



# Our Purpose

*We are a pilgrim school and we journey with Mary to*

## **Catholic High School, Admission Policy**

**2024/25**

was founded by the Catholic Church to provide education for children of Catholic families. The school is run by The Bishop Wheeler Catholic Academy as part of the Catholic Church in accordance with its Trust Deed and Trust Deed and Articles of Association, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school,

7. Other looked after and previously looked after children with a sibling who attends Menston, a Catholic Voluntary Academy Catholic High School (see note 2 & 4)
8. Other looked after and previously looked after children. (see note 2)
9. Members of an Eastern Christian Church (see note 6)
10. Other children with a sibling who attends

their right of appeal to an independent appeal panel.

### **Late applications**

If you return the Common Preference Form after the deadline we cannot consider your application at the same time as those received on time. Late applications will be dealt with once all other applicants have been considered in accordance with the Local Authority Co-ordinated scheme.

### **Admission of Children Outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to

Catholic Voluntary Academy, Bradford Road, Menston, LS29 6AE at the same time as the application is made. The Governing Body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the head teachers statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and educational professional as appropriate.

### **In Year Applications**

An application can be made for a school place for a child at any time outside the admission round and the child will be admitted where there are available places. If you wish to make an application please contact the school, [I.leversha@stmarysmenston.org](mailto:I.leversha@stmarysmenston.org), Bradford Road, Menston, LS29 6AE ([I.leversha@stmarysmenston.org](mailto:I.leversha@stmarysmenston.org)) or visit the website [St. Mary's Menston Catholic Voluntary Academy \(stmarysmenston.org\)](http://St.Mary's.Menston.Catholic.Voluntary.Academy.stmarysmenston.org) for details of the application process.

You should also complete a Supplementary Information form if you would like your application to be considered in a specific oversubscription category. Where there are places available but more applications than places, the published oversubscription criteria, as set out above will be applied. If there are no places available, the child will be added to the waiting list (see below).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel. (Details of the appeals process can be found on the school website).

### **Waiting lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in the order of the oversubscription criteria set out above, and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. Names are removed from the waiting list at the end of each academic year. **Inclusion on the waiting list does not mean that a place will eventually become available**

### **Fair Access Protocol**

The school is committed to taking its share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### **Notes (these notes form part of the over-subscription criteria)**

- 1. A Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
- 2. Looked After Child** has the same meaning as in section 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.

A **Formerly Looked After Child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have

been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a church in 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 a certificate of reception into the full communion of the Catholic Church, alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome.  
**Looked After Children from Catholic Families** – this has a dual meaning. It could be the child themselves who are baptised Catholic or it could be the family who are caring for the child that is Catholic. If it is the child who is a baptised Catholic normal rules apply and a baptism certificate should be seen by the admission authority. However, (in limited situations) this may not always be possible and in these cases the admission authority should seek to ensure that there is evidence that the child has been baptised. If a child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a letter from a priest evidencing the baptism of the parent/ carer.
4. **Sibling(s) (brother or sister)** includes children with a brother or sister (including step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission.
5. **Defined area** is a geographical area for the purposes of this policy as determined by the Diocese of Leeds. Please see school website [Admissions – St. Mary's Menston Catholic Voluntary Academy \(stmarysmenston.org\)](#) for defined area maps
6. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that church.
7. **Twins or triplets (or multiple births)** - where a family of twins or triplets request admission and if one sibling has been offered the last available place the other twin/triplets are offered a place.
8. **Live -**