

ADMISSION POLICY 2013-2014

Christ the King College is a joint Church of England and Catholic Voluntary Aided college. It is in the Trusteeship of the Church of England and Catholic dioceses and maintained by the Isle of Wight Council. The College received statutory approval to become a College for students aged 11 to 19 years with effect from September 2010.

In a voluntary aided school, the governing body, the majority of whom are appointed by the Church authorities, are responsible for determining and applying the admissions policy. The Local Authority is responsible for co-ordinating the admissions process across the Island and the College is included in the co-ordinated process.

The College is founded on a formal 'ethos statement', agreed by the Church of England Diocese of Portsmouth and the Catholic Diocese of Portsmouth. It defines the nature and purpose of the College. In particular, religious education and religious worship are in accordance with:

- i. the tenets, teaching and practice of the Church of England;
- ii. the tenets, teaching and practice of the Catholic Church.

Co-ordination of admissions on the Island

The Local Authority is responsible for co-ordinating the admissions process across the Island and the College is included in the co-ordinated process. Details of the co-ordinated scheme can be found in the Isle of Wight composite booklet on admissions "Educating Your Child 2013-2014". The booklet also contains the timetable for the admission process for September 2013, together with all the necessary deadlines for completion of forms.

Timetable

The timetable for the admission process for September 2013, together with all the necessary deadlines for completion of forms, is given in the Isle of Wight composite booklet on admissions "Educating Your Child 2013-2014".

THE POLICY FOR ADMISSIONS TO THE COLLEGE

The governing body will admit 216 pupils to Year 7 in September 2013.

Should there be more applications than the 216 places available, each application will be considered equally and strictly in accordance with the College's policy irrespective of the order of preferences expressed on the Authority's Common Application Form.

The Policy

The College policy includes 3 sets of categories A, B and C. Criteria set out in Category A have been determined in agreement with the Catholic Diocese of Portsmouth for 98 places, those in Category B have been determined in agreement with the Church of England Diocese of Portsmouth for 98 places with category C representing the 20 places available to children of families of no Christian or faith tradition.

Once all applications have been received, the first stage will be to include all applicants in both lists A and B. All applicants will be considered equally. Those in list A will be ranked in priority order according to the criteria set out for A. The same applicants will also be ranked in priority order according to the criteria set out for B. Those with no Christian or faith tradition will also be considered and ranked in priority order under category C and consequently included in all 3 lists A, B and C. The next stage will be to allocate the 216 places. The 216 places offered at the College will be made up of the 98 highest ranking applicants from list A, the 98 highest ranking applicants from list B and 20 applicants from list C. Should it be possible to offer an applicant a place under category A and category B (and if applicable category C), the highest ranking place will be offered. As applicants are allocated a place, their place will be freed up in the other list(s) allowing other applicants in that particular list to move up the list. This process continues until all 216 places have been allocated. In the case of a tie, the oversubscription criterion will be applied.

Children with a statement of special educational need.

The regulations on the admission of children with a statement of special educational need come under a different and separate Code under section 324 of the Education Act 1996. Under these regulations children who have a statement of special educational need naming the College in the statement must be admitted to the College. This is not an over-subscription criterion. However, these placements count towards the published admission number. Where children can be identified with either of the categories A or B they will count towards the admission number for that category. Otherwise they will count towards the admission number for category C. Children who do not have a statement of special educational need will be considered alongside all other applications strictly in accordance with the policy set out below.

Children with a disability

Under the Disability Discrimination Acts 1995 and 2005, it is unlawful to discriminate against any child with a disability. In respect of admission to Christ the King College any application for a child with a disability will be considered alongside all other applicants strictly in accordance with the policy set out below.

Looked After and Previously Looked After Children

Children in care are among the most vulnerable children in society and, in accordance with the Education (Admission of Looked After Children) (Education) Regulations 2006, are given top priority for admission to the College.

Looked after children are those who meet the definition in section 22 of the Children's Act 1989: that is any child in Local Authority care or provided with accommodation by it. Not all children living away from their parents come into this category. 'Previously looked after children' are defined in the Code (1.7) as children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

This is an over-subscription criterion and is the first and highest category for admission to the College as set out in the policy below. Where children can be identified with any of the criteria in categories A or B, they will be offered a place under one of those categories. Otherwise they will be offered a place under category C.

