



St Margaret Ward Catholic Academy is part of the Newman Catholic Collegiate. The admissions authority for the school is the Board of Directors of the Newman Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Margaret Ward Catholic Academy.

The admissions process for St Margaret Ward Catholic Academy is part of the Stoke-on-Trent Local Authority coordinated admissions scheme. To apply for a place at St Margaret Ward Catholic Academy in the normal admissions round (excluding admission to Year 12), an application must be made using the school admission application process of the local authority in which you live naming St Margaret Ward Catholic Academy on the application form. Applications need to be made by 31<sup>st</sup> October 2020.

**NB: A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 1<sup>st</sup> March 2021, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means; all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At 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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors has set its admission number at 210 pupils to be admitted to Year 7 in the school year which begins in September 2021. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give **priority**

**firstly to children who will have a brother or sister** (see Note 4 below) attending St Margaret Ward Catholic Academy at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <http://www.birminghamdiocese.org.uk/parish-map/> and will be applied to the admission arrangements for the academic year 2021/2022.

A map of the parish boundary is available on the school website as well as from the parish.

#### Oversubscription Criteria for Years 7 to 11

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) currently attending a named feeder school in the Newman Catholic Collegiate (see Note 5 below)
3. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending another school in the Newman Catholic Collegiate (see Note 5 below)
4. Other Baptised Catholic children (see Note 2 below)
5. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
6. Non-Catholic children (see Note 2 below) currently attending a named feeder school in the Newman Catholic Collegiate (see Note 5 below)
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending a school in the Newman Catholic Collegiate (see Note 5 below)
8. Children of other Christian denominations whose membership is evidenced by a minister of religion (see Note 7 below).
9. Non-Catholic children of staff employed at St Margaret Ward Catholic Academy who have been employed for a minimum of two years at the time of application or have been employed for less than two years but were recruited to fill a vacant post for which there is a demonstrable skills shortage.
10. Other Non-Catholic children.

#### **Note 1**

Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

#### **Note 2**

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary

Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school. You will find this form at the end of the policy.

### **Note 3**

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state case as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children.

### **Note 5**

The named feeder schools for St Margaret Ward Catholic Academy in the Newman Catholic Collegiate are:

Our Lady of Grace Catholic Academy, Biddulph

St John the Evangelist Catholic Academy, Kidsgrove

St Joseph's Catholic Academy, Goldenhill

St George and St Martin's Catholic Academy, Birches Head

St Wilfred's Catholic Academy, Tunstall

St Mary's Catholic Academy, Norton

St Peter's Catholic Academy, Cobridge

Our Lady and St Benedict's Catholic Academy, Abbey Hulton

(Shared with St Thomas More Catholic Academy)

### **Note 6**

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the coordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Board Of Directors that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

#### **Note 7 Definition of children of other Christian denominations**

"Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledge 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 CYTŪN 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.

Churches Together in England (<https://www.cte.org.uk>)

Churches Together in Britain and Ireland (<https://ctbi.org.uk>) Proof of membership to other Christian denomination will be requested. This may be in the form of a letter from the Cleric in charge or other appropriate evidence. Failure to provide appropriate proof may affect the oversubscription criterion that the child's name is placed in.

Parents making an application for a child from another Christian denomination should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school. You will find this form at the end of the policy.

#### **APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Year 7 in September 2022, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2022 when applications open in the autumn term of 2021. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

## **APPEALS**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors has offered a place in the normal age group instead.

## **REPEAT APPLICATIONS**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

## **LATE APPLICATIONS**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

You are encouraged to ensure that your application is received on time.

## **WAITING LIST**

In addition to their right to appeal, children who have not been offered a place at St Margaret Ward Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2022 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children on the waiting list who attend a named feeder primary school (see Note 5 above) who have not been offered a place in the school by the beginning of the Autumn term 2021 will be re-ranked to take into account that they will no longer be attending that feeder primary school from 1<sup>st</sup> September 2021. This will affect the oversubscription criteria that your child is placed into on the waiting list from 1<sup>st</sup> September 2021.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

## **IN YEAR FAIR ACCESS PROTOCOL**

The Board of Directors of St Margaret Ward Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

## **APPLICATIONS OTHER THAN THE NORMAL INTAKE TO YEAR 7 (IN-YEAR ADMISSIONS)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at [Admissions and Appeals | St Margaret Ward Catholic Academy](#)

To apply for a place in the school in-year, parents will need to complete the school's own application form which is available on our website at [In-Year-Application-Form-2021-22.pdf \(stmargaretward.co.uk\)](#) and return it directly to the school ensuring that any required supplementary information is attached.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

# Admissions Policy

## Trinity Sixth Form at St Margaret Ward Catholic Academy 2021-2022

Mission Statement

*"Succeeding Together"*

The Trinity Sixth Form at St Margaret Ward Catholic Academy is dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- Provide the highest standards of teaching and learning;
- Expect students to show commitment to their studies and respect the Christian values of the partners within Trinity Sixth Form;
- Expect all members of Trinity Sixth Form to show respect for the views of others;
- Provide equality of opportunity, with mutual respect and positive encouragement;
- Build and further develop a partnership with parents, schools, parishes and religious communities, higher education and the local community;
- Value staff and support their professional development.

