

**SUPPLEMENTARY INFORMATION FORM – 2018 - 2019
FOR CATHOLICS AND CATECHUMENS**

St Benedict’s Catholic College

PART ONE to be filled in by parents/carers

Name of child _____ Date of birth _____

Name of parents 1. _____ 2. _____
or carers

Home address _____

_____ Post Code _____ Tel. No. _____

Parish _____ Primary School _____

Church regularly attended _____

PART TWO to be completed and returned by your Parish Priest.

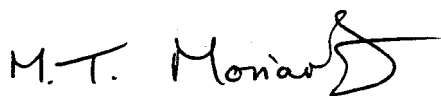
(You will need to provide the Priest with a baptismal certificate and a stamped envelope addressed to The Admissions Officer, St Benedict’s Catholic College, Norman Way, Colchester, CO3 3US)

Dear Father

We would be most grateful for your help in the Governors’ task of allocating places. We are oversubscribed and so it is important that we have accurate information upon which to base our decisions. To ensure priority is given in accordance with the admission criteria agreed by the Governors, please help us by filling in the section below.

Please answer all questions with yes or no.

Yours sincerely



Mary Moriarty - Chair of Governors

Is the young person named above a practising Catholic ? _____

Is the young person named above a Baptised Catholic? _____

Is the young person named above a catechumen? _____

Priest’s Name: _____ Parish: _____

Priest’s Signature: _____

Parish stamp:

Date: _____

ADMISSIONS CRITERIA for SEPTEMBER 2018

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

1. **Baptised Catholic looked after children and previously looked after children.*
2. **Baptised children who are stated by their Parish Priest to be practising Catholics[#], and for whom St Benedict's College is their nearest available Catholic school.*
3. **Children who are stated by their Parish Priest to be baptised Catholics and for whom St Benedict's is their nearest available Catholic school.*
4. **Other children who are stated by their Parish Priest to be baptised Catholics.*
5. *Looked after children and previously looked after children.*
6. *Children who are stated by their Parish Priest to be catechumens.*
7. *Members of Eastern Christian Churches who are stated by their Minister of Religion to be regular churchgoers, defined as at least once monthly attendance at Church services and who wish to receive their education in a Christian environment.*
8. *Practising Christians who are stated by their Minister of Religion to be regular churchgoers, defined as at least once monthly attendance at church services and who wish to receive their education in a Christian environment.*
9. *Any other applicants.*

Children with statements of special educational needs that name St Benedict's in the statement are required to be admitted.

In each of the above categories a prior preference will be given to those children who, at the time of application, have an older sibling attending the College in years 7 to 10. Sibling is defined as children who live as brother or sister, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters irrespective of place of residence.

Shortest straight-line distance from the College to the home address (measured using the Local Authority's Geographical Information System) will be used as a tiebreak when determining priority within any single category.

Where applications are for September admission to Year 7, **180** candidates will be offered places and a waiting list will be operated in strict accordance with the admissions criteria. Any applications received after the closing date will be added to the waiting list at the appropriate place in accordance with the admissions criteria if the LA determine that they could not reasonably have applied by the closing date. The waiting list will be held until the end of the Summer Term.

For mid-year applications (years 10 – 11) a supplementary information form must be completed and candidates will be considered in accordance with the admissions criteria up to a maximum of 168 in any year group. For mid-year applications for years 7 – 9 a supplementary information form must be completed and candidates will be considered in accordance with the admissions criteria up to a maximum of 180. A waiting list may be held and applicants will be added at the appropriate place in accordance with the admissions criteria. Names are normally removed from the list after 3 months and a new application must be made if the place is still wanted. Applications should be sent directly to St Benedict's College using the mid-year application form which can be obtained from Essex admissions website (www.essex.gov.uk/admissions) or by emailing admissions@stbenedicts.essex.sch.uk

*Catholic denotes a member of any Catholic Church that is in full communion with the See of Rome. When you present the accompanying Supplementary Information form you will be required by your Parish Priest to provide a Baptismal Certificate. St Benedict's is the nearest available Catholic School if the straight-line distance from the home address to the College is shorter than that distance to any other Catholic Secondary School.

'Practising Catholic' is defined as attendance at Sunday Mass weekly and on Holy Days (Sunday Mass includes the vigil Mass of Saturday)

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. Previously looked after children are children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

Supplementary Information Forms must be returned to the college by the closing date for applications, to be considered in applying the admission criteria.

The closing date for applications is that published by Essex LA for their coordinated admissions.

Statutory right of appeal: Where applicants are refused a place at the college, the letter of refusal will detail their right to appeal to an independent panel.