Admissions Policy for Catholic Secondary Schools in the Our Lady of Lourdes Catholic Multi-Academy Trust

School	Published Admission Number	Partner Primary Schools	Local Authority
All Saints' Catholic Voluntary Academy, Mansfield	192	St Philip Neri with St Bede's, Mansfield St Patrick's, Forest Town Holy Trinity, Newark St Joseph's, Boughton St Joseph's, Shirebrook Holy Family, Worksop (Hallam Diocese)	Nottinghamshire
Christ the King Catholic Voluntary Academy, Arnold, Nottingham	155	St Margaret Clitherow, Nottingham The Good Shepherd, Woodthorpe Sacred Heart, Carlton Holy Cross, Hucknall	Nottinghamshire
The Becket School, a Catholic Voluntary Academy, West Bridgford, Nottingham	175	Blessed Robert Widmerpool, Clifton St Edmund Campion, West Bridgford St Patrick's, Wilford Our Lady and St Edward's, Nottingham English Martyrs', Long Eaton	Nottinghamshire
The Trinity Catholic School, a Voluntary Academy, Nottingham	190	St Teresa's, Aspley, Our Lady of Perpetual Succour, Bulwell, St Mary's, Hyson Green St Augustine's, Mapperley	Nottingham City
St Bede's Catholic Voluntary Academy, Scunthorpe	150	St Mary's Catholic Academy, Grimsby St Augustine Webster, Scunthorpe St Bernadette's, Ashby St Norbert's, Crowle St Mary's, Brigg	North Lincs
St. Peter & St. Paul Catholic Voluntary Academy, Lincoln	112	St. Hugh's Catholic Primary, a Voluntary Academy, Lincoln Our Lady of Lincoln Catholic Primary School, a Voluntary Academy, Lincoln	Lincolnshire

This policy will apply to all admissions into year 7 for the academic year 2028-2029.

The Catholic academies listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They were 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 academies are conducted by the Our Lady of Lourdes Catholic Multi-Academy Trust as part of the Catholic Church in accordance with their trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As Catholic academies, we aim to provide a Catholic education for all our pupils. At a Catholic academy, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school'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 school. 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.

The Our Lady of Lourdes Catholic Multi-Academy Trust is the admission authority for all the schools within Trust all the schools in the Trust and is responsible for determining the admissions policy. On behalf of the Trust the admissions process is coordinated by the relevant Local Authority.

All decisions relating to admission applications will be taken by the local governing body of the school applied for.

Each academy gives priority within the oversubscription criteria to Catholic children attending their partner primary schools (as listed above).

ARRANGEMENTS FOR ADMISSION

Dependent on their place of residence parents/carers should consult their relevant home Local Authority website for full details of the admissions process, including information on the admissions cycle. Details are below:
Nottinghamshire: www.nottinghamshire.gov.uk
Nottingham City: www.nottinghamcity.gov.uk
North Lincs: www.northlincs.gov.uk
Lincolnshire: www.lincolnshire.gov.uk

APPLICATION PROCEDURE AND TIMETABLE

Applications must be made on the Common Application Form provided by your **home** Local Authority. Applications must be made to your **home** Local Authority by the national closing date of 31st October.

In addition, **all applicants wishing to apply for a place under a faith criterion** (**oversubscription criteria 1-6)** should complete the Supplementary Information Form. This form is available from the schools. The completed form, together with any required evidence, (see notes 3-8), should be returned by the national closing date of 31st October to each Catholic school for which a preference has been specified.

If you do not provide the information required in this form and return it to the academy, **with** all supporting documentation, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place.

ALL APPLICATIONS – HOW PLACES ARE ALLOCATED

The Local Authority forward details of all applicants to the relevant school local governing Body. Using the information on both the Common Application Form and the Supplementary Form, each school local governing Body draws up a ranked list using the oversubscription criteria listed below. The Local Authority then allocates places on behalf of the relevant school local governing Body up to the admissions number. When a place can be offered at more than one of the schools listed on your application, the Local Authority will offer a place at the highest preferred school where a place is available.

ADMISSION OF PUPILS OUTSIDE NORMAL AGE GROUP

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

Should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group **and** you should also submit a request for admission out of the normal age group. This request should be made in writing (including any supporting evidence) to the Chair of the Local Governing Body, c/o the school, at the same time as the admission application is made.

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 school, the school local governing body will take into account the views of the parents and of appropriate medical and education professionals.

A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child.

Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However, the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

LATE APPLICATIONS

Late applications will be administered in accordance with the Local Authority Secondary Coordinated Admissions Scheme within which the Academy is situated. You are encouraged to ensure that your application is received on time.

Nottinghamshire: Certain late applications submitted in the normal admissions round that are received by Nottinghamshire County Council after the closing date but before the date set by Nottinghamshire County Council for exceptional late applications will be treated as on time. Such applications will be from parents or carers who:

- have moved into Nottinghamshire; or
- can establish at the time of completing the form that there were exceptional reasons for missing the closing date and were, therefore, unable to meet the published closing date.

Governing Bodies will treat such applications as on time where it is practical to include them in their first ranking.

All other late applications for secondary school places received by Nottinghamshire Local Authority after the closing date will be dealt with after the offer day.

Nottingham City: Nottingham City Council and the Governing Body may be willing to accept applications which are received after the closing date but before the date set by the Local Authority for exceptional late applications, for example:

• a family returning from abroad
• a lone parent who has been ill for some time
• a family moving into Nottingham from another area
• other exceptional circumstances

Each case will be treated on its merits. Any preferences received by Nottingham City Council up to the date set by the Local Authority, with good reason for being late, and where appropriate, with the agreement of the Governing Body will be included in the first cycle of allocations and will be notified on the national offer day.

All other late applications for secondary school places received by Nottingham City Council after the closing date will be dealt with after the offer day.

IN YEAR APPLICATIONS – APPLICATIONS DURING THE SCHOOL YEAR

St Bede's Catholic Voluntary Academy, Scunthorpe, St. Peter & St. Paul Catholic Voluntary Academy, Lincoln, All Saints' Catholic Voluntary Academy Mansfield, The Becket School Catholic Voluntary Academy, West Bridgford, The Trinity Catholic School, A Voluntary Academy, Nottingham and Christ the King Catholic Voluntary Academy, Arnold all participate in their Local Authority's In-Year Coordinated Admissions Scheme. Details of the application process are available from the school and from the Local Authority, see below:

Nottingham:www.nottinghamcity.gov.uk
Nottinghamshire: www.nottinghamshire.gov.uk
North Lincs: www.northlincs.gov.uk
Lincolnshire: www.lincolnshire.gov.uk

If applying for a place on faith grounds you should also complete a Supplementary Information Form available from the academies.

For all schools once an application has been made, it will be passed to the school Governing Body for consideration.

Where there are places available but more applications than places, the published oversubscription criteria will be applied. If there are no places available, the child will be added to the academy's waiting list. You will be advised of the outcome of your application in writing within 15 school days of its receipt

If your application is refused, parents have a statutory right to appeal (see 'Appeals' below). The appeal should be lodged within 20 school days after the date of your refusal letter.

WAITING LISTS

Parents whose children have not been offered a place will be added to the school's Waiting List unless they have been offered a place a higher preference school.

Waiting Lists for admission for year 7 to year 11 will be maintained until the end of the academic year applied for and the child's name will remain on the Waiting List until that time unless the parents request the school to remove the child's name from the list earlier. Parents must make a further application for a school place in respect of a later academic year and if a place is not available, the child's name can be added to the Waiting List for that academic year.

Note:
Management of Waiting Lists for schools in N Lincs
North Lincolnshire Council maintain Waiting Lists year-round and do not require new applications to be made for places in a later academic year.
Management of Waiting Lists for schools in Lincolnshire
Lincolnshire County Council maintain Waiting Lists until the end of August and then it is passed to the school.

Waiting Lists are maintained in the same order as the oversubscription criteria listed below and not in the order in which applications are received or added to the Waiting List.

Any late applications will be added to the Waiting List in accordance with the oversubscription criteria and each added child will require the list to be ranked again in line with the oversubscription criteria, therefore your child's position on the Waiting List may change and a child's Waiting List position during the year could go up or down.

Inclusion on a school's Waiting List does not mean that a place will eventually become available.

APPEALS

If a child is not offered a place, parents/carers have a statutory right to appeal. This should be done by writing to the school setting out your grounds for appeal no later than twenty school days after the decision letter has been received. The appeal will be arranged on behalf of the school governing body by the Catholic Schools Appeals Service and will be heard by an independent panel. The decision of the panel will be binding on the school.

FAIR ACCESS PROTOCOLS

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. 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.

