

**LORETO COLLEGE
DETERMINED ADMISSIONS CRITERIA SEPTEMBER 2019
TO BE USED IN THE EVENT OF OVERSUBSCRIPTION IN YEARS 7 - 11**

As a Catholic school in the trusteeship of the Institute of the Blessed Virgin Mary, we aim to provide a Catholic education for all our pupils based on the vision and values of Mary Ward. At a Catholic school, 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 school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

- Priority 1 Baptised Catholic looked-after girls and previously looked after girls who have been adopted (or subject to Child Arrangement Orders or special guardianship orders) immediately following having been looked after.
- Priority 2 Baptised Catholic Girls with a Certificate of Catholic Practice with a sibling who is, or was, a pupil at the school.
- Priority 3 Baptised Catholic Girls with a Certificate of Catholic Practice who have a compelling social or medical reason for attending the school which is demonstrated by written evidence from a doctor, social worker, or other suitably qualified professional person.
- Priority 4 Baptised Catholic girls with a Certificate of Catholic Practice who attend the following primary schools in the city and district of St Albans: St Adrian's; St Alban and Stephen; St John Fisher; St Bernadettes, London Colney.
- Priority 5 Baptised Catholic girls with a Certificate of Catholic Practice who attend one of the feeder schools listed below at the time of application. In applying this priority the Governors will, provided there are sufficient applicants, allocate places so that the total number of places for each school, including those allocated under earlier priorities, is as indicated:

(i)	Sacred Heart, Bushey	5 places
(ii)	St Teresa's, Borehamwood	8 places
(iii)	St Joseph's, Hendon	8 places
(iv)	St Vincent's, Mill Hill	11 places
(v)	St Joseph's, Luton	7 places
(vi)	St Philip Howard, Hatfield	4 places
(vii)	Our Lady, Welwyn Garden City	4 places
(viii)	Pope Paul, Potters Bar	5 places
(ix)	Sacred Heart, Whetstone	5 places
(x)	St Robert Southwell, Kingsbury	4 places
(xi)	Our Lady of Lourdes, New Southgate	4 places
(xii)	St Catherine's, Barnet	4 places
(xiii)	St Theresa's, Finchley	4 places

In the event of there being insufficient places to meet the total required for this list the number for all schools listed will be reduced by one.

- Priority 6 Baptised Catholic Girls with a Certificate of Catholic Practice including those who met Priority 5, but did not get a place.
- Priority 7 Baptised Catholic Girls.
- Priority 8 Looked-after girls and previously looked after girls who have been adopted (or subject to Child Arrangement Orders or special guardianship orders) immediately following having been looked after.
- Priority 9 Any girls with a sibling who is, or was, a pupil at the school.
- Priority 10 Any other girl.

In the event of oversubscription within any of the above priorities the available places will be offered to those applicants living nearest to the school, see note (j) for details.

Explanatory Notes

- (a) The school's Published Admission Number (PAN) is 160 and the Governors aim to admit this number each year.
- (b) Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit children with a statement of special educational need that names the school. Statements are now being replaced by EHC (Education, Health and Care) Plans and girls who have an EHC Plan will be given priority over those considered under these criteria.
- (c) Places are allocated to looked after girls according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. Baptised Catholic looked-after girls will be prioritised under Priority 1, all other looked-after girls will be prioritised under Priority 8. The same priority will also be given to girls who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.

The following definitions shall apply:

A looked after girl is a girl 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 (section 22(1) of The Children Act 1989).

All Baptised Catholic children adopted from care who are of compulsory school age are eligible for admission under Priority 1, all other children adopted from care who are of compulsory school age are eligible for admission under Priority 8.

Child Arrangements Order - under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live

Special guardianship order – under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Priority 1.

Children who were not "looked after" **immediately** before being adopted, or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under Priority 1 or 8. Applications made for these children, with suitable supporting professional evidence, can be considered under Priority 3 (if Baptised Catholic).

- (d) Parents must complete the Local Authority Application form (the online application system can be accessed at www.hertfordshire.gov.uk/admissions). Parents should also complete the Governors Supplementary Information Form (Loreto Form A). This form is available from the school office or via the website www.loreto.herts.sch.uk/admissions/secondary-transfers/

Both these forms will supply the necessary information to establish eligibility under the criteria.

- (e) Applications under Priority 3 will be considered by the Governors Admissions Committee on the basis of the information submitted.
- (f) '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 this includes a looked-after child who is part of a Catholic family where a priest's certificate demonstrates that the child would have been baptised or received if it were not for their status as a looked-after child (e.g. a looked-after child in the process of adoption by a Catholic family).

- (g) Applicants applying under priorities 2, 3, 4, 5 and 6 must submit a Certificate of Catholic Practice (CCP). Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>
- (h) A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carers or partner or a child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household from Monday to Friday at the time of this application.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

- (i) In the event of oversubscription in any of the priorities distance, using the home school measurement system used by Hertfordshire County Council will be used as the tie break. Hertfordshire County Council's 'straight line' distance measurement system is used for all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBasePremium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences. In the event of two or more girls having identical distances the Governors, as the admitting authority, will admit above the published admission number. However, no further places will be allocated from the continuing interest list until the total number falls below the published admission number.
- (j) In the case of multiple births the Governors, as the admitting authority, will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at the school. However, no further places will be allocated from the continuing interest list until the total number falls below the published admission number.
- (k) Parents not offered a place under these criteria may ask to be included on the school's Continuing Interest list which will continue to operate until the end of Year 9. Any place(s) which become available after the National Offer Day will be offered to the girl(s) highest on the Continuing Interest list in accordance with the current admission criteria, excepting that schools listed in Priority 6 will not continue to have reserved places. The Hertfordshire County Council measurement system will continue to be used.
- (l) The school's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance* which states that "in general, children should be educated in their normal age group".

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

The school's governing body, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The governor's decision will be based upon the circumstances of each case including the view of parents, the

headteacher, the child's social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of the school.

- (m) Loreto College is part of the In-Year Applications scheme co-ordinated by Hertfordshire County Council and details of the system can be found in their published literature. In-Year applications must be made to Hertfordshire County Council (the online application system can be accessed at www.hertfordshire.gov.uk/inyear). Parents are also required to complete the Governors Supplementary Information Form (Loreto Form A) in order to supply the necessary information to establish eligibility under the criteria.

The county council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals.

- (n) When considering In-Year Applications Loreto College will comply with the Hertfordshire County Council Fair Access Protocols, details of which can be found in their published literature. Children admitted under HCC's Fair Access Protocol will be prioritised before children on Continuing Interest and can be admitted over PAN.
- (o) Parents have the right to appeal against non-admission. Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".