

Admissions Policy



ST JOHN PAYNE CATHOLIC SCHOOL

Date of Issue	Review Date	Nominated Lead Member of Staff	Nominated Committee
Autumn 2023	Autumn 2024	Headteacher/Admissions Officer	Admissions Committee

Mission Statement: Developing Outstanding Students

Our core values mean that we:

- *Foster a community where life is lived according to Gospel values and the teachings of the Catholic Church.*
- *Help each and every student realise their full potential with a curriculum and teaching style to cater for individual needs.*
- *Support the education of the whole child by working as a three-way partnership with the home, the school and the church.*
- *Meet each student's personal and social needs to promote the acquisition of moral values.*
- *Create an environment in which students are happy, feel safe, valued as individuals, and learn to co-operate with one another.*
- *Provide opportunities for students and staff to experience, express, celebrate and live out our faith.*

In all that we do, our aim is to truly care for those with whom we work by doing as Jesus has instructed us: "Love one another as I have loved you"

St John Payne Catholic School was founded by the Brentwood Diocese to provide education for children of Catholic families. The school is Voluntary Aided and is conducted by its governing body in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Jesus Christ.

The governing body is an independent admissions authority and has responsibility for admissions to this school. It intends to admit 190 pupils to Year 7 and 130 to Year 12 of the sixth-form, in the school year which begins in September 2023.

If the number of applicants exceeds the number of places available, the governing body will give priority to baptised Catholics using faith-based oversubscription criteria as detailed below.

Please note that the admission of pupils with a Statement of Special Educational Needs or Educational Health & Care Plan (EHCP) is dealt with by a completely separate procedure, details of this procedure are set out in the '*Special Educational Needs Code of Practice*', obtainable from the LA.

In addition to exceeding the Planned Admission Number (PAN) in the event of being named on a EHCP, the school retains the right to exceed PAN for exceptional circumstances.

Application Procedures and Timetable

- Applications must be submitted on a Common Application Form(CAF), to Essex County Council by 31st October 2022 using the Form as supplied in the booklet 'Secondary Education in Essex'.
- Applicants should also complete a Supplementary Information Form(SIF) as supplied by the school and returned to 'The Admissions Secretary, St John Payne Catholic School, Patching Hall Lane, Chelmsford, Essex CM1 4BS by no later than 31st October 2022.
- For Catholic/Christian or other religious applicants: the Catholic Priests Certificate of Practice/Christian Ministers reference or a religious leaders' reference should also be provided and returned to 'The Admissions Secretary, St John Payne Catholic School, Patching Hall Lane, Chelmsford, Essex CM1 4BS' by no later than 31st October 2022.
- If you do not complete the SIF and provide a religious reference form (if applicable) and return them on time by the closing date, the governing body will be unable to place you in the correct over-subscription category until all other applications have been considered and it is very unlikely that your child will get a place at the school.
- Parents will be advised by the LA of the outcome of their applications on the LA agreed date (1st March 2023).

- Applicants should satisfy themselves that all correspondence has been sent to the correct addresses and received on time.

Over –subscription Criteria

At any time where there are more applications than the number of places available, places will be offered according to the following order of priority:

(When using these please refer closely to the guidance notes and definitions as supplied on the last page of this document)

1. Looked after and previously looked after Catholic children in a non-Catholic family or looked after and previously looked after children of a Catholic family who are resident in the Parishes of: Billericay, Braintree, Brentwood, Burnham, Chelmsford, Danbury, Great Dunmow*, Hutton, Ingatestone, Maldon, Springfield, South Woodham Ferrers and Witham. (including Catholic children or children residing with a Catholic family who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted).
2. Other looked after and previously looked after children including children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. Baptised Catholic children of practising Catholic families who are resident in the Parishes of: Billericay, Braintree, Brentwood, Burnham, Chelmsford, Danbury, Great Dunmow*, Hutton, Ingatestone, Maldon, Springfield, South Woodham Ferrers and Witham.
4. Other Baptised Catholics.
5. Christians of other denominations whose application is supported by a reference from a minister of religion or other religious leader.
6. Children of other faiths whose application is supported by a reference from a minister of religion or other religious leader.
7. Other children attending Catholic primary schools.**
8. Any other applicants.

