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# **St Ignatius College**

## **'Men and Women for others'**

### **Admissions Policy**

### **2018/2019**

## Introduction

St Ignatius College is a voluntary aided Catholic secondary College for boys in the trusteeship of the Society of Jesus (Jesuits), a Religious Order of the Catholic Church founded in 1540. The ethos and principles of the Jesuit approach to education are set out in the document '*The Characteristics of Jesuit Education*' (1987). It is part of the provision of Catholic education in the Archdiocese of Westminster and an apostolic work of the Society of Jesus.

The published admission number (PAN) for the school is 186 children. The Governing Body has sole responsibility for admissions to this school and intends to admit 186 children to Year 7 in September 2017. Priority will always be given to Catholic applicants.

## Interpretation of terms used in the Admissions Policy and Oversubscription Criteria

The following definitions have been set by the Diocese of Westminster with due regard to statutory legislation:

**'Adopted'**. For the purposes of this policy an adopted child is any child who has been formally adopted from care and whose parent/guardian can give proof of legal adoption.

**'Catholic'** a member of a Church in full communion with the See of Rome, including Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in who is in the process of adoption by a "Catholic family"

**"Certificate of Catholic Practice"** means a certificate given by the family's family priest (or priest in charge of the church where the family practices) in the form laid down by the Bishops' Conference of England and Wales.

**Child Arrangements Order"**. A child arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately prior to the granting of the order qualify under this category.

**'Special Guardianship Order'**. A special guardianship order is an order under the terms Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately prior to the granting of the order qualify under this category.

**'Looked after child'** has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

**Resident'** – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

## **Admission Criteria**

When the number of applicants exceeds the admission number, offers of places are made using the following criteria in order of priority:

1. Catholic “looked after” children and previously “looked after” Catholic children who have been adopted or made subject to child arrangements orders, or special guardianship order
2. Other “looked after” children and previously “looked after” children who have been adopted or made subject to child arrangements orders or special guardianship order
3. Baptised Catholic boys with a Certificate of Catholic Practice
4. Other Baptised Catholic boys
5. Any Other children

## **Exceptional Need**

The governors will give top priority in any category to children whose exceptional medical, social or pastoral needs justify a place at the school. To demonstrate an exceptional social or medical need, which can only be met at this school, the Governing Body will require compelling written evidence at the time of application, from an appropriate professional e.g. doctor, priest or social worker.

## **Oversubscription Criteria**

If the number of places available is oversubscribed in any one of the admission criteria, priority will be given to:

1. Catholic boys with a Certificate of Catholic Practice who will have a brother at St Ignatius College at the time of admission (September 2017). Brothers include blood siblings, adopted children and siblings by marriage (step-brothers) who reside at the same address.
2. Catholic boys with a Certificate of Catholic Practice who have a brother who was previously at St Ignatius College.
3. In the event of there being insufficient places to admit all candidates in any of the admission criteria detailed above, priority will be given to candidates with a Certificate of Catholic practice living nearest to the College, measured in a straight line from the child’s house. The distant measurement is carried out by the LA.
4. The Governing Body does not give priority under its admission criteria for twins, triplets or other multiple applications from one family for the same year group. If there are insufficient places available and one twin/sibling is offered the last place, the Governing Body will agree to exceed the published admission number and admit the additional child/children.

## **Supplementary Information Form (SIF)**

The supplementary information form (SIF) is used by St Ignatius College to assess whether an applicant meets the College's admissions criteria. If you choose not to submit the SIF, St Ignatius College will be obliged to give lowest priority to your application and may be unable to offer your son a place.

### **Religious Practice**

Applicants wishing to be considered under criterion 1 to 3 above should also provide the College with a copy of the child's Catholic baptismal certificate. If the certificate is not available, the applicant should indicate in writing the reasons for this being the case.

Applicants applying under criterion 2 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the diocesan website. Parents should fill in the top part of the form with their details and then take it to their parish priest (or the priest at the parish where they normally worship) for a signature. It is the parent's duty to ensure that the CCP is submitted to the College in good time. The priest will only sign the form if he knows you.

