

Christ the King Catholic High School

Admission Policy and Arrangements for 2011 - 2012

1. Christ the King is a Catholic Secondary School situated in the Archdiocese of Liverpool and is maintained by the Sefton Local Authority.
2. 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
 - the advice of the Archdiocesan Trustees on the nature and purpose of its duties
 - its duty towards the school and the Catholic community it serves
 - the Catholic character of the school and its Mission Statement
 - recognition of the Parish boundary
3. The school serves in the first instance baptised Catholic children living in the Parishes of Holy Family, Our Lady of Lourdes & St Joseph, Sacred Heart, St John Stone, St Marie, St Patrick and St Teresa.
4. Having consulted with the LA and others in accordance with the requirements of the law, the Governing Body has published its admissions limit at 210 pupils for the school year commencing September 2011.
5. Parents wishing to apply to Christ the King should complete:
 - (i) the Sefton application form, naming Christ the King. This form must then be returned to your child's primary school or Sefton's Admissions Service by the published date; **AND**
 - (ii) the supplementary information form required by the school. This form should be returned by the published date to Christ the King School, Stamford Road, Southport PR8 4EX. This information will be used to apply our over-subscription criteria and is important in determining offer of place.
6. Please note applications received after the closing date may not be considered. Please see notes – Section 4.
7. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications made in accordance with the criteria set out over the page, without reference to the ability or aptitude of the child.

Notes

Parents may wish to know that the number of applications received last year was 394 and that 205 were admitted under the admissions criteria:

Criterion 1	0	Criterion 6	26
Criterion 2	130	Criterion 7	8
Criterion 3	0	Criterion 8	14
Criterion 4	0	Criterion 9	0
Criterion 5	1	Criterion 10	26

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Admissions Criteria

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria

1. Baptised Catholic children who are in the care of the Local Authority (looked after children).
2. Baptised Catholic children living in the designated Parishes of Holy Family, Our Lady of Lourdes & St Joseph, Sacred Heart, St John Stone, St Marie, St Patrick and St Teresa.
3. Baptised Catholic children who have a brother or a sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit.
4. Other baptised Catholic children.
5. Children who are in the care of the Local Authority (looked after children) other than Catholic.
6. Children who are other than Catholic who have a brother or a sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit.
7. Children who are other than Catholic who attend Holy Family Catholic Primary School, Our Lady of Lourdes Catholic Primary School and St Patrick Catholic Primary School in Southport.
8. Children from other Christian denominations. Proof of Baptism in form of Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
9. Children of other faiths. An appropriate Minister of Religion would need to confirm in writing that the applicant is a member of their faith group.
10. Children whose parents express a preference for a place at the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to children living nearest to the school measured in a straight line distance from the front door of the house/flat to the main front door of the school as measured by the Local Authority.

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Admission Arrangements

1. All applications will be considered at the same time and after the closing date (detailed on the preceding page) agreed by the Admissions Committee.
2. Parents will be informed, by letter, of the decision of the Admissions Committee on 1st March 2011. If their application has been successful they are requested to confirm acceptance of the offer of a place by the published date.
3. If application has not been successful the letter will give reasons for the decision, will inform parents of their right of appeal and give guidance on how that appeal should be made.
4. A waiting list for all children who have not been offered a place at a higher choice school will be kept and will be ranked according to the Admission Criteria; parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the third term of Year 7.

Notes

1. For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Church will be required.

A Baptised Catholic is one who has been baptised into full communion with the Catholic Church by the Rites of baptism of one of the various ritual Churches in communion with the See of Rome (Cf. Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal registers of the church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: full name, date of birth, date of baptism or reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest, who after consulting with the Vicar General, 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.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

2. The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required – eg. child benefit payment address.
3. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.
4. Late applications (those received after the closing date) will only be considered alongside those received by the closing date under the following circumstances:
 - the family were unable to complete an application form before the closing date because they moved into the school's parish area after the issue of application forms OR
 - the family were unable to conform with admissions timetable because of exceptional circumstances which prevented the applications arriving on time – the circumstances must be given in writing and attached to the application form.

Parents must complete the Local Authority application form. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the supplementary form. If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application, on the basis of the applicant's baptism and/or membership of a faith community.

PARENTS MUST COMPLETE THE LOCAL AUTHORITY COMMON APPLICATION FORM AND SHOULD COMPLETE THE SCHOOL SUPPLEMENTARY FORM.