



St Boniface's Catholic College.

# ADMISSIONS POLICY

## 2018-2019

Date agreed by Personnel Committee	18 January 2017
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Key notes – admission arrangements 2018/19		
School name	St Boniface's RC College (Boys)	
Admission authority	The governing body of St Boniface's RC College	
School status	Academy, Member of the Plymouth Catholic and Anglican Schools Trust (CAST)	
Catchment area	No	
Supplementary Information Form	Yes – faith grounds	
Application forms available online	<a href="http://www.plymouth.gov.uk/schooladmissions">www.plymouth.gov.uk/schooladmissions</a>	
	Normal point of entry – Y7	In-Year admission
Age range for application	1 September 2006 - 31 August 2007	Any admission other than the normal point of entry in years 7-11
Application period	5 September 2017 – 31 October 2017	From 1 September 2018
Offer date	1 March 2018	Within 20 school days of application receipt
Published admission number	136	Unless otherwise agreed, the published admission number at the normal point of entry applies to each year group as it moves through the school

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## ADMISSIONS POLICY 2018-19

The Governing Body of St Boniface's RC College is the admission authority for St Boniface's RC College. St Boniface's RC College will comply with provisions within the School Admissions Code and the School Appeals Code available at [www.gov.uk/government/collections/statutory-guidance-schools](http://www.gov.uk/government/collections/statutory-guidance-schools).

The admission arrangements outlined within this document apply to St Boniface's RC College in the 2018/19 academic year. This policy should be read in conjunction with the Secondary and In-Year Co-ordinated schemes of admission available at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions).

Any parent who makes an application is presumed to want their son to benefit from the specifically Christian ethos of the College. This does not affect the rights of parents who are not of the Catholic faith to be considered for a place.

### SECTION I

#### (i) Secondary admissions (normal point of entry)

The admission arrangements outlined in this section apply to children starting in Year 7 for the first time in 2018/19. The published admission number (PAN) for this year group is 136. The closing date for applications is 31 October 2017. Allocation results will be notified on 1 March 2018 (or the next working day where 1 March is not a normal working day). St Boniface's RC College follows Plymouth City Council's co-ordinated secondary admissions scheme available at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions).

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to their home local authority.
- (ii) In addition, applicants should complete the school's own supplementary information form or provide their baptism certificate if the application is made on faith grounds.

If you only complete the Local Authority form your application will be valid, but the school may not be able to rank your application against their admission criteria. If you only complete the school's form your application will not be valid and will not be considered.

#### (ii) In-Year Admissions

The admission arrangements outlined within this section apply to in-year admissions for St Boniface's RC College in the 2018/19 academic year.

An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason. Requests for admission to Year 7 made after the normal round of admissions – after 31 August 2018 – and requests for places in other Year Groups should be made direct to Plymouth City Council.

Parents are entitled to request a change of school at any time during the year but, except where noted below, the change of school will only take place at the beginning of term 1 in September, term 3 in January or term 5 in April unless:

<sup>1</sup> At the time of determination, St Boniface's RC College purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider

- the child is moving to a new address normally served by a different secondary school or;
- there are significant medical or social reasons supported by a medical practitioner or other professional why an immediate transfer is required or;
- a child is taken into care or accommodated and the change is supported by a letter from a social worker

If the base school (the current school) is within Plymouth, that school will be notified of the parent/carer's request to transfer out of the school. When an allocation is made for a future term start date, the school that the child attends as the base school may agree an earlier transfer date with the receiving school if both feel it to be in the child's best interest.

With the exception of a child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), all applications will be considered under Plymouth City Council's Fair Access Protocol.

Application should be made via Plymouth City Council<sup>1</sup> at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions). St Boniface's RC College follows Plymouth City Council's local co-ordinated in-year admissions scheme available at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions).

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to Plymouth City Council<sup>1</sup>.
- (ii) In addition, applicants should complete the school's own supplementary information form or provide their baptism certificate if the application is made on faith grounds.

