



GUNNERSBURY CATHOLIC SCHOOL

ADMISSIONS POLICY FOR YEAR 2020-2021

Gunnersbury is a voluntary aided Catholic School for boys under the trusteeship of the Archdiocese of Westminster (with girls admitted into the Sixth Form). We seek to provide a high quality Catholic education for all our pupils. As 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.

Gunnersbury Catholic School was established by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria detailed in this policy. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

Application for admission must be made to the applicant's home Local Authority (LA) on the Online Application Form **AND** to the School on the school's Supplementary Information Form. The closing date for the return of the SIF is **31 October 2019**. The final date for your local authority to receive the Online Application Form is **31 October 2019**. Notification of application outcomes will be sent out by the LA on **1 March 2020**. If you do not complete the school's Supplementary Information Form and return it by the closing date, the governing body may be unable to consider your application under the faith criteria.

Year 6/7 Transfer

The published admission number for the School is 184 pupils per year. Any admissions in excess of this limit will be detrimental to the quality of education provided, including impacting upon the welfare and safety of pupils within the school.

The 184 Applications shall be distributed across the following Deaneries:

Ealing	Hounslow	All Other Deaneries	Kensington & Chelsea & North Kensington	Hammersmith & Fulham	Upper Thames	Grouped Deaneries
30%	30%	2%	4%	9%	9%	16%

The Grouped Deaneries are: Brent, Marylebone, Harrow, Hillingdon, and from Southwark the Mortlake Deanery.

Your Parish Priest will be able to tell you which Deanery you live in and maps are available on the School Website www.gunnersbury.com (at the end of the Admissions Criteria link) and at the School.

Oversubscription Criteria

Where there are more than 184 applications, applications shall be processed as follows:

Category One: Catholic 'looked after' children and Catholic children who have been adopted, or made the subject to child arrangements orders or special guardianship orders immediately having been looked after. (See Appendix 1 and 2)

Category Two:

Baptised Catholic children with a Certificate of Catholic Practice. (See Appendix 2 and Appendix 3)

Category Three:

Other Baptised Catholic children. (See Appendix 2)

Category Four: Other 'looked after' children and children who have been adopted (or made the subject to child arrangements orders or special guardianship orders) immediately having been looked after. (See Appendix 1)

Category Five: Children from other Christian denominations including Eastern Orthodox. (See Appendix 4)

Category Six: Any other applicants

Across the Deaneries Category One pupils shall be considered first, Category Two students second, Category Three students next and so on until finally any remaining places are allocated to Category Six pupils. In the event that all of the applicants from a Category within a Deanery should receive a place any remaining places shall be cascaded on to the next Deanery to be allocated to pupils of the same Category.

Should there be insufficient places for each applicant of a specific Category priority shall be given within a Deanery on the following basis:

Priority One: Those with a sibling on role in the school, or in the Sixth Form (not Sixth Form attendees from our Consortium Schools – Appendix 6) who will be attending Gunnersbury at the time of admission.

Priority Two: Children with a parent employed by Gunnersbury Catholic School for two or more years at the time of application.

Priority Three: Those resident (Appendix 5) closest to the school. Applicants' proximity to the school is determined by the local authority whose systems establish the distance from home to school using the '**shortest designated route**' as detailed on the local authority's guidance below:

For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the route from home to school has been measured using the "shortest designated route".

It starts from a point of measurement in the "foot print" or "seed point" of the home address. The foot print or "seed point" is provided by Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority.

From the "foot print" or "seed point" the route firstly connects to the nearest point of the digitised network namely the road on which the house is situated. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system.

The digitised network is constructed from road data supplied by Ordnance Survey called the Integrated Transport Network (ITN). The Integrated Transport Network has been accurately digitised to measure along the centre of road.

The network starts from a point in the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number.

The shortest designated route is established using an algorithm within the bespoke software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions (www.highermappingsolutions.com). This programme integrates with the LA's database (ONE) which is supplied by Capita Children's Services (www.capita-cs.co.uk).

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.

Where the final place is offered to a child who has a twin/triplets etc. applying for a place in the same school year, each of these will be admitted.

In the event of a tie-break situation, where two or more applicants for the last remaining place/s, have equal priority with equal distance measurements, lots will be drawn to determine which applicant should be offered the place.

Children educated out of their chronological age group

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application, i.e. **Sept – Oct 2019**. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

Educational Health and Care (EHC) Plans

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. Children with this school named in their EHC Plan will be admitted to the school.

How Places Were Offered Last Year

Applications received from Catholic families: 741; Places Offered: 184; Appeals Lodged: 20; Successful appeals: 0. For the past five years there have been no remaining places for applicants beyond Category 2.

Right of Appeal

Applicants who are not offered a place at Gunnersbury have a right of appeal to an Independent Appeals Committee, in accordance with the School Standard and Framework Act 1998. Details of the procedure can be obtained from the School's Admissions Secretary.

