



St Peter's High School

Policy Document – Admissions

(Sep 2023 to Jul 2024) Determined Version

- St Peter's is a Catholic academy. With respect, optimism and kindness we, like Peter, follow in the footsteps of Jesus to build our school community. We promote honesty, empathy and love for one another. Together we celebrate our faith, our diversity and our uniqueness in the eyes of God. Our school's Christian ethos underpins all its work and provides all members of the school community with a safe environment which is paramount in creating a successful learning environment. Whilst we are inclusive and welcome students who are not Catholic, all students receive lessons in religious education and our Catholic identity and spiritual life are reflected in all areas of our school.

- Contact details for the school are:

Principal: Mrs Stephanie Layhe	Website: www.stpetershighschool.org.uk
Address: St Peter's Catholic High School Stroud Road, Tuffley, Gloucester, GL4 0DD	Email: admissions@sphs.uk.com
Telephone School: 01452 520594	Telephone Sixth Form: 01452 509249

- The Governing Body is the admission authority and is responsible for the admission of all pupils. This policy has been compiled in line with the School Admissions Code and after consultation with the Gloucestershire Local Authority (LA) and with the Catholic Diocese of Clifton.
- The Published Admission Number (PAN) for Year 7 is 235 and the Governing Body intends to admit 235 pupils in September 2023. 240 places are available in each of Years 8 to 11.
- The PAN for Year 12 is 100 (this figure is only applicable to students joining Year 12 from other schools).
- **Special Educational Needs.** The admittance of children who have an Education, Health and Care plan (EHCP) is administered by the LA who work in partnership with the school. The LA is responsible for drafting the EHCP and for consulting with the parent/guardian and the School before the School is named in the EHCP. When finalised, if the school is named in the document then St Peter's is required to admit the child even if the School is full and before the criteria below are applied to any other applications, if necessary.
- **Fair Access Protocol.** The school is a signatory to Gloucestershire LA's In-Year Fair Access Protocol. Should a vulnerable child within this Protocol require a place at the school, they will take precedence over any child on the waiting list subject to compliance with the school trust deed.
- **Right to appeal.** Any parent, guardian or student over 16 years of age has a right to appeal against refusal by the Governing Body to admit. Anyone wishing to exercise this right may put their appeal, in writing, to the Clerk to the Governors at St. Peter's within 20 school days (unless informed otherwise) of being notified that their application has been rejected. An independent appeal will then be arranged and conducted in accordance with the School Admission Appeals Code (including within the defined timescales^{Note 1}).
- **Waiting List.** Anyone seeking a place to any year group may request to be placed upon the admissions waiting list which is maintained for any oversubscribed year group throughout the calendar year. Any places which become available will be offered to applicants on the admissions waiting list according to the oversubscription criteria listed below. Each child added to the list will require the list to be ranked

again in line with the above published oversubscription criteria, hence the position of a child on the list may change. Admissions waiting lists are closed at the end of the calendar year on 31 December; any applicant wishing to be placed on the new list for the next calendar year may do so but they must specifically ask the Admissions Officer for this to be done.

ADMISSION TO YEARS 7 – 11

- In the event of the number of applicants not exceeding the PAN then all applicants will be offered a place. If the number of applicants does exceed the PAN, the following oversubscription criteria, given in order of priority, will apply to determine the ranking of applications:

Roman Catholic^{Note2} Children:

1. Looked after children and previously looked after children^{Note3}.
2. Other Roman Catholic children.

Note: To be considered under either of the criteria above, written confirmation that the child is Roman Catholic must be provided to the school ^{Note2}.