Criterion order and prioritisation for the allocation of places

| A | B | C |
|--|---|--|
| Criterion 1 Child who is in or previously been in local authority care | | |
| Criterion 2 Baptised Catholic child (including catechumen). Criterion 3 Children attending a Catholic primary school in the following priority order: 3(i) Child of at least one baptised Catholic parent. 3(ii) Sibling of child on the school roll at the time of entry. 3(iii) Child from family of other Christian or faith tradition. 3(iv) Child who does not fall into 3(i), 3(ii), 3(iii). Criterion 4 Children attending other primary schools in the following priority order: 4(i) Child of at least one baptised Catholic parent. | Criterion 2 Children of Church of England worshipping families in the following priority order: 2(i) At the Heart of the Church - Child of family attending a Church of England Church weekly or more. 2(ii) Attached to the Church - Child of family attending a Church of England Church at least once a month. 2(iii) Known to the Church – child of family attending at least special services and family occasions. Criterion 3 Sibling of child on the school roll at the time of entry. Criterion 4 Child from family of other Christian tradition. Criterion 5 Child who does not fall into the above criteria. | Criterion 2 Children of families of no Christian or faith tradition. |

| | | |
|--|--|--|
| <p>4(ii) Sibling of child on the school roll at the time of entry.</p> <p>4(iii) Child from family of other Christian or faith tradition.</p> <p>4(iv) Child who does not fall into 4(i), 4(ii), 4(iii).</p> <p>Criterion 5</p> <p>Child who does not fall into the above criteria.</p> | | |
|--|--|--|

Note: In order to decide on priorities for admission, the governors will place all applicants in the appropriate criterion in priority order within each of the categories A and B and where applicable category C. All children will fall into categories A and B. Where applicable a number of children will fall into all 3 categories A, B and C. Children will be offered a place if they fall within the admission number for the particular category (98 for category A, 98 for category B and 20 for category C). If the child can be offered a place under category A and B (and where applicable category C) the child will be offered the place where they occupy the highest place for admission and removed from the remaining category/ies. This means that the priority order in the other category/ies will be adjusted accordingly for the remaining applicants.

Oversubscription criterion

In the case of a tie in categories A or B above, priority will be given to children living nearest the College measured in a straight line from the front door of their home/flat to the nearest of the 2 main entrance gates to the College (ie – the front entrance of the former ABK school or the front entrance of the former Trinity school).

In the case of oversubscription in category C, all places in this category will be offered on the basis of a fair, transparent random selection in line with the Admissions Code of Practice (2010) paragraph 2.33-2.35.

Explanatory notes

Catholic – A Catholic is a baptised member of a church in communion with the See of Rome.

Catechumens – A Catechumen is a person undergoing preparation for baptism into the Catholic Church and has been accepted into the Order of Catechumens.

Christian tradition – Belonging to a church in membership of ‘Churches Together in England’.

Parent – parent, guardian or other who has actual care of the child and whose address appears on the child benefit book or other legal agreement confirming the care of the child.

Sibling – a brother or sister including half-brother, half-sister, stepbrother or stepsister, or any child who lives in the home as part of the family.

Home - must be the address where the child usually lives. Children who have parents with shared responsibility will have the address of the parent who is in receipt of child benefit.

Places cannot be offered on the basis of a possible future move. Places can only be offered on the basis of future moves on the basis of:-

- (i) a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a particular property on the Island;
- (ii) a tenancy agreement confirming the renting of a specific property on the Island;
- (iii) a letter from a housing association confirming that the parent(s) will be living at a specific address on the Island; or
- (iv) in the case of UK service personnel and Crown servants, an official MOD, FCO or GCHQ letter declaring a relocation date to the area, as the basis for establishing distance from the school.

How to apply

Applications are welcomed from all parents who wish for their child to attend the Church of England and Catholic college. In the case of oversubscription priority will be given to applicants of the Church of England and Catholic traditions. 20 places will be available for children of no Christian or faith tradition, but whose parents wish for their child to have an education in a Christian based environment.

The Local Authority's Common Application Form

For a place at the College, parents must complete the Local Authority's Common Application Form. This form requires parents to list their selection of schools in their preferred order. Parents need name the College only once on the Authority's form. This form must be submitted to:

School Admissions,
Children's Services,
County Hall,
Newport,
Isle of Wight
PO30 1UD

The deadline for submitting the Common Application Form is:

Wednesday 31st October 2012 at 4.30pm

The College's Supplementary Information Form

The Governing Body always considers the information given on the Supplementary Information Form, therefore parents **are strongly advised** to complete this second form.

This form asks for additional information to assist governors to prioritise applications against the College's admission policy in the case of over-subscription. Failure to complete and submit the Supplementary Information Form and supporting documentation means that the governing body will only be able to consider the application on the basis of the information supplied by the Authority from the Common Application Form.

It is important that all applicants complete the Supplementary Information Form and tick the boxes relevant to them under both A and B. Those of no Christian or faith tradition should also tick the relevant box under C.

It is important that a Supplementary Information Form is completed even if the College is not listed as the first choice on the Local Authority Common Application Form. For details of the supporting documentation required please refer to the relevant section below.

