

**TRINITY CATHOLIC HIGH SCHOOL (SCIENCE & SPORTS COLLEGE)**

**ADMISSIONS CRITERIA 2016/17**

Trinity Catholic High School (Science and Sports College) is a voluntary aided, mixed, 11 – 18 Catholic Comprehensive School, under the trusteeship of the Diocese of Brentwood. The primary aim and purpose of our school is to support practising Catholic parents in the academic, spiritual and moral education of their children. The Governing Body will therefore offer a priority in each category to children of practising Catholic families. This does not affect the right of parents who are not of the faith of this School to apply for and be considered for a place at our School.

The Governing Body, having carried out the required consultation, has set a planned admission number of 240 for the academic school year commencing in September 2016.

**Children with a Statement of Special Educational Needs or Education Health and Care Plan which Names Trinity Catholic High School**

Children with a statement of special education needs “SEN statement” or education health and care plan (“EHC plan”) which names Trinity Catholic High School are dealt with under separate procedures rather than under this policy. Such children will be automatically admitted under those procedures regardless of places available in that particular year group. Where the admission is in the normal admission round, these places will be allocated first and the number of available places for other children will be reduced accordingly.

**Over-subscription criteria**

In the event of over-subscription applications will be considered in the following order of priority.

1. To looked after baptised Catholic children (children in public care – see glossary of definitions) and baptised Catholic children who were looked after, but cease to be so because they were adopted or become subject to a residence order, or special guardianship order.
2. To children of practising Catholic families whose permanent residence is within one of the following Catholic Parish boundaries on the closing date of application. Please note applications under this section of the criteria will be considered in the order of Parish priority listed below:-
  - (1) St. Thomas of Canterbury, Woodford Green
  - (2) Our Lady of Grace & St. Teresa, Chingford
  - (3) St. John Vianney, Clayhall
  - (4) St. Edmund & St. Thomas More, Loughton
  - (5) St. Thomas More & St. Edward, Waltham Abbey
  - (6) St. Anne Line, South Woodford
  - (7) The Assumption, Hainault
  - (8) Christ the King, (North of the North Circular A 406)
  - (9) Our Lady of Lourdes, Wanstead.

Please note that the Parish Boundaries are defined by the Diocese of Brentwood. Information relating to these boundaries can be found on our School’s website ([www.trinity.redbridge.sch.uk](http://www.trinity.redbridge.sch.uk)), or by contacting the School directly on 020 8504 8946, to request a copy of our Parish Boundary map booklet.

In the event of oversubscription from applicants residing in the above parishes, the following tie-break arrangements will apply:-

- (a) First priority will be given to sibling applicants from practising Catholic families, who have brothers or sisters (siblings) already in Years 7 – 10, and who will therefore continue to attend our School in

the following academic Year. The term sibling will also be inclusive of half-siblings, adopted siblings and step-children.

- (b) Remaining places will then be offered to non-sibling applicants from practising Catholic families from the parishes listed above in order of Parish priority. At the point of oversubscription, where there are an insufficient number of places left available, for the total number of applicants from a particular parish, the following distance tie-break arrangement will be employed to allocate places:-

These places will be offered in accordance with geographical distance from the school, as measured by the shortest available walking route, via public roads, and recognised footpaths. This will be measured via reference to a geographical mapping system which measures distance from an individual residence, to the front entrance to the school in Mornington Road, Woodford Green, IG8 0TP. Please note that when measurements involve flats in the same block, the distance will be to the entrance of each individual flat. Where two separate residences are determined as being exactly the same distance from the School, a lottery tie-break draw will take place in accordance with London Borough of Redbridge's policy.