Other Children:

3. Looked after children and previously looked after children^{Note3}.
 4. Children who have a sibling^{Note4} at, or previously at, St. Peter's.
 5. Children with a parent/guardian who has been a permanent member of staff (teaching or support) at St Peter's for 2 years or more, when the application is made, and/or was recruited to fill a vacant post for which there is a demonstrable skills shortage. This does not include staff who work on the school site for other employers.
 6. Children with a proven aptitude in drama, music or sport^{Note5}.
 7. Children who attended our Roman Catholic primary feeder schools^{Note6}.
 8. Children who are members of other denominations or faiths belonging to the Inter Faith Network for the UK^{Note7}.
 9. Other children.
- Children within the same oversubscription criteria will be prioritised by a tie-breaker^{Note8}.
 - Please see the 'NOTES' section below for definitions relating to the above criteria and tie-breaker.
 - **Admissions into Year 7 In September 2023:**
 - Applications must be submitted to the Local Authority (LA) where the child lives (their 'home LA'). To be considered in the first round of allocations, the application must be submitted by **31 October 2022** using the LA's Common Application Form. Additionally, to be considered under oversubscription criteria 1 or 2, written confirmation that the child is Roman Catholic must be provided to the school **by 31 October 2022** for the application to be considered in the first round of allocations (see Note 2 below).
 - For those who applied on time and qualify for a place, an offer of a place at St Peter's will be made by the child's home LA, on behalf of the Governors, on **1 March 2023**.
 - If, after the first round of allocations on 1 March there are any places available, the Governing Body will rank applicants still seeking a place (including late applicants) in accordance with the oversubscription criteria and then offer the places to the highest ranked applicants.
 - Any parent/guardian wishing to exercise their right to appeal should lodge the appeal with the Clerk to the Governors at St. Peter's.

- **Admissions into Years 7-11 after September 2023.** All applications should be made directly to the home LA of the child using the LA's Common Application Form. Additionally, for oversubscription criteria 1 or 2, written confirmation that the child is Roman Catholic must be provided to the school^{Note2}.

ADMISSION TO THE SIXTH FORM

- To be eligible for the Sixth Form, students should be under the age of 17 at the commencement of a 2-yr course or under 18 for a 1-yr course.
- Students already on roll at St Peter's will be permitted to join Yr12, without the need to apply, provided they meet the entry requirements for the agreed programmes of study (a list of detailed requirements is available from the Sixth Form Office).
- Offers of a place by the Governing Body to external students wishing to join the Sixth Form from other schools will be conditional upon them meeting the entry requirements for the agreed programmes of study (a list of detailed requirements is available from the Sixth Form Office).
- Information about, and application forms for, the Sixth Form can be obtained from the postal address above or from rcameron@sphs.uk.com. Dates of open days will be published on the School website (<http://www.stpetershighschool.org.uk/>).
- External students who apply may be invited to a meeting with the Director of Sixth Form or a member of the Leadership Team of the Sixth Form to discuss course options and academic entry requirements. They will be invited to accept the standards and expectations of the Sixth Form, the ethos and character of the School and the educational offer being made through completion of the form attached to the offer of a place.
- External students wishing to join the Sixth Form in September 2023 should apply by **1 March 2023**. If oversubscribed, places will be offered in accordance with the criteria below:
 - A. Roman Catholic looked after children and previously looked after children^{Note2}
 - B. Other Roman Catholic^{Note2} students.
Note: To be considered under either of the criteria above, written confirmation that the child is Roman Catholic must be provided to the school ^{Note2}.
 - C. Looked after children and previously looked after children^{Note3}.
 - D. Students from other schools.
 - E. Other Students.
- Applicants within the same oversubscription criteria will be prioritised by a tie-breaker^{Note8}.
- Applications from external students after 1 March 2023 will be considered if places remain available.

NOTES

1. **Appeals Timescales.** As defined in the School Admission Appeals Code, appeals will be heard within the following timescales:
 - a. for applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals;
 - b. for late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;

