



# Admissions Policy and Criteria for Year 2020-2021

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## DRAFT

Gumley House is a Catholic School for girls (with boys admitted into the Sixth Form). It is an Academy in the FCJ Educational Trust with Business & Enterprise and Languages specialisms. Religious education and worship is at the heart of the school and its curriculum. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential, therefore, that the Catholic character of the school's education is fully supported by all families in the school. Consequently, all applicants are expected to give their full, unreserved and positive support for the aims and ethos of the school.

## Year 6/7 Transfer

The published admission number (PAN) for the school is 192 pupils. The Governing Body has sole responsibility for admissions to this school and intends to admit 192 pupils to Year 7 in September 2020. Priority will always be given to Catholic applicants.

The 192 applicants shall be placed in one of six geographical categories based on the Roman Catholic diocesan area in which they normally reside. A proportion of the places will be offered in each category as follows:

Hounslow Deanery - 29%

Ealing Deanery - 26%

Upper Thames Deanery - 16%

Hammersmith & Fulham, Kensington & Chelsea and North Kensington Deaneries - 13%

From Southwark Diocese: Mortlake Deanery and Kingston Deanery - 12%

The Deaneries of Brent, Marylebone, Harrow, Hillingdon - 4%

Your Parish Priest will be able to tell you which Deanery you live in and maps are available on the school website and at the school.

*Where it is possible to offer places to all baptised practising\* Catholic\*\* applicants in a Deanery, the remaining places will be offered to baptised practising\* Catholic\*\* applicants from the remaining Deaneries in rotation to preserve the relative proportions identified above.*

## Oversubscription Criteria

If there are more applications than places available, offers will be made according to the following categories:

1. Catholic 'looked after' Children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders have priority for places at the school.
2. \*'Baptised practising Catholics' where attendance at Sunday Mass and on Holy Days of Obligation is verified by the \*\*'Certificate of Catholic Practice'. 'Family' includes the Catholic or Catholics who have legal responsibility for the child.
3. Baptised Catholic applicants whose priest does not verify Catholic practice.
4. Other 'looked after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders.

5. Catechumens and members of \*\*\*Eastern Christian churches supported by a letter from a minister/religious leader, showing membership of the faith community. (A Catechumen is a member of the catechumenate of the Catholic Church. This will normally be evidenced by a certificate of reception into the Order of Catechumens).
6. Applicants from \*\*\*\*other Christian denominations whose practice is supported by a letter from a minister/religious leader, showing membership of the faith community.
7. \*\*\*\*\*Children from families of other faiths supported by a letter from a minister/religious leader, showing membership of the faith community.
8. Other applicants.

### Definitions

**\*Practising Catholic** means: a Catholic child from a practising Catholic family where weekly practice with verified by a Certificate of Catholic Practice from a Catholic priest in the standard format laid down by the Diocese.

**\*Catholic** means: a member of a Church in full communion with the See of Rome; this includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or certificate of reception into full communion with the Catholic Church.

**\*\*Certificate of Catholic Practice** means: a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>

**\*\*\*Eastern Christian Churches** includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

**\*\*\*\*Other Christian denominations** means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

**\*\*\*\*\*children of other faiths** means: children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and

- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

**If in any of the above categories there are more applicants than places available, priority will be given in the following order:**

1. *Prospective pupils with a sister in the school, or brother in Sixth Form, at the date of admission; sister or brother includes half-sister or half-brother, adopted sister or adopted brother, step-sister or step-brother or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.*
2. *Prospective pupils with a parent employed by the school for at least two years at the time of application. (These pupils shall be considered as applicants from the Hounslow Deanery).*
- 3 *Distance\* those living closest to the school.*

#### **Footnotes**

**\*The school uses the LA's measuring system, the route from home to school has been measured using the "walking route".**

**It starts from a point of measurement in the "foot print "or "seed point" of the home address. The foot print or "seed point" is provided by Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority.**

**From the "foot print "or "seed point "the route firstly connects to the nearest point of the digitised network namely the road on which the house is situated. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system.**

**The digitised network is constructed from road data supplied by Ordnance Survey called OS Mastermap. OS Mastermap has been accurately digitised to measure along the centre of road.**

**The network starts from a point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number.**

**The walking route is established using an algorithm within the software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions ([www.highermappingsolutions.com](http://www.highermappingsolutions.com)). This programme integrates with the LA's database (ONE) which is supplied by Capita Children's Services ([www.capita-cs.co.uk](http://www.capita-cs.co.uk)).**

**Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.**

#### **Tie break**

**In the event that two or more applicants living at the same distance from the school are competing for one remaining place lots will be drawn **in the presence of an independent witness** to determine positioning.**

#### **Multiple births**

**In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Governors will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the Published Admissions Number.**

### **Waiting list**

A waiting list will be held in the order of oversubscription criteria, not in order of when an application is received. This means a child's position can move down as well as up following the addition of any applications that may have a higher priority. At the end of the academic year (31 August), those applicants wishing to remain on the waiting list must notify the school's Admissions Committee in writing.

