



# Admissions Policy

<b>Formulated by:</b>	Mr B Davies, Assistant Headteacher
<b>Approved by:</b>	Full Governing Body 08.06.2021
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**Archbishop McGrath Catholic High School**

**Ysgol Uwchradd Gatholig Archesgob McGrath**



### **Admissions**

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 made in accord with the criteria set out on page 2 of this document, without reference to the race, gender, ability, disability, social background or aptitude of the child.

Having consulted with the LEA and others in accordance with the requirements of the law, the Governing Body has set its planned admission number at **131** pupils for the school year. Places in other year groups are also limited to **131**.

Parents/guardians wishing to apply for a place for their child for the **start of the academic year** must complete an application form in full, and return it to the school no later than the published Closing Date for applications. Please note that ALL applications **must** be submitted on this form and all applications will be considered at the same time

Letters will be dispatched on the published Common Offer Date, informing you of the decision of the Admissions Panel in respect of your application. Where the application is unsuccessful, the reason(s) will be stated clearly in the letter, and you will be provided with information as to how to appeal the decision. Applicants who are not accepted will be placed on the school's Waiting List. Applicants will remain on the Waiting List until the end of the academic year. In the event that places become available, the applicants on the Waiting List will be reviewed against the Oversubscription Criteria and offers made to fill available places.

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 School Admission Appeals Code.

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.

### **General:**

Archbishop McGrath Catholic High School is an English medium, mixed, voluntary aided secondary school. It serves the parishes of Our Lady's and St Patrick's (Maesteg), St Robert's (Aberkenfig), St Mary's (Bridgend), Our Lady Star of the Sea (Porthcawl) and St Joseph of Arimathea (Pyle).

The Schools Standards and Framework Act 1998, section 86, gives parents the right to express a preference as to which school their children attend.

## **Admissions - Oversubscription Criteria and Order of Priority**

Where the number of applicants for admission exceeds the Admission Number of **131** places available, places will be allocated to applicants in the under mentioned categories in the following order of priority:

1. Looked After, and Previously Looked After Baptised Catholic Children<sup>1</sup>
2. Baptised Catholic children.<sup>1</sup>
3. Other Looked After Children, and Previously Looked After Children
4. Siblings of Baptised Catholic Children who will be attending Archbishop McGrath Catholic High School at the time of admission.<sup>2</sup>
5. 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.
6. 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.
7. Siblings of other children who will be attending Archbishop McGrath Catholic High School at the time of admission.<sup>2</sup>
8. Other children for whom parents/guardians seek a specifically Christian education.

### **Notes**

1. Evidence of baptism must be submitted with the application form in all cases.
2. In this context, "siblings" would share a common mother or father, adopted mother or father, or form part of an established family unit. When allocating places if the last place is offered to a multiple birth child (e.g. a twin or triplet), the School will also admit the other sibling(s).

In circumstances where, for reasons of capacity, it is not possible to admit all the children within a particular category, preference will be given those whose homes are closest to the school as determined by the safest practicable walking route; this is determined using the current BCBC approved GPS system.

### **Transfers**

Archbishop McGrath Catholic High School is an English medium, mixed, voluntary aided secondary school in Bridgend County Borough. It serves the parishes of Our Lady's and St Patrick's (Maesteg), St Robert's (Aberkenfig), St Mary's (Bridgend), Our Lady Star of the Sea (Porthcawl) and St Joseph of Arimathea (Pyle).

The Schools Standards and Framework Act 1998, section 86, gives parents the right to express a preference as to which school their children attend.

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.

**A transfer form can be obtained from Archbishop McGrath Catholic High School. This form should be used where a parent / guardian 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 Head Teacher of 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 Panel, Archbishop McGrath Catholic High School" at the address below.

You will then be invited to attend an informal meeting with the Head Teacher (and possibly a member of the Governing Body) where the detail of your application, including your reasons for seeking a transfer, and the suitability of Archbishop McGrath Catholic High School in terms of meeting your child's needs, will be discussed. The 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 in writing of the decision of the Admissions Panel within 14 days of application.

In arriving at its decision, the Panel will be mindful of the current number of pupils in the school year concerned. Currently, this is restricted to 131 (the "Admission Number") in agreement with BCBC and the Wales Government. If there is no place available at the time of application, the name of the applicant will be added to our 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.

### **Transfers - 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:

9. Looked After, and Previously Looked After Baptised Catholic Children<sup>1</sup>
10. Other baptised Catholic children.<sup>1</sup>
11. Other Looked After, and Previously Looked After Children
12. Siblings of baptised Catholic children who are currently attending Archbishop McGrath Catholic High School. <sup>2</sup>
13. Siblings of other children who are currently attending Archbishop McGrath Catholic High School
6. Other children for whom parents/guardians seek a specifically Christian education.

### **Notes**

3. Evidence of baptism must be submitted with the application form.
4. In this context, "siblings" would share a common mother or father, adopted mother or father, or form part of an established family unit. When allocating places if the last place is offered to a multiple birth child (eg a twin or triplet), the School will also admit the other sibling(s).

In circumstances where, for reasons of capacity, it is not possible to admit all the children within a given criterion, preference will be given those whose homes are closest to the school as determined by the safest practicable walking route; this is determined using the current BCBC approved GPS system.

Notwithstanding the foregoing, and recognising the School's principal responsibility is to serve the Catholic population, it should be noted that the Governing Body reserves the right to admit Catholic applicants irrespective of the School Number.

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.

Relevant dates referred to in the foregoing can be found via the School's website or from the local authority website.

School's website: <http://www.archbishopmg.co.uk>

Local Authority website: <https://www.bridgend.gov.uk/residents/schools-and-education/school-admissions/apply-for-admission-to-school/>