Fair Access Protocols

The school is committed to taking its fair share of Catholic children who are vulnerable and/or hard to place, as set out in 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 any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has the power even if admitting the child would mean exceeding the published admission number.

Waiting List

In addition to their right of appeal, unsuccessful candidates at Year Six into Year Seven transfer will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria above. If a place is returned to the school it will be offered to the next child on the Waiting List from the Deanery to which the place was returned. The Pan London Adjudicator has agreed that families who did not put Gunnersbury as one of their preferences in October are able to make a second application after offers have been made by the Local Authority. Each second application will be considered by the Governors under the Admissions Criteria and the child's name placed on the waiting list appropriately. A child's position on the waiting list within each Deanery will change if parents withdraw their child's name from the list or if names are added at a later stage. The list will be maintained until the end of the academic year. At the end of the year waiting list applicants will be contacted by the school to establish if they wish to remain on the list for the following year. The list shall be reordered accordingly and in line with the over-subscription criteria current at that point in time.

Sixth Form Admissions

In addition to places reserved for the School's own pupils, the governors propose to admit a minimum of 15 external students annually to its Sixth Form, provided that they meet the required, school determined, academic qualifications for their chosen course. The course entry requirements may be found within the prospectus packs. The school welcomes applications to the 6th Form from pupils, boys and girls, from other institutions.

Application must be made on the Sixth Form application Form and an offer of a Sixth Form place is conditional on the school being able to provide a course suited to the applicant's age, ability, aptitude and educational needs. In the event of more applicants meeting the requirement for entry than places available the main school oversubscription categories and priorities will be invoked.

Criteria for In-Year Admissions

In Year Admissions are made directly to the school. Applicants should contact the school office. The in-year Supplementary Application form and Certificate of Catholic Practice Form will be given to the applicant. If there are places available the pupil shall be allocated a place by the Governing Body. In the event that there are more applicants than places then priority shall be given to pupils in accordance with the over subscription method used to prioritise applications for Year 6/7 Transfer. Applicants must also complete the Local Authority Secondary In-Year Online Application Form which should be returned to Hounslow Local Authority. Notification of the outcome of the application will be made by the Local Authority.

The opportunity to be placed on a waiting list shall also be given. The waiting list is prioritised according to the over subscription criteria. At the end of an academic year those applicants wishing to remain on the waiting list must notify Gunnersbury Catholic School Admissions Committee in writing.

A child's position on the waiting list will change if parents withdraw their child's name from the list or if names are added at a later stage. If a vacancy should arise in the admission year group, the School will make an offer to the parent of the child whose name is at the top of the waiting list for that year group.

Appendices

Appendix 1

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).

Adopted Child - 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.

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 of the 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.

Appendix 2

'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, it includes a looked after child who is part of a Catholic family where a letter from a priest 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).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

Appendix 3

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 a 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>] by RCDOW.

Appendix 4

"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 principle 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 CYTÛN 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.

Appendix 5:

Resident – A child is deemed to be resident at a particular address when he resides there for more than 50% of the school week. If a child's residence is split equally, it will be required for parents to determine which address is their primary residence.

Appendix 6

Sixth Form Consortium Schools are St Marks in Hounslow and Gumley House in Isleworth.

Further Definitions:

- Parent** The adult or adults with legal responsibility for the child.
- Sibling** A brother or sister to include step brothers and sisters, half brothers and sisters or adopted brothers and sisters that live at the same home as the child.
- Family** Those who live at the residential address of the parent/legal guardians who are submitting an application for a place on behalf of a child. Where the admission arrangements refer to “practising Catholic families”, it is sufficient for just one parent to attend.

FINAL

PROTOCOL ON ADMISSIONS PROCEDURES 2020-21

1. The Admissions Authority is the Governing Body of Gunnersbury Catholic School. All applicants must complete and return an Online Application Form to their Local Authority by 31 October 2019.
2. In addition parents should complete a Supplementary Information Form (SIF), which is available from Gunnersbury Catholic School. For those families wishing to be considered under Category 2 of the Oversubscription criteria a completed Certificate of Catholic Practice form must also be returned to the school. Both the Supplementary Information Form and the Certificate of Catholic Practice should be returned to Gunnersbury Catholic School by 31 October 2019. Late submission of these forms may jeopardise your chance of obtaining a place at Gunnersbury Catholic School for your child. If parents do not return the Supplementary Information Form and Certificate of Catholic Practice Form (for those wishing to be considered under Category 2 of the Oversubscription Criteria) the governors may be unable to consider your application under the faith criteria.
3. The Certificate of Catholic Practice Form can be obtained from the parish where the family normally worships and is also available on the Diocese of Westminster website at www.rcdow.org.uk/education and should be returned directly to the school once completed by the family and priest.
4. Late applications for secondary transfer (after the 31 October 2019 closing date for the Online Application Form and the Supplementary Information Form) will only be considered after 1 March 2020.