### **Pupils with Health and Care Plan (EHC)**

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Education Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with a statement of Special Educational Needs or an Education, Health and Care plan (EHCP) that names a school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.

### **Children educated outside their chronological age group**

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence. The application will then be ranked according to the oversubscription criteria and there is no guarantee that a place will be offered.

### **Change of details**

If any of the details on your form change between the date of application and the receipt of the letter of offer or refusal, you **must inform the School immediately**. If misleading information is given or allowed to remain on the form, governors reserve the right to withdraw the place, even if the child has already started at the school.

### **Fair Access Protocol**

The school is committed to taking its fair share of Catholic children who are vulnerable or hard to place in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body are 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.

### **Admissions at Year 12 and 13 (Sixth Form)**

In addition to places reserved for the school's own students who fulfil the entry criteria as stipulated in the Sixth Form Prospectus 2020 the school welcomes applications from students, girls and boys, from other institutions. A minimum of 20 external students who meet the required, school determined academic qualifications for their chosen course will be admitted to study in the Sixth Form. Applications must be made on the Sixth Form Application Form available from the school and on the school website. The offer of a Sixth Form place is conditional on the school being able to provide a course suited to the applicant's age, ability, aptitude and educational needs.

If there are more external applicants than places available at the school, the school oversubscription criteria will apply in accordance with the criteria for admission for Yr. 7.

### **Criteria for In-Year Admissions**

Applicants for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, the school will inform the local authority and the offer of a place will be sent to the parents. 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. 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 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, and make an offer.

All applications for admissions to years 8 to 11 will be treated as in-year admissions during 2020/21. An application must also be made to the Local Authority on their in-year common application form. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria.

### **Procedures for Making an Application to the School for Entry in Year 7 in September 2020.**

The following forms need to be completed and returned to the appropriate place:

1. The local authority's e-admissions form formerly called the Common Application Form (CAF) – This is available on the website of the local authority in which the family is resident. (The Statutory deadline for receipt by the local authority is **31<sup>st</sup> October 2019**).
2. Supplementary Information Form (SIF) – This can be obtained from the school office, downloaded from the school website ([www.gumley.hounslow.sch.uk](http://www.gumley.hounslow.sch.uk)) or the local authority website and should be returned to Gumley House School FCJ by **Thursday 31<sup>st</sup> October 2019** together with a **copy** of the Baptism Certificate.
3. The Diocesan standard 'Certificate of Catholic Practice' form is available from the parish where the family normally worships or on the Diocese of Westminster website at [www.rcdow.uk/education](http://www.rcdow.uk/education). The Certificate should be completed by the applicant's parish priest and returned directly to the school by **Thursday 31<sup>st</sup> October 2019**.
4. Maps of the deaneries can be seen at the school and on the school website.

### **Late Applications**

Applications that are received late will not be considered until after the initial offers have been made on **1<sup>st</sup> March 2019 2020**.

Applications that are incomplete will be ranked according to the information submitted i.e. if you do not submit the SIF and the Certificate of Catholic Practice (where applicable) or a letter from a minister or religious leader confirming membership of the faith community (where applicable) on time, governors will rank your application according to the information given on the Common Application Form and it is unlikely that your daughter will obtain a place at the school.

### **Right of Appeal**

Applicants who are not offered a place at Gumley House have a right of appeal to an Independent Appeals Panel. The appeal will be heard in accordance with all relevant provisions of the School Admissions Appeals Code published by the Department of Education 1 February 2012. Details of the procedure can be obtained from the School's Admissions Secretary.

### **Review and Monitoring**

This policy will be monitored and reviewed annually by a committee of Governors. The review will take place following the completion of each admissions process.

## APPENDIX

**'Looked after child'** has the same meaning as in S.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 at the time of making an application to the school).

**'Adopted'**. An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

**'Child Arrangements Order'**. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

**'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

**'Parent'** means the adult or adults with legal responsibility for the child.

**'Catechumen'** means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

**'Resident'** – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.