### **Parental Preference**

St Ignatius College will consider every application for a place in accordance with the admission criteria described in this document. The Governing Body is the Admissions Authority for the College.

### **Pupils with an Education, Health and Care Plan (EHC)**

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. All discussions regarding ability of the College to meet the child's needs must have taken place before the College is named in the plan. Once the College has been named the College must admit the child.

### **Application Procedure**

Boys transferring from Y6 at primary school to Y7 secondary school must do so through the London-wide co-ordinated admissions scheme. All applicants must submit the e-admissions online application to the boys Local Authority. However the CAF form is available upon request to the Local Authority.

In addition, applicants should complete the St Ignatius Supplementary Information Form (SIF) which is supplied in our prospectus. The SIF should be returned to the College by the closing date.

The e-admissions and SIF are available on our website. The deadline for both forms is, **31<sup>st</sup> October 2017**.

Applications received after this date will be considered after the initial allocation process has been completed (see late application below).

If you do not complete both the e-admissions and the SIF and return them by the closing date the Governing Body may be unable to consider your application fully and it is very unlikely that your child will get a place at the College.

Boys already in Yr. 7 at secondary school who wish to transfer to Y7 at St Ignatius College do so by following the procedure set out below in year admissions.

## **In Year Admissions**

Applications for In-Year admissions are made directly to the College. If a place is available and there is no waiting list, the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria above. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will re-rank the list and make an offer.

## **Children educated out of chronological age group**

Application may be made for a child to be educated out of his/her age group i.e. a 12 year old being admitted to a Year 7, a 17 year old to a Year 12 or any child admitted in-year to the year below their chronological age group. The applicant should write to the Chair of Governors at the time of application requesting that the child may be admitted out of his/her chronological age group.

## **Unsuccessful Applications**

If your child is not offered a place at the College, his name will normally be placed on a waiting list for admission to the College (see 'Waiting List' below).

If your child is not offered a place at the College you will be entitled to appeal to an independent panel. Details will be given in the letter of refusal. The decision of the panel is final.

## **Waiting List**

St Ignatius College has a waiting list of boys who have not been offered a place but whose parents express the wish for them to take up a place should one become available. If a place does become available all applicants are assessed in accordance with the entry criteria. Date of receipt of the application is not a factor. Boys who are on the waiting list will not be removed unless requested by their parent(s).

## **Late Applications**

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the College is oversubscribed it is very unlikely that late applicants will obtain a place.

## **Fair Access**

The College is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in the locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission

is requested under local protocol that has been agreed by both the Diocese and governing body for the current school year. The Governing body has this power even when admitting the child would mean exceeding the published admission number.

### **Change of details**

If any of the details on your form change between the date of application and the receipt of the letter of offer or refusal, you must inform the College immediately. If misleading information is given or allowed to remain on the form, governors reserve the right to withdraw the place, even if the child has started already.

### **Information and assistance**

St Ignatius College is committed to fairness and transparency in the way it operates its admissions procedures. Parents are invited to contact the College to obtain help in applying, especially if they are disabled or have difficulties of language or are not familiar with the admissions process.

### **Applications to Sixth Form**

Students transferring from Year 11 do not need to re-apply, but must meet the requirements for the courses for which they have applied. Please see Sixth Form entry requirements for the relevant year of entry. Applications from external students including girls are welcome and places will be offered up to maximum capacity. Applications should reach the school by the published closing date, and in the case of over subscription the same criteria will apply as for Year 7.

Further enquiries should be directed to the Head of Sixth Form. A Sixth Form Prospectus is available.

### **References**

Go Forth and Teach: 'The Characteristics of Jesuit Education' (1987) by Father Peter Hans Kolvenbach. Pub. Jesuit secondary Education Foundation can be found on Tuesday, 01 November 2016

<http://www.cheverus.org/document.doc?id=750>

<http://www.st-ignatius.enfield.sch.uk/school-info/admissions>

<http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/standard/publicationdetail/page1/dfes%200581%202001> (SEN)

<http://www.gov.uk/government/publications/school-admissions-appeals-code>

### **ACKNOWLEDGEMENTS**

Diocese of Westminster Education Service