* The area around Gt. Dunmow that is east of the river Roding and south of the A120.

** *Category 7 only applies for new intake applications from primary to secondary school and therefore is not applicable for mid-year applications.*

Where the offer of places to all the applicants within any of the categories listed would lead to over-subscription the following rules will be applied:

- I. The attendance of a sibling at the school at the time of admission will increase the priority of an application within each category.
- II. Where the offer of places to all the applicants in the sub-category listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. The distance will be determined using straight line distances calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by an officer of the County Council not involved in admissions.
- III. Catechumens and members of an Eastern Christian Church (other than the Eastern Catholic Churches), are to be given priority in category 5.

Admission to the Sixth-Form

The school will annually publish details of the total number of places in the sixth form. If the number of the school's existing pupils who transfer into Year 12 is lower than the number of available places in Year 12 additional external pupils will be admitted until Year 12 meets its capacity. Both internal and external pupils are required to meet the entry requirements which are published annually in the school's prospectus and on the school website.

Late Applications

Priority consideration will apply to applications submitted within the deadline. Applications for prospective Year 7 pupils arriving after the agreed closing date will be deemed late. Late applications will be processed after the allocations procedure for on-time applications has been finalised (31st October 2022). In the event of oversubscription, applicants will be offered the opportunity to be placed on the waiting list.

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school using the local authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the school in the order of the over-subscription criteria set out above and **not** in the order in which applications are received or added to the list. The school will retain the Local Authority waiting list until 31st December of each school year. The list will be ranked again upon receipt of each new application.

In-Year Applications

In-year applications will, as far as is reasonably practicable, be dealt with promptly. The school will aim to inform parents/carers with the outcome of their in-year application in writing within 10 school days. Forms are available on the school website as part of the Essex co-ordinated admission scheme. Where applicable, applicants are also required to submit a certificate of practice supplied by the presiding Priest or Religious Minister of the place of worship. This is to enable applicants to be ranked according to the criteria. Where there is over-subscription, applications will be ranked and dealt with in accordance with the over-subscription criteria. In the event of over-subscription, applicants will be offered the opportunity to be placed on the 'waiting list'.

Guidance Notes (these notes form part of the over-subscription criteria).

Where applicable, all definitions apply 'at the time of application'.

- a. **'looked after child'** or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. 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 (as defined in Section 22(1) of the Children Act 1989).
- b. **'Catholic'** means a baptised member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a Certificate of reception into the full communion of the Catholic Church.
- c. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of reception into the order of catechumens.
- d. **'Eastern Christian Church'** includes Orthodox Churches and is evidenced by a Certificate of baptism or reception from the authorities of that Church.
- e. **'Practising Catholic'** is hereby defined as confirmed by the parish Priest's Certificate of Practice.
- f. **'Children of other Christian denominations'** All members of Churches Together in England and of CYTÛN are deemed to be included, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group.
- g. **'Sibling'** - a sibling is a child who has a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address who attends SJP in any year group at the time of application. Biological siblings who attend SJP in any year group will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at SJP at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.
- h. **Twins/Triplets** If the last child to be offered a place is a twin and their sibling cannot initially be offered, the school will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can initially be offered a place, the school will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place. For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc) and the majority can be offered a place then a place will be offered for the remaining child(ren). Where a family does not move but wishes to transfer the children to another local school where there are insufficient places for all of them then a place would not normally be offered for all.
- i. **'Home address'** Applications will be processed on the basis of the home address for the child. The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week with another relative or carer, such as a grandparent. Where this is the case, the application may be processed on the basis of that address. Proof of address and arrangement will be required.
- j. **The ages and the number of siblings** at the school will not influence the determination of admission priorities.
- k. **'Parish Boundaries'** - details of the parish boundaries are held by the parish priests. Maps and boundary descriptions can also be viewed on the school website at: www.sjp.essex.sch.uk.