### **Introduction and Context**

St Thomas More Catholic Academy (part of All Saints Multi Academy Company) St Margaret Ward Catholic Academy (part of Newman Multi Academy Company), St and St John Fisher Catholic College (part of Christ the King Multi Academy Company) have joined together to create a sixth form partnership under the name of Trinity Sixth Form. Trinity Sixth Form is a 16-19 partnership based in Stoke-on-Trent and Newcastle-under-Lyme. These three local academies with a tradition of previous sixth form experience have joined together to form this partnership. Their shared ethos of care, support and ambition for their students finds expression in the collaboration of the Trinity Sixth Form. The distinctive identity of Trinity is that we seek to provide a school-based ethos with students feeling known and supported while offering a wide range of level 3 courses, similar to what a large sixth form college can offer. We also maintain close links with parents during this time.

All three of the academies are themselves part of multi-academy companies providing a Catholic faith-based education from reception year to the end of sixth form. They seek at all times to be a witness to Jesus Christ. This means that we aim to succeed together as Trinity Sixth Form. We achieve this by placing the learning and well-being of each student at the centre of every action we take and every decision we make.

Within a framework of equality and diversity Trinity Sixth Form encourages applications from students regardless of race, belief system and gender and welcomes applications from students with disabilities. For students with disabilities we will endeavour to ensure that the offer we make allows equality of opportunity, including making parents and carers aware of physical provision and subject support. All students who are at a school outside the Trinity partnership are welcome to visit one or more of the Trinity sites with their parents or carers in accompaniment. All students on roll at a partner academy are welcome to visit other Trinity sites both prior to and following application.

Every student applying will indicate the preferred home academy where they will be mainly based. The benefit of the Trinity is that students can travel to other centres to study whichever subjects they wish (subject to entry criteria) or they may choose to stay within the chosen home academy. Free minibus transport is provided to ensure that students can attend the other centres for the lessons.

## **ADMISSION TO THE SIXTH FORM**

The school operates a sixth form for a total of 200 pupils. 100 places overall will be available in Year 12. Whilst the admission number is 100, if fewer than 90 of the school's existing pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 100.

Applications for the Sixth Form should be made directly to the school using the application form available from the school Mrs P Rhodes (Head of Sixth Form) and also online applications through the UCAS Progress website. Completed application forms must be returned to the school.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form.

### **Trinity Sixth Form as St Margaret Ward Catholic Academy Year12 Entry requirements**

#### **Admissions – A level Courses**

- Equivalent to five or more grade 9-4 passes in GCSE subjects, including both English and Maths. This is a grade 4 in Maths and English plus 3 other GCSEs at grade 4 or above;
- Any additional requirements for the specific entry criteria to particular subject/courses are listed in the prospectus. (See Appendix 1)
- In some circumstances if an appeal is made by a student who has not achieved a grade 4 in either maths or English, subject to an agreement to resit that subject, they may be accepted into Trinity Sixth Form. We will not accept students who have achieved a GCSE grade 3 in both English and Maths;

#### **Admissions – Level 3 BTEC Courses**

- Equivalent to 5 Level 2 Standard Pass or above (grade 4 at GCSE or Level 2 Pass in Technical Qualifications) including English and Maths.
- Any additional requirements for the specific entry criteria to particular subject/courses are listed in the prospectus. (See <http://www.trinity6.com/>);
- In some circumstances if an appeal is made by a student who has not achieved a grade 4 in either maths or English subject to an agreement to resit that subject they may be accepted into Trinity Sixth Form. We will not accept students who have achieved a GCSE grade 3 in both English and Maths;

#### **GCSE Maths and English**

- Students will be required to retake Mathematics or English GCSE qualifications if they have not been achieved at GCSE Grade 4 or above. Students will need to have achieved a grade 3 to access the resit GCSE Mathematics and English courses
- We will not accept students who have achieved a GCSE grade 3 in both English and Maths.

All those seeking admission to the Trinity Sixth Form must achieve the necessary grades for access onto the courses they have chosen. Refer to the subject specific entry requirements Appendix 1.

In addition, Trinity Sixth Form has a policy of ensuring that independent careers advice and guidance is available for students.

Applications will be handled in the order submitted.

In addition to the Sixth Form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the opportunity of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.



When Year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements priority will be given in accordance with the oversubscription criteria set out below.

