

# Voluntary-aided schools' admission criteria for September 2019

## St Angela's Ursuline Convent School

St Angela's Ursuline School is an 11-18 voluntary-aided girls' school founded by the Ursuline Sisters in 1862 and now under the trusteeship of the Diocese of Brentwood. The primary aim of the school is the education of Catholic children in accordance with its trust deed and St Angela's seeks at all times to foster the growth of pupils' understanding and appreciation of their faith.

The Governors of St Angela's Ursuline School intends to admit 192 pupils into Year 7 for the academic year 2019-2020. Applications for places at St Angela's for admission in September 2018 were 441. By naming St Angela's as a preference, it is assumed that parents/carers wish their child to receive a Catholic education and support the aims and ethos of the school as described in the school prospectus.

Wherever there are more applicants than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria for 2019 - 2020 listed below.

### Catholic

**'Catholic'** means a member of the Church in communion with the See of Rome. This includes the Eastern Catholic Churches (see school website for complete list).

### Practising Catholic

The Governors will determine practice of the Catholic Faith with reference to the following criteria:

- Evidence that the child has been baptised in accordance with the disciplines and rites of the Catholic Church.
- A certificate of reception into the catholic church, or letter from the parish priest is required for all those baptised in other faiths who are now practising Catholics
- A copy of the Child's Baptismal certificate is to be attached to the Certificate of Catholic Practice.
- The practice of the faith is confirmed by the Certificate of Catholic Practice.

### Christian denominations

Christian churches that are members of 'Churches together in England'. A list of member churches can be found at [www.churches-together.net](http://www.churches-together.net)

### Siblings

Siblings refers to sister, half-sister, adopted sister, step sister, foster sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling, currently attending the school in Year 7-10 at the time of application and who will still be attending the school in the Academic Year 2018/2019.

### Looked After Children and Previously Looked After Children

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.

Children with Statements of Special Educational Needs and Education Health and Care Plans (EHCP) will be admitted to their named school before any other applicants are considered.

Parish in Newham Deanery	District
Our Lady of Compassion	Upton Park
St Anne's St Mark's	Custom House
St Antony of Padua	Forest Gate
St Francis of Assisi	Stratford
St Margaret and All Saints	Canning Town
St Mary and St Edward with St John	Beckton/Silvertown/ with St John
St Michael's	East Ham
St Stephen's	Manor Park

### Sixth form admissions

For admissions to the Sixth Form please refer to St Angela's Ursuline Sixth Form Admission Criteria 2019-2020 available from St Angela's Ursuline School, St George's Road, Forest Gate, London, E7 8HU. Telephone Number: 0208 472 6022.

### Timescales

National offer date - Friday 1 March 2019.

## Late applications

Late applications after the closing date will be considered but not to prejudice the allocation of places already made in criteria order. Late applications will be placed into category 8 'any other applicants', in sibling and distance order, after all on time category 8 applicants. You are encouraged to ensure that your application is received on time.

## Accuracy

All offers are made on condition that the information received by the Governing Body is entirely accurate. The governing body reserve 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.

### In the event of over-subscription applicants will be considered in the following order of priority:

1. Looked After Catholic Children or Catholic 'previously Looked After Children' who have been adopted.
2. Baptised Roman Catholic girls whose permanent residence is within one of the following Roman Catholic parish boundaries of the Newham Deanery, and who with their family practise regularly as confirmed by the Certificate of Catholic Reference.
3. Baptised Roman Catholic girls, who are resident in Newham, but whose level of practice cannot be supported by the Certificate of Catholic Reference.
4. Any other baptised Catholic girls.
5. All other Looked After Children or 'Previously Looked After Children' who have been adopted
6. Children of families of another Christian denomination in the following order of priority:
  - Christians who have been Baptised or have a 'service of dedication' and whose minister can confirm their level of practice as at least monthly.
  - All other Christians whose minister can confirm their level of practice as at least monthly.
  - Any other Christians.
7. Children of families of other faiths residing in Newham whose religious leader can confirm in writing that they are practising at least monthly.
8. Any other applicants, including those who have not provided proof of residence and/or a recent utility bill as stipulated in part 'd' of the Admissions Criteria.

### Tie Break

Where the offer of a place to all applicants in any of the categories listed above would lead to over subscription the following provision will be applied.

