**ST EDMUND ARROWSMITH CATHOLIC ACADEMY** **DRAFT**

# ADMISSION POLICY 2028 – 2029

St Edmund Arrowsmith Catholic Academy was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is part of Pope Francis Catholic Multi Academy Trust and part of the Catholic Church, in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic academy, we aim to provide a Catholic education for all our pupils. At a Catholic academy, Catholic doctrine and practice permeate every aspect of the academy's activity. It is essential that the Catholic character of the academy's education be fully supported by all families in the academy. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the academy. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the academy in accordance with these admission arrangements.

Pope Francis Catholic Multi Academy Trust is the admission authority and has responsibility for admissions to this academy. The local authority undertakes the co-ordination of admission arrangements during the normal admission round[1]. The admission authority has set the academy's Published Admissions Number ("PAN") at 150 pupils to year 7 in the academy year which begins in September 2028.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the academy's PAN.

## Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the academy must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Looked after children and previously looked after children (see note 2)
    i. Children who have an exceptional social, medical or pastoral need which can most appropriately be met at the school (see note 4)
    ii. Children who have a brother or sister at the school at the time of admission
    iii. Other children
2. Catholic children who are resident in the parishes of St Leo, Our Lady Immaculate & St Joseph, Our Lady Help of Christians, St Luke, St John Fisher, St John Vianney, Holy Family Cronton, St Aidan, St Aloysius, St Agnes and St Columba's (see notes 3 & 10).
    i. Children who have an exceptional social, medical or pastoral need which can most appropriately be met at the school (see note 4)

[1] This is for admission to the academy at the start of the school year in September and not for applications made in-year

ii. Children who have a brother or sister at the school at the time of admission.
iii. Other children

3. Other Catholic children. (see note 3)
   i. Children who have an exceptional social, medical or pastoral need which can most appropriately be met at the school (see note 4)
   ii. Children who have a brother or sister at the school at the time of admission
   iii. Other children
4. Other children who have a brother or sister at the school at the time of admission
5. Other children who have an exceptional social, medical or pastoral need which can most appropriately be met at the school (see note 4)
6. Children attending one of the following Catholic Partner Primary Schools in the parishes or former parishes named in criterion 2 above: Holy Family, Cronton; St Columba's; Holy Family, Halewood; St John Fisher; Our Lady's, Prescot; St Joseph; St Aidan's; St Andrew the Apostle; St Anne's; St Leo's; St Mark's; St Aloysius; St Luke's.
7. Members of an Eastern Christian Church not in full communion with Rome. (see notes 4 & 5)
8. Children of other Christian Ecclesial Communities whose membership is evidenced by a minister of religion. (see note 6)
9. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
10. Any other children.

## Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by the local authority which will carry out straight line measurements ('as the crow flies') using a computerised Geographical Information System (GIS) based on the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the academy and home address.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the academy. All the names will be entered into a hat and the required number of names will be drawn out. This should then be formally minuted for future reference.

## Application Procedures and Timetable

To apply for a place at this academy in the normal admission round, you **must** complete the Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 2 to 3 or 7 to 9. The Supplementary Information Form should be returned in person to Reception at St Edmund Arrowsmith Catholic Academy, Cumber Lane, Whiston, L35 2XG or by email to admin@seaca.pfcmat.org by the closing date.

You will be advised of the outcome of your application on 1st March or the next working day by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 2 to 3 or 7 to 9, and this may affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31st October 2027.**

## Late Applications

Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions Scheme. Applications naming Knowsley schools as preference, received after the initial allocation process has begun (after 2 December 2027 for secondary schools) will not normally be considered by the admission authorities of Knowsley schools until the initial allocation process is complete. Only where the admission authority accepts there are exceptional circumstances, will late applications be considered in the initial allocation.

You are encouraged to ensure that your application is received on time.

## 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 admin@seaca.pfcmat.org at St Edmund Arrowsmith Catholic Academy, Cumber Lane, Whiston L35 2XG at the same time as the admission application is made. The admission authority 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 head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the academy, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, including relevant Department for Education, as appropriate.

## Waiting Lists

In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in 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 academy year. The waiting list will be held open until the end of the summer term.

**Inclusion in the academy's waiting list does not mean that a place will eventually become available.**

## In-Year Applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Application should be made to Knowsley Local Authority. 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 above). You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

## Fair Access Protocol

The academy is committed to taking its fair 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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN.

***Notes (these notes form part of the oversubscription criteria)***

1. 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. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.
   A 'previously 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 admission authority) 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 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 a certificate of reception into the full communion of the Catholic Church.
   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact the local Parish Priest who, after consulting with the Archdiocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
4. Evidence must be provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school. To demonstrate such a need, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest (please see Guidance Handbook for further information).
5. 'Eastern Christian Church' **not** in full communion with Rome includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian Ecclesial Communities" means children who belong to other churches bodies and ecclesial communities which, acknowledge 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 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. Any queries as to membership should be made to the Archdiocese.
7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian Ecclesial Communities at 6 above 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.

8. ‘brother or sister’ includes step brothers and sisters, half-brothers and sisters, adopted brothers and sisters, foster children or children of the parent(s)/carer(s)’s partner, living in the same family unit at the same address.
9. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. For the purposes of this policy, parish boundaries can be confirmed on an individual basis from the School Office.
11. A child’s “home address” refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). For those living in Knowsley Local Authority, if a child lives between two addresses due to a shared care arrangement, only one application should be made from the address identified by parents as the main residence. Proof of home address may be requested and the Local Authority reserves the right to request other proof as fits the individual circumstances.