



Mid-Year Pupil Transfer Application

Archbishop McGrath Catholic High School

Ysgol Uwchradd Gatholig Archesgob McGrath



Applying for Transfer to Archbishop McGrath Catholic High School

The Governing Body of the School is responsible for determining and administering the Policy relating to the admission of pupils to the School. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan trustees and its duty to the School and the Catholic community.

In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the Governing Body has delegated responsibility for determining admissions to its 'Admissions Panel', a sub-committee of the Board of Governors. The Admissions Panel will consider all applications without reference to the race, gender, ability, disability, social background or aptitude of the child.

This form should be used where a parent/carers seeks a transfer to Archbishop McGrath Catholic High School from another school.

You should not make an application using this form unless you have already discussed your intentions to transfer your child to Archbishop McGrath Catholic High School with the school your child currently attends / most recently attended. Once completed, the form should be sent, together with a letter outlining your reasons for seeking the transfer, and a certificate of baptism in the case of Catholic applicants, to **"The Admissions Manager, Archbishop McGrath Catholic High School"** at the address below. Emails should be sent to Keran.machin@amg.bridgend.cymru

Once your application has been received, in most cases you will be invited to visit the school and to discuss your application further with a member of the Senior Leadership Team and/or the Leader of Wellbeing for the year group. The school will on occasions contact the school currently attending in order to clarify any issues raised.

The Headteacher/Governing Body's Admissions Panel will consider each application with reference to the published Oversubscription Criteria (below) and any specific recommendation from the Head Teacher. The applicant will be notified via email of the decision whether or not to offer a place at the school.

In arriving at its decision, the school will be mindful of the current number of pupils in the school year concerned. Currently, this is restricted to 156/145/131 depending on Year Group (the "Admission Number") in agreement with BCBC and the Welsh Government. If the year group is full, the name of the applicant will be added to a waiting list unless you request otherwise. In the event that a place becomes available at a later date, the applications on the waiting list will be reviewed and the available place allocated with regard to the school's oversubscription criteria below. A prospective pupil's name will remain on the waiting list until the end of the academic year, when the list will be cleared. If you wish the name to be added to the waiting list for the following year, you will need to reapply.

Oak Tree Way, Brackla, Bridgend
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01656 815500
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Headteacher: Mr. D.A Howells BSc (Hons) NPQH

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Oversubscription Criteria and Order of Priority

Where the number of applicants for admission would exceed the Admission Number, places will be allocated in the following order of priority:

1. Baptised Catholic looked after and previously looked after children
2. Other Baptised Catholic children
3. Other Looked After and previously Looked After Children (see notes 2)
4. Catechumens and members of an Eastern Christian Church (see note 4)
5. Siblings of Baptised Catholic children who are currently attending Archbishop McGrath Catholic High School (see note 3&10)
6. Siblings of other children who are currently attending Archbishop McGrath Catholic High School (see note 10)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 8)
8. Children of other faiths whose membership is evidenced by a religious leader. (see note 9)
9. Other children for whom parents/carers seek a specifically Christian education (see note 11)

Notes

Notes (these notes form part of the oversubscription criteria)

1. An Individual Development Plan is a statutory plan made by the local authority under The Additional Needs and Educational Tribunal (Wales) Act 2018, specifying the special educational provision required for a child. Section 48 of the Additional Needs and Education Tribunal (Wales) Act 2018 requires the governing body of a maintained school in Wales to admit a child to the school if the school is named in the child's Individual Development Plan. Individual Development Plans will eventually replace all other statutory or non-statutory plans including any Statement of SEN. For the purposes of this policy, references to an Individual Development Plan also include any other plan currently in place which names the school.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and section 74 of the Social Services and Wellbeing (Wales) Act 2014, 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) and whom the local authority has confirmed will be looked after at the time of the child's admission to 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.

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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 the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

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 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.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

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 who are attending a Catholic Primary School at the time of application and for whom the parents/guardians continue to seek a specifically Christian education.

7. Children who are attending a Church in Wales primary school at the time of application and for whom the parents/guardians continue to seek a specifically Christian education.

8. "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 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 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.

9. "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 6 above and

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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.

10. 'Brother or sister' includes:

- 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.

11. A 'parent' means all parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

12. 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"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

Parents have a **right of appeal** against a refusal by the Governing Body to admit their child. If they wish to do so, they should put their appeal in writing to the Clerk to the Governors at the School within 14 days (10 working days) from the notification date. Appeals will be arranged, with an independent panel and conducted in accordance with the Schools Admissions Appeals Code.

Data Protection:

For all successful applications, the data contained in the application form will be stored on the school management information system and used for purposes outlined in the 'fair processes order'. Every effort is made to secure the accuracy and security of personal data held by the School. Under the Data Protection Act, individuals have the **right of access to personal information** held about them, and also the right for any errors to be corrected.

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The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the place was offered on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a child with a stronger claim or where a place was offered by the LA rather than by the admission authority in error.

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PLEASE ENSURE YOU HAVE READ THIS DOCUMENT IN ITS ENTIRETY **BEFORE** COMPLETING THIS FORM, AND THAT BOTH SECTIONS ARE COMPLETED.

SECTION 1 – Family Details

Child's Full Name: _____ **Male / Female**
(Block Capitals)

Date of Birth: ____/____/____

Year Group you are applying for _____

Please indicate to whom correspondence should be addressed:

Mr&Mrs/Mr/Mrs/Miss/Ms (Delete as applicable)

(A) Parents'/Guardians' Name & Address:

(B) Father/Mother's Name & Address: (If different from A)

_____ Postcode: _____

_____ Postcode: _____

Tel. (Day): _____

Tel. (Day): _____

Tel. (Eve): _____

Tel. (Eve): _____

email: _____

email: _____

Please indicate child's address (A or B): ☐ If child resides at both addresses, please indicate how much time at each address.

I wish to apply for my son/daughter to transfer to Archbishop McGrath Catholic High School, commencing _____ (Proposed date of admission).

I wish to apply under criteria number ☐ Mandatory

SECTION 2 - Information relating to the child

Name and address of school currently attending / most recently attended:

Have you discussed your request to transfer with the head teacher at your current / latest school?
YES / NO

Is the child in the care of the Local Authority? **YES / NO**

Does the child have an Individual Development Plan linked to their additional learning needs? **YES / NO**

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Does the child have a sibling already studying at Archbishop McGrath? **YES / NO**

If so, please provide the name of this pupil:

I can confirm that I have discussed this transfer with the school my child is currently attending.

Signature of Parent/Carer: _____ Date: _____

Please print name: _____

THIS SECTION TO BE COMPLETED BY THE ADMITTING AUTHORITY

Student to be accepted: Yes ☐ No ☐ (please tick)
____/____/____

Date application received: -

If 'no', reasons why:

Signature of Governing Body Representative: _____ Date: _____
____/____/____

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