Where there is space in Year 13, i.e. where there are fewer than 100 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria set out below.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority firstly to children who will have a brother or sister (see Note 4 above) attending St Margaret Ward Catholic Academy at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 above)

Please note that Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

### **OVERSUBSCRIPTION CRITERIA FOR SIXTH FORM**

The circumstances of the Trinity Sixth Form partnership mean that we can be flexible as to our student numbers but the key determining factor will be the size of groups for each course.

Admission to the Trinity Sixth Form in Year 12 will be in the following order of priority:

1. Students who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Students in Year 11 currently at St Thomas More Catholic Academy and St John Fisher Catholic College
3. Students in Year 11 from schools in the UK but not a partner school, who meet the entry criteria;
4. Students from outside of the three partner schools looking to re-sit courses and eligible for funding from the Educational Funding Agency (EFA);
5. Overseas students with valid permission/visa status to study in the UK and eligible for funding. These are referred to as personal entry criteria;

The entry requirements for admission to the Sixth Form shall be the same for students on roll in Year 11 at St Margaret Ward Catholic Academy and external applicants.

We accept both traditional paper applications and also online applications through the UCAS Progress website.

#### ***Appeals***

- Any student refused the offer of a place in the Trinity Sixth Form at St Margaret Ward or a place on a chosen course has the right of appeal;
- In the first instance, this appeal is to the Headteacher at St Margaret Ward;

- Parents who wish to appeal against the decision of the Headteacher of St Margaret Ward to refuse their child a place in the Sixth Form may apply in writing to the Board of Directors/Chair of Governors. Appeals will be heard by an independent panel.
- Any decision made is binding across the three academies in the partnership;

<b>Appeals for Sixth Form – appeals may be made by the student and/or the parent/carer</b>	
Deadline for lodging appeals and providing evidence to support the appeal (if appropriate)	<b>20</b> school days from the date of notification that the application was unsuccessful
Where the offer of a place would have been conditional upon exam results - Appeals will be heard	Within 30 school days of confirmation of those results
Where the offer of a place would not have been conditional upon exam results - Appeals will be heard	Within 40 school days of deadline for appeals
Notice of appeal hearing	10 school days' notice of the appeal hearing
Deadline for governing body to submit evidence for the appeal	10 school days before the appeal hearing
Deadline for sending appeal papers to all parties	10 school days before the appeal hearing
Deadline for appellant to submit additional evidence	Five school days before the appeal hearing. Information or evidence not submitted by the deadline might not be considered at the appeal
Late applications for appeals will be heard by	At the same time as previously scheduled appeals or within 30 school days of appeal being lodged
<b>Decision letters sent to appellant</b>	Normally within five school days

### ***Special Consideration***

A student may be able to claim special consideration if a medical condition exists (supported by a doctor's note) that has significantly influenced GCSE results in comparison to the predicted outcomes. Such cases will be considered on their individual merits.

### ***False Information***

Where the academy has made the offer of a place in the Trinity Sixth Form on the basis of a fraudulent or intentionally misleading application, the offer of a place will be withdrawn.

### ***Late Applications***

We will accept applications after the submission date on the basis that:

1. These applications will be dealt with after those submitted by the advertised date.
2. Some courses may well be full.
3. We may have made alterations to the option blocks to accommodate the subject choices for the majority of applicants. Trinity Sixth Form reserves the right to alter, substitute or withdraw courses/programmes as appropriate.
4. Some courses may have to be removed from the offer, e.g. if insufficient students wish to access a course. Offers of places on all courses are made subject to availability and the constraints of timetabling all of the various combinations requested.

Late applications will be considered up to the end of the third full week of the Autumn Term in Year 12.

Option blocks are locked in place in the final term of the previous academic year meaning that all options may no longer be freely available to choose. Any offers or conditional offers may be subject to the size or projected size of classes. This could affect students wishing to transfer from other providers.

Exceptions will be made for students moving into the North Staffordshire area from other areas of the UK or from other countries. However, these cases will be dependent on the availability of places in chosen subjects, meeting the published entry requirements – academic and personal - and how much of the course has been missed which could impact on the likelihood of the student making progress and achieving well.

### ***Oversubscription Criteria for Trinity Sixth Form***

The circumstances of the Trinity Sixth Form partnership mean that we can be flexible as to our student numbers but the key determining factor will be the size of groups for each course.

If there are two or more students who apply at the same time, we will use the following methods:

1. By GCSE grade in the particular oversubscribed subjects,
2. By average GCSE points score.

N.B. All of the above refers to GCSE only, not equivalences such as BTEC.