The Supplementary Information Form should be completed and submitted with the required supporting documentation to:

'Admissions 2013'
Christ the King College
School office on former Archbishop King School site
Wellington Road
Carisbrooke, Newport
PO30 5QT

The deadline for submitting the Supplementary Information Form is:

Wednesday 31st October 2012 at 4.30pm

Applying online Alternatively, parents can apply for a College place online (www.eduwight.iow.gov.uk/admissions) by completing the Isle of Wight Common Application Form. However, parents using this method of applying for a school place should still complete the College's Supplementary Information Form and return the form to the College. Failure to complete and submit the Supplementary Information Form and supporting documentation means that the governing body will only be able to consider the application on the basis of the information supplied by the Authority from the Common Application Form.

Date of notification of the outcome of the application

The CSA admissions office team will post a letter to all parents notifying them of the result of their application on 1 March 2013 (national offer day). Alternatively if the application was made online and a response was requested by this method, the result will be emailed to the parent/s.

Supporting documentation required for submission with the College's Supplementary Form

| CRITERIA | DOCUMENTATION REQUIRED | |
|------------------------|--|--|
| A1, B1, C1 | Child in or previously been in Local Authority Care | Letter of confirmation from the Isle of Wight LACES team. |
| A1, B1 | Baptised Catholic Child | Baptismal certificate of child (or letter from Parish priest confirming child is catechumen). |
| | Member of Church of England | Statement on the supplementary information form signed by incumbent (as for B2 category); or letter from incumbent stating child is from Church of England tradition. |
| | Member of other Christian tradition | Letter from incumbent confirming membership of Christian tradition; or Baptismal certificate of that tradition; or certificate of dedication in the Christian tradition. |
| | Member of faith tradition | Letter from faith leader that family belongs to the faith tradition. |
| A2 | Baptised Catholic Child (including catechumen) | Baptismal certificate of child (or letter from Parish priest confirming child is catechumen). |
| B2(i), B2(ii), B2(iii) | Children of Church of England worshipping families | The statement in the supplementary information form must be signed by the incumbent. |
| A3(i), A4(i) | Baptised Catholic parent. | Baptismal certificate of parent. |
| A3(ii), A4(ii), B3 | Sibling/s | The names and year groups of the siblings who will already be on roll of the College must be provided in the form above. |
| A3(iii), A4(iii), | Children of families of Christian (other than Catholic) and faith traditions | Letter from incumbent confirming membership of Christian tradition; or Baptismal certificate; or Letter of dedication; or Letter from faith leader confirming membership of the faith tradition. |

| | | |
|----|--|---|
| B4 | Children of Christian traditions other than Church of England: | |
| | Catholic | Baptismal certificate of child (or letter from Parish priest confirming child is catechumen) |
| | Other Christian traditions | Letter from incumbent confirming membership of Christian tradition; or Baptismal certificate; Letter of dedication. |

Late applications

Late applications will be considered in accordance with the Isle of Wight co-ordinated scheme for admissions. Details can be found in the Isle of Wight composite booklet on admissions “Educating Your Child 2013-2014”.

Waiting lists

In the event of the College being oversubscribed, a waiting list will be maintained. It is for the parent to request, in writing, that the child be placed on the waiting list. A child on the waiting list is not guaranteed a place at the College. The waiting list will comprise of 3 lists, A, B and C. Each child will be allocated a place on one of the lists A, B or C. In drawing up lists A, B and C, all applicants will first be ranked in priority order against the 2 sets of criteria under A and B (and where applicable C). Next, each child will be allocated the highest ranking place from lists A, B and where applicable C and deleted from the remaining list or lists. As a vacancy occurs in any one of the lists A, B or C, the child at the top of the relevant list A, B or C will be offered the place.

Should a vacancy occur under category A and no child was on the waiting list for A, then the place would be offered to the child at the top of list B. Similarly if a vacancy should occur under category B and there was no child on the waiting list for B, the place would be offered to the child at the top of list A. Children in list C will only be offered a place if a vacancy occurs under category C or if a vacancy occurs in either category A or category B and there are no children on the waiting lists for either A or B.

It should also be noted that the position on the waiting lists may alter if new applications are received and are allocated a higher place. A place on the waiting list does not remove the right of appeal.

Admissions to the Sixth Form at Christ the King College

Students on the roll of the College will be entitled to a place in Year 12 of the Sixth Form. The governing body will admit up to a further 17 students to Year 12 in September 2012.

Students will be expected to fully support the Christian ethos of the College.

Admissions will be subject to:

- (i) The availability of places on the various courses and in the various subjects offered by the College.
- (ii) The achievement of the academic requirements for the courses contained in the Sixth Form prospectus; and
- (iii) Consultation to ascertain the suitability of the course to the needs of the Student.

Right to Appeal

In accordance with the Schools Standards and Framework Act 1998 (as amended by the Education Act 2002) parents, whose child is refused admission to the College, have the right of appeal. The appeal, using the appropriate form supplied with the letter of refusal, should be made within 14 days of the date of posting the Authority's Children's Services letter or receiving an email if the application was made online. An information booklet giving further details on the appeals process will also be enclosed.