



## **Bishop Douglass Catholic School**

**In pursuit of excellence**

### **ADMISSION POLICY FOR ENTRANCE TO THE SCHOOL IN SEPTEMBER 2023**

---

Bishop Douglass School was founded by the Catholic Church to provide education for children of Catholic families. The school is part of the Cardinal Hume Academies Trust and is also subject to governance in accordance with its Trust Deed and Instrument of Government. We are a Catholic community and strive to uphold strong spiritual and moral values, both in and outside the classroom. We are an inclusive school and celebrate our diversity, with high expectations of achievement for all our students. All applicants and candidates are expected to give their full and positive support to the aims and ethos of the school.

The school gives priority to Catholic children but welcomes those of all faiths and those of no faith. Bishop Douglass School is proud to be a diverse community based on tolerance, understanding and respect for one another.

The governing body has responsibility for admissions to this school and intends to admit 180 pupils to Year 7 in the school year which begins in September 2023. There are two categories of places; Foundation (120 places) and Community (60 places). There are separate criteria for each. Any unfilled Foundation places will be offered to Community place applicants. Any unfilled Community places will be offered to Foundation applicants.

We have a duty to respond to local need and wish to work with local feeder primary schools and community groups to ensure we serve the needs of the community appropriately. In the light of a shortage of secular places in schools in the neighbourhood the governors have agreed that 60 places shall be 'Community' places available to local residents.

Places in the Sixth Form will be offered to all existing Year 11 pupils subject to pupils fulfilling the individual course requirements (published annually in the Sixth Form Prospectus). Any remaining places in the Sixth Form of the School will be distributed in accordance with the oversubscription criteria, subject to the applicants fulfilling the individual requirements of suitable courses.

#### **Oversubscription Criteria**

*At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:*

#### **Foundation places**

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy, 'applicant' refers to you, the parent applying for a place, and 'candidate' refers to the child for whom an application is made.

## **ADMISSION POLICY FOR ENTRANCE TO THE SCHOOL IN SEPTEMBER 2023**

---

1. Catholic children 'looked after' by a Local Authority and Catholic children previously looked after (who had ceased to be looked after, due to an adoption, child arrangements or special guardianship order having been made in respect of them) and Catholic children subject to child arrangements orders or special guardianship orders immediately following having been looked after or having been in state care outside England.
2. Baptised Catholics.
3. Children 'looked after' by a Local Authority and children previously looked after, (who had ceased to be looked after due to an adoption, child arrangements or special guardianship order having been made in respect of them) and children subject to child arrangements orders or special guardianship orders immediately following having been looked after or having been in state care outside England.
4. Other children who attend one of the Bishop Douglass feeder schools partnership i.e. St. Theresa's RC Primary School, Our Lady of Lourdes RC Primary School, Holy Trinity C of E Primary School, Martin Community Primary School and Manorside Community Primary School.
5. Christians of other denominations whose application is supported by a letter from a minister/religious leader, showing membership of the faith community.
6. Children of other faiths whose application is supported by a letter from a minister/religious leader, showing membership of the faith community.
7. Any other candidate.

### **Community Places**

1. Children 'looked after' by a Local Authority and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
2. Children who have a sibling attending Bishop Douglass School.
3. Any other candidate.

### **Exceptional Circumstances**

In addition to the above criteria, the Governing Body will give top priority to an application within a category where compelling evidence is provided at the time of application of a particular medical, social or pastoral need which can only be met at this school. Appropriate written evidence will be provided by professional such as a doctor, social worker or priest. The evidence must indicate how Bishop Douglass Catholic School can meet this need.

## **ADMISSION POLICY FOR ENTRANCE TO THE SCHOOL IN SEPTEMBER 2023**

---

*Where the offer of places to all the applicants in any of the categories listed above (ie foundation and community places) would lead to oversubscription the following provisions will be applied.*

- I. The attendance of a brother or sister at the school at the time of admission will give a higher ranking within each category. Brothers and sisters include half, step, adoptive and foster siblings, provided they also live at the same address as the candidate. If the final place available at the School is offered to a twin, triplet or other child of multiple birth and the remaining sibling(s) would ordinarily be refused, the Governing Body will offer place(s) to the remaining sibling(s) even when admitting such a child(ren) would exceed the Published Admissions Number.
- II. Further priority within each category will be determined, if necessary, on a geographical basis giving priority to those who live closest to the school when distance is measured in a straight line between the address point for the child's home, supplied by Ordnance Survey, to the school's main gate using the Council's computerised geographical information system.
- III. Tie-Breaker – distance will be used as a tie-breaker within each category

Final Tie Breaker – Where there are applicants from the same block of flats, or applicants who live the same distance from the school, the priority will be determined by random selection in the presence of an independent witness.

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

### **Admission to the Sixth-Form**

Places are available for all Year 11 pupils who fulfil the course requirements. The school will admit external applicants up to capacity in Year 12 (180 places). External students will be admitted in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses. Applications must be made on the Sixth Form Application Form which is available from the school.

### **Information about applications in previous years**

Last year the governing body was able to offer places to all Catholic applicants and to a number of non-Catholic applicants whose parents wished them to have a Catholic education.

### **Application Procedures and Timetable**

All applicants **must** complete their local authority's e-admissions form (formerly called the CAF), which is available on the website of the local authority in which the family is resident. The e-admissions form must be completed by 31<sup>st</sup> October 2022. Applicants **should also** complete one of the school's **Supplementary Information Forms** attached to this policy, and return it to the school by 31<sup>st</sup> October 2022.

If you do not complete both the Common Application Form and the Supplementary Form and return them by the closing date, the governing body may be unable to consider your application fully and it is possible that your child will not get a place at the school. However, there are some categories for which a SIF is not required i.e. Foundation category number 6 and Community place applicants.

You will be advised of the outcome of your application by 1<sup>st</sup> March 2023 (offers sent to parents by post on 1<sup>st</sup> March 2023, on-line application results available on the portal during the evening), initially by a letter from your LA on our behalf. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

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

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances

### **Waiting Lists**

In addition to their right of appeal, unsuccessful candidates 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. Names are normally removed from the list at the end of the academic year.

### **Education, Health and Care Plans (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 Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school in their EHC Plan will be considered for admission.

## **ADMISSION POLICY FOR ENTRANCE TO THE SCHOOL IN SEPTEMBER 2023**

---

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

- a. '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). If your child is looked after or previously looked after please make sure the school is aware.
- b. '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 the purposes of this policy, it includes a looked after child who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).
- c. 'Adopted' An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).
- d. '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.
- e. '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).
- f. "Children of 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 CYTŪN 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.
- g. "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.
- h. The LA uses the Tribal Admissions & Transfers system to calculate the distance from your child's home (the start point) to the school (the end point). The system calculates the

## **ADMISSION POLICY FOR ENTRANCE TO THE SCHOOL IN SEPTEMBER 2023**

---

distance in miles to three decimal places. The routing database uses two dimensional maps. This means it does not take into account any contours or terrains.

- i. Tie-Breaker – distance will be used as a tie-breaker within each category  
Final Tie Breaker – applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order and places will be offered accordingly.
- j. Parent is defined as the parent or carer who has parental responsibility for the child
- k. Home address is defined as the place where the child lives for 50% or more of the week.