If you only complete the Local Authority form your application will be valid, but the school may not be able to rank your application against their admission criteria. If you only complete the school's form your application will not be valid and will not be considered.

Unless otherwise agreed, the published admission number applies to each year group as it moves through the school. Offers should be made within twenty school days of the application submission date.

## SECTION 2

### **Oversubscription criteria for St Boniface's RC College for normal point of entry and in-year admissions**

A child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN) which names the school will be admitted.

Where there are fewer applicants than the PAN, all children will be admitted unless they can be offered a higher ranked preference. In the event that the Academy is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

- 1. Looked after children and all previously looked after children.** A 'looked after child' is a child 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- 2. Baptised boys who regularly practise their faith.** Evidence required is the baptism certificate plus a priest's signature on the supplementary information form (SIF). Catechumens will also be considered under this criterion.
- 3. Other baptised Catholic boys.** Evidence required is a baptism certificate only.

<sup>1</sup> At the time of determination, St Boniface's RC College purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider

4. **Boys attending a feeder school.** A feeder school is any Catholic Primary School.
5. **Practising members of other Christian Churches.** Evidence required is the signature of the vicar or minister of the church they attend. The signature on the SIF will confirm that the family are known to practice their religion.
6. **Any other Christian boy who can provide evidence of baptism.**
7. **A boy who is a member of another recognised faith** whose SIF is signed by a senior leader of that faith confirming membership.
8. **All other boys.**

**Notes:**

**A Catholic Child** is a child baptised according to the rites of the Roman Catholic Church.

**Another recognised faith community** is a world recognised faith such as Islam, Judaism, Buddhism and Hinduism.

**Appeals:** In the event that an applicant is denied a place at the school, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Plymouth City Council's School Admissions Team.

**By Catechumen** we mean a child enrolled on the rite of Christian Initiation of Children (RCIC) programme. This will be verified by the parish priest or the person leading the programme.

**Home address:** Any allegations received by the admission authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Schools have been advised by Plymouth City Council to ask parents to provide proof of residence (for example utility bills) before admitting a child. Plymouth Local Authority (LA) will also carry out checks as appropriate<sup>1</sup>. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

**Multiple births:** Defined as children of multiple birth (including those born within the same academic year cohort). We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).

**Parent means:**

- any natural parent
- any person who although not a natural parent, has parental responsibility for a child
- any person who, although not a natural parent, has care of the child

**Parents seeking a place for their child outside of their normal age group:** To make an application for admission out of age cohort, please include a letter to accompany your Supplementary Information form explaining the reason for this request (for example, for a gifted and talented child, or a child who has experienced ill-health). To support such an application, documentary evidence should be submitted. These applications will be reviewed by the Governors Admission Committee.

**Practising** means attending Mass weekly for Roman Catholic families. Parents will indicate their parish on the college's supplementary information form (SIF). A priest's signature on the SIF will be the required evidence for regular practice.

For members of other Christian Churches or other recognised world faiths practising means regular attendance at Church or other place of worship. Parents will indicate their parish/place of worship on the college's supplementary information form (SIF) A Vicar's, Priest's or Leaders signature on the SIF will be required as evidence of regular practice.

<sup>1</sup> At the time of determination, St Boniface's RC College purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider

**Response:** Parents/carers must respond to an allocation of a school place within two weeks of the date of notification of availability of a school place. Response must be made to Plymouth City Council. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

**Sibling:** means children living in the same household. Typically this will be brother(s) and sister(s) or children with the same person having parental responsibility.

**Tie-breaker:** In any situation the application of the above criteria results in more children with an equal right to admission to the school than the number of available places within a single criterion, places will be allocated in the following order:

1. Brothers of pupils who will be on roll in September 2018.
2. Final tie-break will be made by a lottery. The names of all those with an equal right to admission will be allocated to numbered counters. These will then be drawn and the order in which they are drawn will give the order of priority for the allocation of the places available. The places will be allocated, in order, up to the number of places available. This process will be carried out under the supervision of an independent observer.

**Definitive tie-breaker:** In the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of Plymouth City Council<sup>1</sup>.