APPLICATIONS FOR TWINS AND MULTIPLE BIRTH PUPILS

In cases where there is one remaining place available and the next child on the Waiting List is one of a twin or of other multiple birth groups, then both twins (or all the siblings in case of multiple births) will be admitted even if this means that the Published Admission Number will be exceeded as long as the school local governing body decides that the education of pupils in that year group will not be detrimentally affected.

CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES) & RETURNING CROWN SERVANTS

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The Governors will not refuse a service child a place because the family does not currently live in the area.

FRAUDULENT INFORMATION

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

OVERSUBSCRIPTION CRITERIA

Where a school has more applications than places available the governing body will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

In accordance with legislation Pupils with an Educational Health and Care Plan (EHCP) (a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 which specifies the special educational provision required for a child) which names the school will be allocated a place first. This will reduce the number of places available.

1a. *Catholic children who are 'looked after' or who were 'previously looked after' including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted* **Notes 1 and 2* *that attend a partner primary school with a sibling*Note 8 on roll in years 7-11 at the proposed time of admission*

1b. *Catholic children who are 'looked after' or who were 'previously looked after' including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted*Notes 1 and 2 that attend a partner primary school*

1c. *Catholic children who are 'looked after' or who were 'previously looked after' including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted* **Notes 1 and 2* *that do not attend a partner primary school but who will have a sibling*Note 8 on roll in years 7-11 at the proposed time of admission*

1d. *Other Catholic children who are 'looked after' or who were 'previously looked after' including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted* **Notes 1 and 2*

2a. *Catholic children*Note 2 that attend a partner primary school with a sibling*Note 8 on roll in years 7-11 at the proposed time of admission*

2b. *Catholic children*Note 2 that attend a partner primary school*

2c. *Catholic children*[*Note 2]* *that do not attend a partner primary school but who will have a sibling*[*Note 8]* *on roll in years 7-11 at the proposed time of admission*

2d. *Other Catholic*[*Note 2]* *children*

3a. *Other children who are 'looked after' or who were 'previously looked after' including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted* [*Note 1]* *that attend a partner primary school with a sibling*[*Note 8]* *on roll in years 7-11 at the proposed time of admission*

3b. *Other children who are 'looked after' or who were 'previously looked after' including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted* [*Note 1]* *that attend a partner primary school*

3c. *Other children who are 'looked after' or who were 'previously looked after' including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted* [*Note 1]* *that do not attend a partner primary school but who will have a sibling*[*Note 8]* *on roll in years 7-11 at the proposed time of admission*

3d. *Other children who are 'looked after' or who were 'previously looked after' including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted* [*Note 1]*

4a. *Catechumens, Candidates and members of Eastern Christian Churches*[*Notes 3, 4 and 5]* *that attend a partner primary school with a sibling*[*Note 8]* *on roll in years 7-11 at the proposed time of admission*

4b. *Catechumens, Candidates and members of Eastern Christian Churches*[*Notes 3, 4 and 5]* *that attend a partner primary school*

4c. *Catechumens, Candidates and members of Eastern Christian Churches*[*Notes 3, 4 and 5]* *that do not attend a partner primary school but who will have a sibling*[*Note 8]* *on roll in years 7-11 at the proposed time of admission*

4d. *Other Catechumens, Candidates and members of Eastern Christian Churches*[*Notes 3, 4 and 5]*

5a. *Children of other Christian denominations whose membership is evidenced by a minister of religion*[*Note 6]* *that attend a partner primary school with a sibling*[*Note 8]* *on roll in years 7-11 at the proposed time of admission*

5b. *Children of other Christian denominations whose membership is evidenced by a minister of religion*[* Note 6]* *that attend a partner primary school.*

5c. *Children of other Christian denominations whose membership is evidenced by a minister of religion* [*Note 6]* *that do not attend a partner primary school but who will have a sibling*[*Note 8]* *on roll in years 7-11 at the proposed time of admission*

5d. *Other children of other Christian denominations whose membership is evidenced by a minister of religion* [*Note 6]*

6a. *Children of other faiths whose membership is evidenced by a religious leader*[*Note 7]* *that attend a partner primary school with a sibling*[*Note 8]* *on roll in years 7-11 at the proposed time of admission*

6b. *Children of other faiths whose membership is evidenced by a religious leader*[*Note 7]* *that attend a partner primary school*

6c. *Children of other faiths whose membership is evidenced by a religious leader*[*Note 7]* *that do not attend a partner primary school but who will have a sibling*[*Note 8]* *on roll in years 7-11 at the proposed time of admission*

6d. *Other children of other faiths whose membership is evidenced by a religious leader*[*Note 7]*

