

# St Benedict's Catholic College



## Admissions policy

<b>Date reviewed</b>	Autumn 2024
<b>Date of next review</b>	Autumn 2025

## **Admission Arrangements for entry into Year 7 at the beginning of the academic year**

### **1 Making an Application**

- 1.1 The Admissions Authority for St Benedict's Catholic College is the Governing Body. During the normal admissions round, Essex County Council operates the co-ordinated admissions scheme which includes St Benedict's Catholic College. Parents wishing to apply for a place should submit applications online at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) and put St Benedict's Catholic College down as a preference on the common application form.
- 1.2 The local authority will manage late applications to St Benedict's Catholic College. The closing date for secondary school applications to Essex County Council is 31<sup>st</sup> October. Any application received by Essex County Council after this date will normally be treated as late.

### **2 Published Admissions Number (PAN)**

- 2.1 St Benedict's Catholic College has a PAN of 180 for entry into Year 7. If the number of applications exceeds the PAN, the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.
- 2.2 Children with an Education Health Care Plan that names St Benedict's Catholic College are required to be admitted.

### **3 Oversubscription Criteria**

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:

- 3.1 Looked after Catholic children and previously looked after Catholic children <sup>1</sup>
- 3.2 Catholic children  
*Catholic denotes a member of any Catholic Church that is in full communion with the See of Rome. A supplementary information form must be completed by the parent/carer and sent to the College with a copy of the baptismal certificate or equivalent proof of Catholicity* <sup>2</sup>
- 3.3 Looked after children and previously looked after children <sup>1</sup>
- 3.4 Children who are stated by their Parish Priest to be catechumens.  
*A supplementary information form must be completed by the parent/carer and sent to the college with a statement from the relevant Parish Priest to confirm that the child is a catechumen* <sup>2</sup>
- 3.5 Children who are members of Eastern Christian Churches  
*A supplementary information form must be completed by the parent/carer and sent to the college with a baptismal certificate or equivalent proof of Christianity* <sup>2</sup>
- 3.6 Christian children  
*A supplementary information form must be completed by the parent/carer and sent to the College with a copy of the baptismal certificate or equivalent proof of Christianity* <sup>2</sup>
- 3.7 Any other applicants

**1** A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 (see the definition in Section 22(1) of the Children Act 1989).

**2** 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.** Examples of 'equivalent proof' include a letter signed by the relevant Parish Priest / Minister of Religion – further information can be obtained by contacting the College's Admissions Officer - [admissions@stbenedicts.essex.sch.uk](mailto:admissions@stbenedicts.essex.sch.uk)

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. A relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address. Biological and adopted siblings will also be treated as siblings, 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.

#### **4 Waiting List**

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 Autumn Term.

#### **5 Mid-Year Applications**

Our Mid-Year Application Form and Supplementary Information Form, which can be obtained from the St Benedict's Catholic College website, should be completed and returned directly to St Benedict's Catholic College. 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.

#### **6 Appeals**

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.