St Benedict's Catholic School
The Catholic Secondary School for West Suffolk

Ora et Labora

Our Lady of Walsingham Catholic Multi Academy Trust

ST BENEDICT'S CATHOLIC SCHOOL
ADMISSION POLICY YEAR 7 2024 ENTRY

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

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 governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round[1] (except for admission to year 12). The governing body has set its admission number at 165 pupils to year 7, and 10 for external applicants to year 12 in the school year which begins in September, 2024. Where logistically possible, the governing body will admit twins and all siblings from multiple births in admissions to year 7, where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Admission to the Sixth-Form

Applications to the sixth-form must be made directly to the school by contacting Mr Richmond or via the application form on our website. These applications must be made by 31 January 2024. The school operates a sixth form for a total of 200 pupils. 100 places overall will be available in year 12. While the admission number is 10, if fewer than 100 of the school's existing pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 100.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. These are [*that pupils will have usually achieved at least 5 9 - 4 GCSEs]*.

[1] This is for admission to the school at the start of the school year in September and not for applications made in-year.

ADDICTUS CHRISTI MINISTERIO

the DIOCESE of EAST ANGLIA

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 option 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 a 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.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

Oversubscription Criteria

1. Baptised Catholic looked after and previously looked after children. (see notes 2&3)
2. Baptised Catholic children who are in feeder schools and for whom St Benedict's is the nearest Catholic school. (see notes 3&10)
3. Other Baptised Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children who have a parent or guardian employed at St Benedict's and the member of staff has either been employed for two years or was recruited to fill a vacant post for which there was a demonstrable skill shortage.
7. Non-Catholic children who are in feeder schools and for whom St Benedict's is the nearest Catholic school (see note 10)

8. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
9. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
10. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

Within each of the categories listed above, the following principles will be applied.

(i) The attendance of a sibling at the school at the time of enrolment (excluding the sixth-form) will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 8).

(ii) After children in (i) above, priority will be given (and tie-breaks settled within each category) to children living closest to the school. Distances are measured on a straight line "as the crow flies" basis. All straight line distances are calculated electronically by Suffolk County Council 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 the straight-line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located. In the unlikely event of two or more applicants living the same distance from the school and competing for a single place, lots will be drawn by someone independent of the school to determine the successful applicant.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round[2], you **must** complete a Common Application Form (excluding admission to year 12) available from the local authority in which you live. You are also requested to complete the Supplementary Information Form which is available from the school website or the school office if you wish to apply under oversubscription criteria 1 to 3 or 5 to 8. The Supplementary Information Form should be returned to Miss S Buchan, St Benedict's Catholic School, Beeton's Way Bury St Edmunds, IP32 6RH by 31 October 2023.

You will be advised of the outcome of your application for a place in year 7 on 1st March or the next working day by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed

[2] This is for admission to the school at the start of the school year in September and not for applications made in-year.

of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 9 and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31st October 2023 for year 7 applications, and 31 January 2024 for year 12 applications.

Late Applications

Late applications will be considered but will be given a lower priority than all preferences received by the closing date. This is because all applications received by the closing date must be considered before any late applications. If there are exceptional circumstances why your application is late please include them when you send in your application.

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to Mrs I Senior St Benedict's School, Beetons Way, Bury St Edmunds, Suffolk IP32 6RH at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the end of the summer term, July 2024.

Inclusion on the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting Miss S Buchan, St Benedict's Catholic School, Beetons Way, Bury St Edmunds, Suffolk, IP32 6RH.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

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

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in the locally agreed protocol. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. 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 a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

   A 'previously looked after child' is a child who was looked, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Previously looked after children also includes those 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. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern

Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a

looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

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

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

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

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

8. 'brother or sister' includes:

(i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters

(ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

In all these cases, the child and their sibling will both be living at the same address in a single family unit. This means that children from different family units, where those are living together at the same address, are not considered siblings under this criterion.

9. A '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.

10. For the purposes of this policy, feeder schools are:- St Felix Primary Haverhill, St Joseph's Primary Sudbury, St Louis Academy Newmarket, St Edmunds Primary Bury St Edmunds.