**Waiting lists:** If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2018 in respect of the normal point of entry. Any vacancies that arise will be allocated to the child at the top of the waiting list.

From the commencement of the September term in 2018, the in-year admissions scheme applies and the waiting list procedure will change in that parents will be asked to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date.

## FEEDER SCHOOLS

Secondary School	Feeder primary schools
St Boniface's RC College	Plymouth: Cathedral School of St Mary's RC Holy Cross RC Keyham Barton RC St Paul's RC St Peter's RC St Joseph's And any other Catholic primary school

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## SECTION 3

### Sixth form admissions

The admission arrangements outlined within this document apply to admissions to the sixth form at St Boniface's RC College in the 2018/19 academic year. The arrangements apply to children transferring from Year 11 in a secondary school to Year 12 in a secondary school.

Where a school operates a sixth form, students are normally accepted from other school bases as long as the school has capacity and the applicant meets the relevant admission criteria. Each school will have a different application timetable and number of places to offer. Applications should be made direct to the school.

The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number if the student's chosen course is not full.

The admission arrangements apply equally to those seeking admission from year 11 within the school to those seeking transfer from other schools. All those seeking admission to Year 12 must achieve the necessary grades for access onto the courses they have chosen.

The level of academic attainment required for entry to A Level, BTEC and other Level 2 course requires that students should have a grade point average, from the best eight subjects taken, of 5 or above, to include English and Mathematics.

Entry to A Level and BTEC courses requires that students should have a grade point average, from the best eight subjects taken, of 5 or above, to include English and Mathematics. For most subject areas on the sixth form curriculum a points score of 6 in the relevant subject at GCSE is a prerequisite. In some cases Curriculum Leaders may make conditional offers to students who have not achieved a point score of 6. The entry to courses is at the discretion of the Curriculum Leader.

Entry onto Vocational courses demands a minimum point score of 3 (grade E, or equivalent) preferably to include English and Mathematics.

All existing pupils who seek a place and have the required qualifications for a course we offer will be given a place in our Sixth Form.

Those not already in attendance at St Boniface's Catholic College who seek to join us for Sixth Form study and who have the necessary qualifications for a course we offer will be admitted subject to the availability of places. If there are more qualified applicants than available they will be prioritised using the following criteria:

### Admissions Arrangements for September 2018

**1 Looked after children and all previously looked after children.** A 'looked after child' is a child 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

**2.1 Baptised Catholic children who regularly practise their faith.** (Evidence required is a baptism certificate plus a priest's signature on the Supplementary Information Form (SIF). Catechumens will also be considered under this criterion.)

**2.2 Other baptised Catholic children.** (Evidence required is a baptism certificate only.)

**3 Siblings of students who will be on role in September 2018.**

**4 Practising members of other Christian Churches.** (Evidence required is the signature of the vicar or minister of the Church they attend. This signature on the SIF will confirm that the family are known to practise their religion.)

**5 Other students.**

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## **NOTES:**

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**Appeals:** In the event that an applicant is denied a place at the school, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Plymouth City Council's School Admissions Team.

**By Catechumen** we mean a child enrolled on the rite of Christian Initiation of Children (RCIC) programme. This will be verified by the parish priest or the person leading the programme.

**Home address:** Any allegations received by the admission authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Schools have been advised by Plymouth City Council to ask parents to provide proof of residence (for example utility bills) before admitting a child. Plymouth Local Authority (LA) will also carry out checks as appropriate<sup>1</sup>. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

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**Tie-breaker:** In any situation the application of the above criteria results in more children with an equal right to admission to the school than the number of available places within a single criterion, places will be allocated in the following order:

1. Brothers of pupils who will be on roll in September 2018.
2. Final tie-break will be made by a lottery. The names of all those with an equal right to admission will be allocated to numbered counters. These will then be drawn and the order in which they are drawn will give the order of priority for the allocation of the places available. The places will be allocated, in order, up to the number

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of places available. This process will be carried out under the supervision of an independent observer.