1. The attendance of a sibling at St Angela's Ursuline school on the school roll at the time of enrolment (Years 7 – 11) becomes the highest priority (in distance order) of an application within each category.
2. Where the offer of places to all the applicants in any of the sub-categories 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 measurement has been agreed by the Governors as 'the distance from home to the nominated central point of Newham, which is the Front Entrance of Our Lady of Compassion Catholic Church, Green Street, London E13 9AX.
3. In the event of the tie break proving unable to decide between two applicants, an unbiased random allocation will be used to decide the tie break.

## Places offered using St Angela's oversubscription criteria for entry for September 2018

Actual Places	Statement or EHCP	Priority group - 1 with Sibling	Priority group 1	Priority group 2 with sibling	Priority group 2	Priority group 3 with sibling	Priority group 3	Priority group 4 with sibling	Priority group 4	Priority group 5 with sibling	Priority group 5	Priority group 6 with sibling	Priority group 6	Priority group 7 with sibling	Priority group 7	All other applicants - with Sibling	All other applicants	Distance of Final Offer
192	0	0	0	19	101	0	4	4	10	0	0	6	37	0	6	0	5	2.004

## Appeals procedure

Parent/carers wishing to appeal should read pages 45-49 or visit [www.newham.gov.uk](http://www.newham.gov.uk) for more information.

## Waiting lists

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the over-subscription criteria set out above and not in the order in which applications are received or added to the list.

All waiting lists will be maintained only for the academic year 2019 - 2020. If parents wish the application to join or to remain on the waiting list for the following year after that date, they need to contact the school in writing to request this after the start of the next school year in early September 2019.

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

## Applications

- a) **Newham Residents:** CAF provided by Newham's Children and Young People's Services indicating preference of secondary school must be returned to
- their child's primary school by **Friday 19 October 2019** OR
  - the London Borough Newham; Pupil Services, PO Box 69972, London, E16 9DG by **5pm on Wednesday 31 October 2018** OR
  - online applications via [eadmissions.org.uk](http://eadmissions.org.uk) by **Wednesday 31st October 2018** no later than 11.59pm.

**Non Newham Residents:** Must apply through their own local authority completing their CAF. The CAF should be returned to their own local authority's Pupil Service department by **Wednesday 31 October 2018**.

## Supplementary Information Forms (SIF)

- b) Pink SIF forms for St Angela's (obtained from St Angela's directly or Newham admissions website) should be returned only to the school. **A copy of Baptism Certificate must be attached to this application form. The closing date for the forms is Wednesday 31 October 2018 at 5pm.**

- c) Catholic applicants will be required to support their application with Certificate of Catholic Practice, which will confirm practice. **The Certificate of Catholic Practice is obtainable ONLY from the Parish church/ Parish Priest.**

Non Catholic applicants must also arrange for their minister/faith leader to send a letter confirming that they are practising at least **MONTHLY**.

- d) The Governors require parents to submit **TWO** proofs of residence, one from section 1 **AND** one from section 2.

## Section 1

- Council Tax bill for this financial year
- Current housing benefit entitlement letter
- Tenancy agreement for your council housing or housing association property
- Tenancy agreement for your housing privately rented from a landlord accredited by LBN (for tenancies which started before 1 January 2013) or
- Tenancy agreement from a landlord licensed by LBN (for tenancies which started from 1 January 2013)
- Letter from the National Asylum Support Service (NASS) telling you of your housing address
- Letter from Adult or Children's Services Asylum Team, telling you of your housing address.

## Section 2:

Dated within the last three months:

- Gas bill, payment schedule or reminder
- Electricity bill, payment schedule or reminder
- Water bill, payment schedule or reminder
- Telephone bill or reminder

**NO OTHER DOCUMENTS ARE ACCEPTABLE. PLEASE RETURN THE ORIGINALS WITH YOUR SIF. THEY WILL BE PHOTOCOPIED AND RETURNED. A CONFIRMATION RECEIPT WILL BE GIVEN ON SUBMISSION OF THE SIF.**

## Online admissions

If you are applying online via the [eadmissions](http://eadmissions.org.uk) website you must still send your completed SIF directly to the school. You **MUST NOT** attach it to the online form.

