



# **St Ignatius College**

'Men and Women for others'

## **Admissions Policy**

### **2020/2021**

For Admissions September 2020

## 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 2020. Priority will always be given to Catholic applicants.

## Oversubscription Criteria

When the number of applicants exceeds the published 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 arrangement orders, or special guardianship orders.
2. Baptised Catholic boys with a Certificate of Catholic Practice (CCP).
3. Other baptised Catholic boys
4. Other "looked after" children and previously "looked after" children who have been adopted or made subject to child arrangement orders or special guardianship orders.
5. Baptised boys by Eastern/Orthodox Churches where the application is supported by a baptism certificate or a certificate of reception and Catechumens with a certificate of entry into the order of Catechumens.
6. Boys from Christian families where application is supported by a baptism certificate, or a letter from the Minister of religion confirming membership of the Parish Community.
7. Boys of families from other faiths where the application is supported by a letter from a religious leader of the faith confirming membership of the faith community.
8. Any other boys.

## Priorities

If the number of applicants exceeds the places available in any one of the oversubscription criteria, priority will be given in the following order:

1. 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.

2. Catholic boys with a Certificate of Catholic Practice who will have a brother (or sister in the sixth form) at St Ignatius College at the time of admission (September 2020). Brothers include blood siblings, adopted children and siblings by marriage (step-brothers) who reside at the same address.
3. Catholic boys with a Certificate of Catholic Practice who have a brother (or sister in the sixth form) who was previously at St Ignatius College.

In the last 3 years St Ignatius College has been pleased to admit children from all categories.

### **Distance Tie Break**

Where there are more applications within a criterion than spaces available the tie-break will be used. Priority will be given to candidates living nearest to the College, measured in a straight line from the child's house. The distance measurement is carried out by the LA. Measurements for the final allocation process will be calculated by the admissions IT system using AddressBase Premium, which provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. It is a straight line measurement and does not take into account the actual or expected route a child will travel to school. Where the local authority provides measurements for voluntary aided, foundation schools and academies, the same system will apply.

### **Multiple Births**

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 oversubscription criteria. If you choose not to submit the SIF, St Ignatius College will be obliged to apply the oversubscription criteria using the information given on the Common Application Form (CAF) only, which may result in your application being given a lower priority.

### **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 by the closing date. Parents should obtain the Certificate from their parish priest (or the priest at the parish where they normally worship). It is the parent's duty to ensure that the Certificate of Catholic Practice is submitted to the College in good time. The priest will only provide the Certificate 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 (EHCP)**

The admission of pupils with an Education, Health and Care Plan (EHCP) 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 EHCP you must contact your local authority SEN officer. Once the College has been named the College will 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 form is available on the LA website and the SIF are available on our website. The deadline for both forms is, **31<sup>st</sup> October 2019**.

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 Y7 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**

All In-Year transfers are processed through Enfield Schools Admissions Service (ESAS). Once processed, ESAS will send details to the Admissions Officer at St Ignatius College. If a place is available and there is no waiting list, parents and the student will be invited to the College for interview. 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 above or 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 Application Form is available on the website or directly from the College.

## **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 or reception into the Catholic Church. It also includes a child who is in the process of adoption by a “Catholic family”

**“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>

**“Children of other Christian denominations”** means: children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principal has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

**Definition of “Children of other faiths”** means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in a supreme being through worship.

**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.

## References

Go Forth and Teach: 'The Characteristics of Jesuit Education' (1987) by Father Peter Hans Kolvenbach. Pub.

<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

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