

LORETO COLLEGE

DETERMINED IN-YEAR ADMISSIONS CRITERIA

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 sibling who is, or was, a pupil at the school.
- Priority 3 Baptised Catholic girls 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. This will include children previously from abroad who were cared for by the state because he or she would not otherwise have been cared for adequately and subsequently adopted.
- Priority 4 Baptised Catholic girls.
- Priority 5 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 6 Girls with a sibling who is, or was, a pupil at the school.
- Priority 7 Girls 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. This will include children previously from abroad who were cared for by the state because he or she would not otherwise have been cared for adequately and subsequently adopted.
- Priority 8 Any other girl.

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 5. 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 5.

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 or 5.

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 5. 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/inyear). 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/applying-in-years-7-10/

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

Failure to return the Governors SIF (Loreto Form A) to the school will mean that the Governors will use only the information provided on the CAF (HCC Form), which may result in the applicant being assigned to a lower priority.

- (e) Applications under Priority 3 or 7 will be considered by the Governors Admissions Committee on the basis of the information submitted. Applications for children adopted but previously looked after abroad will be considered under these rules and accepted if the child's previously looked after status and adoption is confirmed. Hertfordshire's "Virtual School" will be asked to verify all such applications.
- (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 states 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) A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer 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.

- (h) 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 a 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.
- (i) 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.
- (j) Because the school is part of the HCC scheme for in year admissions, to remain on the Continuing Interest list a new in year application will need to be made to HCC at the end of each academic year. The Hertfordshire County Council measurement system will continue to be used.
- (k) 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.

- (l) 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 requested to complete the Governors Supplementary Information Form (Loreto Form A) in order to supply the necessary information to establish eligibility under the In Year Admissions criteria. Failure to return this form to the school will mean that the school will only be able to take into account information included on the CAF (HCC Form) and therefore may be assigned to a lower priority.

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.

- (m) 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.
- (n) 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".