# St Bonaventure's Catholic Comprehensive School

St Bonaventure's School was founded by the Catholic Church to provide education for boys of Catholic families. 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 Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria stated. The Governors of St Bonaventure's School intend to admit 186 boys into Year 7 in the school year which begins in September 2019. Applications for places at St Bonaventure's for Year 7 starting September 2018 were: 623

## Application procedures and timetable – what you have to do

1. The Common Application Form (CAF) for Year 7 application must be returned to Pupil Services Section by **31 October 2018**. The St Bonaventure's School Supplementary Information Form (SIF) (obtained from London Borough of Newham; downloaded from the school's website: [www.stbons.org](http://www.stbons.org) or collected from the school's reception) together with a photocopy of the Baptismal Certificate should be returned to St Bonaventure's School, who will provide a receipt if requested. A photocopy of the Baptism Certificate must be firmly attached to this Supplementary Information Form. The closing date for the SIF to be handed directly to St Bonaventure's is **31 October 2018**.
2. Non-Newham residents must apply through their own local authority using the appropriate Common Application Form (CAF). They can either obtain the St Bonaventure's School Supplementary Information Form (SIF) from the school's reception; download from the school's website: [www.stbons.org](http://www.stbons.org) or contact Newham's Pupil Service Section to be sent one. Non-Newham residents should return their own borough's CAF to their local authority by the specified deadline. The St Bonaventure's School Supplementary Information Form (SIF) together with photocopies of the Baptismal Certificate must be completed and returned to St. Bonaventure's by **31 October 2018**.
3. Catholic applicants will be required to support their application with a Certificate of Catholic Practice, which will confirm practice as a regular member of the Catholic faith. The Certificate of Catholic Practice can be obtained

from your Parish Priest. This must be returned to St Bonaventure's by **31 October 2018**.

4. Non-Catholic applicants will need to obtain a Non-Catholic Faith Leader Reference Form, this will be available on the school website [www.stbons.org](http://www.stbons.org) and arrange for this to be returned to St Bonaventure's by their Faith Leader by **31 October 2018**.

**Applicants should note that unless the SIF described above has been completed and returned on time to the school, the Governors will be unable to determine the criteria and so the application will be placed under Criterion 9: "Other Applicants" by default. If the Common Application Form is not completed and returned to the appropriate Education Authority as explained above the application will be invalid and the Education Authority will not offer a place in St Bonaventure's school.**

5. The Admissions Authority of St Bonaventure's will inform parents of the outcome of the determination of applications following an admissions meeting held in December 2018. This letter will inform applicants of the criterion in which their application has been placed. This will not be an offer of a place at St Bonaventure's.
6. Parents will be advised of the outcome of their application by Pupil Services Section (not the school) on **1 March 2019 National Offer Day**. Unsuccessful applicants will be advised of their right of appeal to an independent appeal panel.
7. Parents wishing to Appeal must do so in writing 20 days after they have received confirmation of their offer from Pupil Services.

### Over subscription criteria

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

1. Adopted, 'Looked After' and previously 'Looked After' children from Catholic Families.
2. Practising Catholic children, as determined by a Catholic Priest using the Certificate of Catholic Practice and who are resident in the Deanery of Newham.
3. Practising Catholic children, as determined by a Catholic Priest using the Certificate of Catholic Practice and who are resident outside of the boundary of the Deanery of Newham.
4. Baptised Catholic children as determined by a Catholic certificate of baptism.
5. Any other Adopted, 'Looked After' and previously 'Looked after' children who are not Catholic.
6. Members of an Eastern Christian Church, whose application is supported by a appropriate Minister of religion using the Reference Form for Non-Catholic Faith leaders.
7. Members of other Christian denominations that are members of "Churches Together in England", whose application is supported by an appropriate Minister of religion using the Reference Form for Non-Catholic Faith leaders.
8. Children of other Faith traditions, whose application is supported by an appropriate religious leader using the Reference Form for Non-Catholic Faith leaders.
9. All other applicants.

# Places offered using St. Bonaventure's oversubscription criteria for entry for September 2018

Places Available	Statement or EHCP	Priority group - 1 with Sibling	Priority group - 1	Priority group - 2 with Sibling	Priority group - 2	Priority group - 3 with Sibling	Priority group - 3	Priority group - 4 with Sibling	Priority group - 4	Priority group - 5 with Sibling	Priority group - 5	Priority group - 6 with Sibling	Priority group - 6	Priority group - 7 with Sibling	Priority group - 7	Priority group - 8 with Sibling	Priority group - 8	All other applicants - with Sibling	All other applicants	Distance of Final Offer (miles)*
210	0	0	0	35	112	2	11	0	6	0	2	0	0	3	15	1	23	0	0	1.164

Where the offer of places to all applicants in any of the criteria listed would lead to oversubscription the following provisions will be applied:

1. The attendance of a sibling at the school who will be on the school roll at St Bonaventure's in September 2019, in Years 8-13 will take priority within each criterion.
2. Distance from home to the nominated central point of Newham, which has been agreed as the Front Entrance of Our Lady of Compassion Catholic Church, Green Street, London E13 9AX. This distance is determined by London Borough of Newham, using the 'Shortest Walking Distance' and will be used to rank order applicants within each criterion.