**Definitive tie-breaker:** In the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of Plymouth City Council<sup>1</sup>.

**Timetable for application:**

School name	Year 12 PAN (excluding those transferring from the schools own Year 11).	Application date	Normal notification date	Late applications accepted until
St Boniface's RC College	30	Sixth Form prospectus and application form will be available from the Sixth Form office from November 2017.  Applications should be submitted by 6 January 2018.	Applicants will be invited to discuss course choices.  Letters of offer will be sent in <b>March 2018</b> .  Letters which inform students of an unsuccessful application will also advise parents of the opportunity to request an independent appeal.	Late applications may be considered up to the <b>end of August 2018</b>

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Only complete this form if you are applying for a place at St Boniface's Catholic College. Return this form to the school.

**ST BONIFACE'S CATHOLIC COLLEGE**

**21 Boniface Lane, Manadon Park, Plymouth PL5 3AG**

**SUPPLEMENTARY INFORMATION FORM (SIF)**

**FOR USE WITH THE LOCAL AUTHORITY COMMON APPLICATION FORM**

MONTH AND YEAR OF ENTRY

M	M
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Y	Y	Y	Y
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SURNAME .....

FIRST NAME(S) .....

DATE OF BIRTH.....

ADDRESS.....

.....

POST CODE .....

HOME TELEPHONE..... MOBILE NUMBER .....

E-MAIL ADDRESS(S) .....

SCHOOL NOW ATTENDING .....

ADDRESS OF SCHOOL.....

.....

PUPIL'S RELIGION / DENOMINATION.....

DATE OF BAPTISM / DEDICATION / OTHER.....

**Please attach a copy of your child's Baptism / Dedication Certificate to this form if applicable**

PARISH PRIEST/MINISTER OF FAITH/FAITH LEADER.....

(PLEASE PRINT)

**SIGNATURE**

FROM..... (PLACE OF WORSHIP) SIBLINGS AT

THE TIME OF ADMISSION ATTENDING ST BONIFACE'S CATHOLIC COLLEGE

.....

PARENT/GUARDIAN NAME (PLEASE PRINT)

I. TITLE ..... INITIAL ..... SURNAME .....

<sup>1</sup> At the time of determination, St Boniface's RC College purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider

2. TITLE ..... INITIAL ..... SURNAME .....

**PARENT/GUARDIAN SIGNATURE**

**DATE**.....

**NB: Please see the admissions criteria – available on our website [www.stbonifaces.com](http://www.stbonifaces.com)**

<sup>1</sup> At the time of determination, St Boniface's RC College purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider

## **CONTACTS AND FURTHER INFORMATION**

### **St Boniface's RC College**

21 Boniface Lane

Plymouth

PL5 3AG

Telephone: 01752 779051

Email: [mailbox@stbonifaces.com](mailto:mailbox@stbonifaces.com)

Website [www.stbonifaces.com](http://www.stbonifaces.com)

### **Plymouth School Admissions Team**

Year 7 intake at the normal point of entry: 01752 307469

In-Year admissions: Telephone Secondary 01752 307467

The website at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions) has information about applying for an in-year place at the school, school appeals, and the Local In-Year Admissions scheme.

### **Plymouth Catholic and Anglican Schools Trust (CAST)**

St Boniface House

Ashburton

Newton Abbot

Devon. TQ13 7JL

Telephone: 01364 645450

Website: <http://castportal.plymouth-diocese.org.uk>

### **School Appeals**

Telephone 01752 307469

Telephone 01752 258933

### **Inclusion, Attendance and Welfare Service**

Telephone 01752 307405

Website: [www.plymouth.gov.uk](http://www.plymouth.gov.uk)

### **The Department for Education Schools (DFE)**

Telephone: 0370 000 2288

Website: [www.gov.uk](http://www.gov.uk)

### **Office of the Schools Adjudicator**

Telephone 01325 735303

Website: [www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)

### **Plymouth Information, Advice and Support for SEND**

Telephone 01752 258933

Website: [www.plymouthias.org.uk](http://www.plymouthias.org.uk)