7a. *Children that attend a partner primary school with a sibling*[*Note 8] *on roll in years 7-11 at the proposed time of admission*

7b. *Children that attend that attend a partner primary school*

7c. *Children that do not attend a partner primary school but who will have a sibling*[*Note 8] *on roll in years 7-11 at the proposed time of admission*

7d. *Any other children*

In the event of oversubscription within any criterion allocation of places will be decided on distance measurements supplied by the Local Authority. Priority will be given to children who live nearest to the school. (See below)

***Nottinghamshire*:** Distance measurements will be taken in a straight line from the entrance to the child's home (as defined by the Local Authority) to the principal entrance to the main administrative building of the Academy. This will be calculated by using the County Council's computerised distance measuring software. In the event of needing to discriminate between pupils living in the same block of flats, where the County Council's computerised distance measuring software produces the same distance measurement, the lower the number of the flat the closer it will be judged to be to the school.
Nottingham City: Distance will be measured in a straight line (by a computerised geographical information system) from the centre of the school campus to a point at the pupil's home address identified by the Local Land and Property Gazetteer.
North Lincolnshire: The distance will be determined by measuring the shortest available route using the public road and path network from the pupil's home to the main school gate. The distance will be measured by using a computerised geographical information system (GIS). Pupils living in flats where the distance measures the same, priority will be given in ascending order of flat number/letter/floor.
Lincolnshire: Distance will be calculated by the Lincolnshire School Admissions Team and measured using the straight-line distance from home to school. The measurement is made electronically from the post office address point of the home to the post office address point of the Academy and is measured to 3 decimal points.

In year applications for: All Saints' Catholic Voluntary Academy Mansfield.

Distance measurements will be undertaken by the academy and will be measured in a straight line (using Google Maps) from the entrance to the child's home to the principal entrance to the main administrative building of the academy. In the event of needing to discriminate between pupils living in the same block of flats, where the distance measuring software produces the same distance measurement, the lower the number of the flat the closer it will be judged to be to the school.

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation the governors will admit the additional child above the Planned Admission Number.

NOTES (THESE FORM PART OF THE OVERSUBSCRIPTION CRITERIA)

1. 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.

2. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).

For a child to be ranked as Catholic within the oversubscription criteria evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, 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.

3. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will be evidenced by a certificate of reception into the order of catechumens or a letter of verification signed by the parish priest and stamped with the parish stamp.

4. 'Candidate' means a candidate for reception into the Catholic Church. This will be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.

5. 'Eastern Christian Church' 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 denominations' means children who belong to other churches 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 to 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 (CTE) and Churches Together in Wales (CYTUN) 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.

Evidence will be a Baptism Certificate, a Certificate of Dedication or a letter of verification confirming the membership of the child signed by the minister of religion for that church.

7. 'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at note 7 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.

This is evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification confirming the membership of the child signed by the faith leader of the community.

8. 'Siblings' means a child who lives as a brother or sister in the same house, including natural brothers or sisters with either one or both parents in common, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent'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. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit as the same address as that sibling.

(i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

(ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

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. Home Address: The governors of each school use the same definition as used by the Local Authority within which the school is located and these are set out below:

Nottinghamshire: The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of a foster parent(s) may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that the child's place of residence is permanent may also be sought and this should prove that the child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration. For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area a Unit postal address or quartering area address for a service child provided the application is accompanied by an official letter that declares a relocation date will be accepted.

***Nottingham City*:** The child's ordinary place of residence will be deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for

the child at the closing date for the receipt of the SCAF, i.e. 15 January. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child normally and habitually resides for the greater part of the week including weekends. If the child lives at two separate properties for an equal length of time, the ordinary place of residence will be deemed to be the address named on the Child Benefit letter. Informal residence agreements with family and friends will not be accepted unless there are exceptional circumstances, for which supporting evidence will be required.

North Lincolnshire: For admission purposes, the home address is where a child usually lives with their parent or carer. You must not give the address of a childminder or relative. Where a child lives with parents with shared responsibility, each for part of the week, the parents can choose which address to use on the application. If it is found that you have given a false address your child may lose their school place.

Lincolnshire: The home address is considered as the address where the child lives for the majority of term time with a parent (as defined in section 576 of the Education Act 1996). Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at two addresses during school term time with a parent, they can choose which address to use on the application. If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address. We do not take into an account an intention to move when considering a home address unless this is for members of the UK armed forces or a returning crown servant.