy is the same. 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 Board of Directors will draw lots to randomly select the child to be offered the final place.

## **APPEALS**

Parents/Carers who wish to appeal against the decision of the Board of Directors to refuse their child a place in the Academy may appeal in writing. All appeals paperwork must be sent to the Chair of the Board of Directors, Admissions Office (Appeals), Our Lady and St Chad Catholic Academy, Old Fallings Lane, Wolverhampton, WV10 8BL by the last day of March. Appeals will be heard by an independent panel. Parents/Carers do not have the right to a second appeal in the same academic year unless a second application is received from the appellant because of a significant and material change in circumstances such as a house move, but the child is still refused admission.

## **LATE APPLICATIONS**

Late CAF1 applications will be dealt with according to the LA co-ordinated scheme. SIFs received after the closing date, even if there is a significant and material change in circumstances such as a house move, cannot be treated as on-time **after the ranked admissions database has been submitted to the Local Authority**. Late SIFs will only be considered after all punctual ones have been processed.

## **WAITING LIST**

The Academy will maintain a waiting list for admissions to Year 7 until 31 December. Children will no longer be added to the Academy's waiting list automatically. **Parents/Carers must contact the Academy to ask for their child to be put on the waiting list.** The list will be kept by the Board of Directors in admission criteria order, which means that a child's position on the waiting list could go up or down. Parents/Carers can apply for their child to go on the waiting list provided they ranked Our Lady and St Chad Catholic Academy higher than the school/academy they have been offered. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available. Admissions after 31 December will be dealt with as part of the in-year admissions process (see below).

## **IN-YEAR ADMISSIONS (applications other than the normal Year 6 into Year 7 entry)**

Parents/Carers can apply for a place for their child at any time outside the admissions round. Applications to the Academy other than the normal intake into Year 7 should be made to Wolverhampton LA by completing an In-Year Transfer Form (INCAF), available from: School Admission & Transfers Section, Education and Enterprise, Wolverhampton City Council, Civic Centre, St Peter's Square, Wolverhampton, WV1 1RR. Parents/Carers must also complete a SIF. Completed INCAFs are considered by the Secondary Social Inclusion and Advisory Placements Panel (SSI&APP), which will then need to consult with the Academy's Board of Directors. If there are no places available in the year group for which the application was made, no place will be offered and Parents/Carers will be informed accordingly. Parents/Carers who wish to appeal against the decision of the Board of Directors to refuse their child a place in the Academy may appeal in writing to the Chair of the Board of Directors at the Academy address. Appeals will be heard by an independent panel. Parents/Carers do not have the right to a second appeal in the same academic year unless a second application is received from the appellant because of a significant and material change in circumstances such as a house move, but the child is still refused admission. Please also refer to the LA's Fair Access Policy on the admission of excluded or hard to place children.

There is no cost or charge related to the admission of a child to Our Lady and St Chad Catholic Academy. A copy of Our Lady and St Chad Catholic Academy Admission Policy and Admission Arrangements can be found at [www.olsc.org](http://www.olsc.org).

## 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 and Board of Directors of Catholic schools and academies 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 and Boards of Directors 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.)*