### ***Timetable for Admission***

1. Students complete application in Autumn Term of Year 11;
2. Applications processed from December of Year 11;
3. Following the submission of application forms students will be invited for a course discussion;
4. School makes a conditional offer and this is communicated to parents during the spring term of Year 11. Applicants will be made an offer of a place in order to study specified courses. These will be the courses agreed during the course discussion. The offer will be subject to meeting the entry criteria for the course;
5. Option blocks are fixed based on applications;
6. Students will be required to enrol on a specified date, following the publication of GCSE results. Failure to attend enrolment will result in the offer of a place being withdrawn, except where we have received prior notification in writing;
7. GCSE results published August 2021;
8. Admission confirmed or refused August 2021;
9. Appeals September 2021

To ensure that the quality of provision for the students is maintained, the directors of each partner academy have jointly adopted this admissions policy.

## **APPENDIX 1**

## **Courses and Entry Requirements 2021-22**

The general entry requirement for Trinity Sixth Form is five or more 9-4 including grade 4 in English and Maths. If students have achieved a grade 3 in English or Maths, they can resit this qualification alongside a more vocational Level 3 pathway.

### **AS/A LEVEL COURSES**

It is recommended that students have a grade 6 (B equivalent) at GCSE in their chosen subject/closely related subject. Places are available on A level courses to these students in the first instance.

Exceptions are:

Maths-Grade 7 at GCSE

Further maths-Grade 8 at GCSE

### **BTEC COURSES**

For our vocational curriculum, students need to have met our general entry requirement and have a passion for their chosen subject. These are equally demanding courses that are assessed in a more modular way.

#### **DEFINITION OF A "BAPTISED CATHOLIC"**

**A "Baptised Catholic" is one who:**

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*). **Or**
- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

### **WRITTEN EVIDENCE OF BAPTISM**

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)



### **Catholic Supplementary Information Form**

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school’s published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At 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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child’s Surname:	
Child’s First Name(s):	
Address:	
Contact number:	

Please tick the appropriate boxes below:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*		No	
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes		No*	

\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child’s name is placed in.

This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority’s Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria:

**This Supplementary Information Form must be returned directly to St Margaret Ward Catholic Academy at Little Chell Lane, Tunstall, ST6 6LZ by 31<sup>st</sup> October 2020.**



**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are St Margaret Ward Catholic Academy at Little Chell Lane, Tunstall, ST6 6LZ
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Mrs E Stanway, Business Manager and you can contact them with questions relating to our handling of the data. You can contact them by emailing [office@smwca.org.uk](mailto:office@smwca.org.uk) or [estanway@smwca.co.uk](mailto:estanway@smwca.co.uk)
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the complaints procedure found on our website, in the documentation section. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at [ico.org.uk](http://ico.org.uk)

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. 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 Board of Directors may withdraw any offer of a place even if the child has already started school.**

Print Name .....

	<p>St Margaret Ward Catholic Academy</p> <p>Admission Arrangements for the academic year 2021/2022</p>	
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### **Other Christian Denominations Supplementary Information Form**

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At 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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Subsequently, wherever there are more applications than places available, priority will be given to Children of other Christian denominations whose membership is evidenced by a minister of religion in accordance with the oversubscription criteria 8.

Therefore proof of membership to other Christian denomination will be requested. This may be in the form of a letter from the Cleric in charge or other appropriate evidence. Failure to provide appropriate proof may affect the oversubscription criterion that the child's name is placed in. This does not affect the right of an application who is not Catholic or of any other Christian denomination to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname:	
Child's First Name(s):	

Address:	
Contact number:	

Please tick the appropriate boxes below:

Is the above named child a member of a Christian denomination other than Catholic?	Yes*	<input type="checkbox"/>	No	<input type="checkbox"/>
Is proof of this membership attached?	Yes	<input type="checkbox"/>	No*	<input type="checkbox"/>

\* Proof of membership to other Christian denominations will be requested. This may be in the form of a letter, Christening/Baptismal certificate from the Religious Leader in charge or other appropriate evidence. Failure to provide appropriate proof may affect the oversubscription criterion that the child's name is placed in.

This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria:

**This Supplementary Information Form must be returned directly to St Margaret Ward Catholic Academy, Little Chell Lane, Tunstall, ST6 6LZ by October 31<sup>st</sup> 2021.**

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

12. We are St Margaret Ward Catholic Academy at Little Chell Lane, Tunstall, ST6 6LZ
13. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
14. The person responsible for data protection within our school is Mrs E Stanway, Business Manager and you can contact them with questions relating to our handling of the data. You can contact them by emailing [office@smwca.org.uk](mailto:office@smwca.org.uk) or [estanway@smwca.co.uk](mailto:estanway@smwca.co.uk)
15. We require the information we have requested for reasons relating to our functions as the admission authority of the school.



16. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
17. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
18. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
19. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
20. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
21. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
22. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the complaints procedure found on our website, in the documentation section. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at [ico.org.uk](http://ico.org.uk)

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. 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 Board of Directors may withdraw any offer of a place even if the child has already started school.**

Signed ..... Date.....

Print Name .....