St John Payne Catholic School

Patching Hall Lane, Chelmsford CM1 4BS

Tel: 01245 256030 – Fax: 01245 352337 – Email: office@sjp.essex.sch.uk

Ref:

Supplementary Information Form 2023-2024 intake

- If you are expressing a preference for a place for your child at St John Payne Catholic School, you should complete this Supplementary Information Form.
- The completed Supplementary Information Form, together with all supporting documentation as appropriate should be returned to **Admissions, St John Payne Catholic School, Patching Hall Lane, Chelmsford, CM1 4BS**, by the closing date of **31st October 2022**.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Local Authority Online Application Form
<https://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Admissions.aspx>

CHILD'S SURNAME:

FORENAME/FIRST NAMES:

DATE OF BIRTH: Male/Female:

HOME ADDRESS:

..... POSTCODE:

RELIGION: IF CATHOLIC, DATE AND PLACE OF BAPTISM or RECEPTION:

CURRENT SCHOOL:

PARENT/GUARDIAN CONTACT DETAILS:

MOTHER: Home Tel:

ADDRESS: Mobile Tel:

..... Work Tel:

..... Email Address:

FATHER: Home Tel:

ADDRESS: Mobile Tel:

..... Work Tel:

..... Email address:

PLEASE NAME ANY SIBLINGS WHO WILL BE ATTENDING ST. JOHN PAYNE SCHOOL AT THE TIME OF ENROLMENT (SEPTEMBER 2023-2024)

NAME:

NAME:

RELIGIOUS INFORMATION

Please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box.

Criteria	Tick Box	Evidence Required
1. Looked after and previously looked after Catholic children in a non-Catholic family or looked after and previously looked after children of a Catholic family who are resident in the Parishes of: Billericay, Braintree, Brentwood, Burnham, Chelmsford, Danbury, Great Dunmow*, Hutton, Ingatestone, Maldon, Springfield, South Woodham Ferrers and Witham. (including Catholic children or children residing with a Catholic family who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted).	<input type="checkbox"/>	Baptism Certificate
2. Other looked after and previously looked after children including children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.	<input type="checkbox"/>	Certificate of Practice from the Catholic Priest and a copy of the Baptism Certificate.
3. Baptised Catholic children of practising Catholic families who are resident in the Parishes of: Billericay, Braintree, Brentwood, Burnham, Chelmsford, Danbury, Great Dunmow*, Hutton, Ingatestone, Maldon, Springfield, South Woodham Ferrers and Witham. * The area around Gt. Dunmow that is east of the river Roding and south of the A120.	<input type="checkbox"/>	Copy of the Baptism Certificate
4. Other Baptised Catholics.	<input type="checkbox"/>	
5. Christians of other denominations whose application is supported by a reference from a minister of religion or other religious leader.	<input type="checkbox"/>	Letter on headed paper from a Christian Minister/Religious Leader confirming regular commitment to faith and Christian services at Church.
6. Children of other faiths whose application is supported by a reference from a minister of religion or other religious leader.	<input type="checkbox"/>	Letter on headed paper from a Religious Leader confirming regular commitment to faith and Religious services.
7. Other children attending Catholic primary schools.	<input type="checkbox"/>	
8. Any other applicants.	<input type="checkbox"/>	

Catholic applicants:

Parish in which you reside/attend Mass:	Catholic Priest who will provide the Certificate of Practice:
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The data on this form will only be used within the school admissions system, and will not be divulged to any third party outside the school admissions system in accordance with General Data Protection Regulation (GDPR).

Information on this can be seen on our website: <https://www.sjp.essex.sch.uk/about-us/privacy-policy/>

DECLARATION:

I confirm that the information on this supplementary information form is true to the best of my knowledge and belief. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Governing Body may withdraw any offer of a place even if the child has already started school.

DATE: SIGNED: PARENT/GUARDIAN

PRINT NAME:

TO ENSURE YOUR CHILD'S APPLICATION CAN BE PROCESSED IMMEDIATELY PLEASE ENSURE THAT YOU HAVE:

- Attached a copy of the Catholic Baptism Certificate and arranged for a Certificate of Practice to be completed where applicable
- Attached or arranged for a letter to be completed on headed paper confirming membership of a Christian denomination or other faith
- Completed and returned an online Common Application Form to Essex County Council by 31st October 2022