## Tie –Break

In the event of 2 or more children living equidistant from the nominated central point of Newham, the place will be offered by random allocation. Further details can be found by reading the London Borough Of Newham Home To School Distance Calculations Protocol, available on the school website [www.stbons.org/admission-documents-forms](http://www.stbons.org/admission-documents-forms)

## Definitions

**'Adopted'** subject to an adoption order as described in section 46 of the Adoption and Children act 2002 or Section 12 of the Adoption Act 1976.

**'Looked after child'** A child in care is defined as a child who is in the care of a local authority or provided with accommodation by that authority. This can also mean a kinship arrangement which has been facilitated by the local authority.

**'Previously Looked After'** means a child has a special guardianship order appointing one or more individuals to be their special guardian(s), under section 14A of the Children Act 1989, a child arrangement/residence order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 or an adoption order under section 46 of the Adoption and Children act 2002 or Section 12 of the 1976 Adoption Act.

**'Catholic'** means a member of the Church in 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.

**'Practicing Catholic'** – it is the role of a priest to determine whether applicants meet the criteria for qualification as practicing Catholic families. The definition of a practicing Catholic is defined by 'Canon Law' which states that the faithful are obliged to participate in Sunday Mass and Holy Days. Ref: [http://www.vatican.va/archive/ENG1104/\\_P4N.HTM](http://www.vatican.va/archive/ENG1104/_P4N.HTM)

It is up to the applicant to identify and approach a priest who will complete the standard diocesan reference which is obtained from your parish priest or your ethnic chaplain. If you attend mass outside of the Newham Deanery please obtain the Priest reference from a Catholic Church in Newham.

**'Sibling'** - each of two or more children or offspring having one or both parents in common, or by adoption, who is resident at the same address as the child for whom a place is being sought..

**'Brother'** A brother includes a half-brother, or by adoption who is resident at the same address at the school as the child for whom a place is being sought.

**'Catechumen'** means a member of the catechumenate of a Catholic Church preparing for Baptism. This will

normally be evidenced by a certificate of reception into the order of catechumens.

**'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Christian Church. The list of churches recognised as belonging to the Eastern Christian Churches can be found on the school website [www.stbons.org](http://www.stbons.org)

**'Churches Together In England'** CTE is a national body set up in 1990. CTE is a visible sign of the Churches' commitment as they seek a deepening of their communion with Christ and with one another, and proclaim the Gospel together by common witness and service. Its strength comes from people from different traditions finding new ways to work and worship together. A list of member churches belonging to CTE can be found on the website [www.cte.org.uk/Groups/234690/Home/About/Member\\_Churches\\_of/Member\\_Churches\\_of.aspx](http://www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx)

**'Deanery Boundaries'** For the purposes of this policy, deanery boundaries as laid down by the Diocese of Brentwood) are as shown on the map in the school reception.

### Admission to sixth form

The 6th Form is available for all existing students in Year 11 at St Bonaventure's School, if they should fulfil the individual entry requirements for courses, details of which can be found in the 6th Form Prospectus. Remaining places in the 6th Form will be distributed in accordance with the school's oversubscription criteria, subject to applicants fulfilling the individual entry requirements of the courses for which they have applied. It is important that 6th form applicants follow the application procedures below, the dates will be published separately.

The Published Admission Number for additional applicants into Year 12 from schools other than St Bonaventure's is 20.

### Appeals procedure

Parents may appeal against the decision of the Governors to offer their son a place, in the first instance by writing to the Chair of Governors (Admissions Appeals) c/o the school within 20 days, stating the grounds for the appeal.

- The appeal will be heard by an independent appeal panel, which will be made up of three people, none of whom have any connection with the school and one of whom will be a lay person. The lay person is someone who is aware of educational issues but is not directly involved with it.
- The Appeals Panel will accept representation from any interested parties in writing or in person at the appeal hearing.
- The names of unsuccessful candidates will be placed onto the waiting list, which will be organised in accordance with St Bonaventure's Admissions Criteria.

### Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The 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.

This Waiting List will be updated on a termly basis. Applicants that wish to remain on the waiting list must contact the school at the start of each new term.

### SEND Applications

The admission of students with an Education, Health Care Plan (EHCP) is dealt with by a completely separate procedure. Any applicant that has an EHC Plan and places St Bonaventure's as their highest preference for secondary education will automatically be allocated a place in Year 7, even if this means that the Governing Body will admit beyond the Published Admission Number.