- c. for applications to sixth forms:
 - i. where the offer of a place would have been conditional upon exam results, appeals must be heard within 30 school days of confirmation of those results;
 - ii. where the offer of a place would not have been conditional upon exam results, appeals must be heard within 40 school days of the deadline for lodging appeals;
 - d. for applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged.
2. **Roman Catholic.** In this policy, 'Roman Catholic' refers to any pupil who has been baptised, or received, into the Roman Catholic Church or into a faith in full communion with the Roman Catholic Church (a list of these faiths, as supplied by the Catholic Education Service, is available from School Reception). Written confirmation (eg a baptismal certificate) of membership of one of these faiths will be required. Where a certificate is not available, a statement from a member of the clergy, confirming that the person has (or in their opinion has) been baptised or received into the Catholic Church must be provided. The governors may also request sight of the original certificate.
3. **Looked After Children or Previously Looked After Children.** A 'looked after child'^(a) or a child who was previously looked after but immediately after being looked after became subject to an adoption^(b) child arrangements order^(c) or special guardianship order^(d) including those who appear to the governing body to have been in state care outside of England and ceased to be in state care as a result of being adopted^(e).
- (a) *A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.*
 - (b) *This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).*
 - (c) *Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.*
 - (d) *See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*
 - (e) *A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*
4. **Siblings.** To be regarded as a sibling a child must be living at the same address for at least 50% of the time as a full, half, step or adoptive brother or sister. Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living for at least 50% of the time at the address considered to be the that of the child for whom the application is made. A child with a sibling who left St Peter's within 4 years of the requested date of admission will also qualify for this category even if he/she no longer lives at the same address **Note: the LA's common application form will not provide the school with details of such siblings who have left St Peter's and so written notification must be given directly to the school.**
5. **Drama, Music and Sporting Aptitude.** Drama, music and sporting aptitude will be assessed by tests to be taken by applicants during **October 2022** and this criterion is only available for September entry into Year 7. The tests have been devised to be taken by children whether or not they have had experience or formal training in drama, music or sport and will determine the child's aptitude. Any parent/guardian wishing their child to be admitted under this criterion should complete an application form for either music, drama or sport aptitude testing (available from school reception) and return it to

school before **1 October 2022**. Any parent/guardian should be aware that the tests are comprehensive and searching and demand for places through this category has been high in previous years.

- a. **Drama and Music.** Up to 6 students will be allocated places in this category (3 for drama and 3 for music). Specific tests will be available for both disciplines and will rigorously test the child's aptitude. Candidates will be ranked in score order for both drama and music and places in this category allocated in accordance with this policy. Only those scoring higher than a minimum score (to be announced before testing) will be allocated a place in this category. Applicants will be informed of their place in the ranked list of applications under this criterion by **26 October 2022**.
- b. **Sport.** Up to 12 students will be allocated places in this category. The tests will measure accuracy; agility; balance; endurance; hand/eye coordination; strength/power; and spatial awareness. Applicants will undertake the tests as part of a small group which will move around the sequence of activities and the whole test will take about 2½ hours. Candidates will be ranked in score order and places in this category allocated in accordance with this policy. Only those scoring higher than a minimum score (to be announced before testing) will be allocated a place in the category. Applicants will be informed of their place in the ranked list of applications under this criterion by **26 October 2022**.

6. **Feeder Primary Schools.** The following schools are regarded to be our feeder primary schools:

- a. **St Joseph's Catholic Primary, Nympsfield, Stroud.**
- b. **St Mary's Catholic Primary, Churchdown.**
- c. **St Peter's Catholic Primary, Gloucester.**
- d. **The Rosary Catholic Primary, Stroud.**
- e. **St Thomas More Catholic Primary, Cheltenham**
- f. **The Catholic Primary School of St Gregory the Great, Cheltenham**

7. **Other denominations or faiths.** 'Other denominations or faiths' refers to the listed members of the Inter Faith Network for the UK (see www.interfaith.org.uk or, if you do not have access to the internet, ask school reception to provide a hard copy). **Note: To be considered under this criterion written confirmation by the relevant minister of religion (or equivalent) that the child is a member of the denomination or faith in question must be provided directly to the school.**

8. **Tie-breaker.** Other than in category 6, children placed within the same oversubscription categories will be prioritised through a process of random selection supervised by an independent witness. In category 6, applicants will be prioritised by their aptitude testing scores taking each discipline in rotation. The highest priority will be given to the highest scorer in drama, next priority to the highest scorer in music and third to the highest scorer in sport. This order of rotation will then be continued taking the next highest scorers until all have been placed in rank order. Where children of multiple births (eg twins) would otherwise have been split by the over-subscription procedure, the intake will be extended beyond the PAN to include all the children from the birth.