**For applicants wishing to be considered under the category of Baptised Catholic, a Certificate of Baptism will be required (see below).**

**For applicants wishing to be considered under the category of practising Catholic, a Certificate of Catholic Practice will be required (see below).**

**Please note: previous experience would indicate a possibility of over-subscription from applicants within the above Parishes. (Please see School Prospectus for further commentary and details).**

3. However, in the event of under-subscription from applicants residing in Parishes listed 1 - 9 any remaining places will be offered in the following order of priority:-
- (i) To sibling applicants from practising Catholic families who reside outside of the parish boundaries listed under Point 2, who have brothers or sisters (siblings) currently on roll at Trinity in Years 7 - 10 and who will therefore continue to attend Trinity in the following academic year, in accordance with the geographical distance from the school (as described in Section 2).
  - (ii) To baptised Catholic applicants resident in one of the nine parishes listed under Point 2 of our oversubscription criteria in accordance with our sibling/distance tie-break arrangements (described).
  - (iii) To applicants from practising Catholic families who reside outside of the Parish boundaries listed under Point 2 of our oversubscription criteria in accordance with geographical distance from the school (as described).
  - (iv) To baptised Catholic applicants residing outside of the Parish boundaries listed under Point 2 of our oversubscription criteria in accordance with geographical distance from the school (as described).
4. At this point the Governing Body having fulfilled its obligation to the Catholic community, will consider applications from parents whose children are not practising Catholics or Baptised Catholics. The Governors will consider all such applications in the following order of priority:-
- (i) Looked after children (children in public care – see glossary of definitions) and children who were looked after, but cease to be so because they were adopted or become subject to a residence order, or special guardianship order.

- (ii) To applicants of other Christian traditions whose application is supported by a Minister of Religion.
- (iii) To applicants of other faiths whose application is supported by a religious leader.

**To be considered as another Christian tradition or other faith applicant, you must submit to the School the 'Other Christian Traditions and Other Faith Reference Form' signed by your own religious leader. Where no reference is received, the application will be considered under the category below.**

- (iv) To other applicants.

Please note that places will be offered under category 4 (i) and 4 (ii) in accordance with the sibling/distance tie-break arrangements described in Section 2 of our oversubscription criteria.

**Waiting List.** Our School maintains a waiting list, parents who express a desire to be placed on the waiting list will be placed in order of priority in accordance with the published criteria. This will be maintained until the end of the autumn term, December 31<sup>st</sup>. After this time, parents still wishing for their children to be considered will be asked to reaffirm their interest and a waiting list will then be drawn up in accordance with the admissions criteria. Please note that "In – Year Fair Access Protocol" admissions will take precedence over those on the waiting list as required.

**Appeals against Admission decisions.** The parents of any students refused admission to Trinity will have the right of appeal in accordance with the School's Standard and Framework Act 1998, which allows parents to appeal against any decision made by or on behalf of the Governing Body of Trinity Catholic High School. Places will continue to be filled from the waiting list, whether or not parents have appealed, in accordance with the Admissions Criteria.

## RELATED ARRANGEMENTS

**Definition of a "Baptised Catholic Child".** For the purpose of this policy, "baptised Catholic children" are children who have been baptised in a Catholic Church in accordance with Canon 849 and for whom valid baptismal certificate has been provided to the School on or before the application deadline.

"Catholic Church" includes Roman Catholic, members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome, as set out in Annex A of this policy.

**Definition of a "Children of Practising Catholic Families".** "Children of practising Catholic families" are children for whom a Certificate of Catholic Practice has been completed by their Priest and is provided to the School on or before the application deadline.

**Certificate of Catholic Practice.** A "Certificate of Catholic Practice" is a certificate signed by a Priest who is satisfied that the baptised Catholic child (together with one baptised Catholic parent) observes the Church's precepts of attending Sunday Mass and on Holy Days of Obligation (see Catechism of the Catholic Church, paragraphs 2041-2042), such attendance being an obligation from the age of seven years or later reception into the Catholic Church.

Regularity of attendance of the baptised Catholic child with a baptised Catholic parent will therefore be the determining factor for Priests asked by parents to provide a Certificate of Catholic Practice. Occasional non-attendance may not constitute a breach of the obligation of attendance under the Code of Canon Law (which provides for a range of particular circumstances which excuse or mitigate the

obligation), however parents should note that a pattern of fortnightly or monthly attendance at Sunday Mass will not satisfy the obligation.

Parents who have queries regarding their own pattern of attendance at Sunday Mass and Holy Days of Obligation should speak to the Priest they will be seeking a Certificate of Catholic Practice from.

**Certificate of Baptism.** Where the child's Certificate of Baptism has been lost or misplaced, a copy must be obtained from the Catholic Church where the baptism took place.

**Late applications.** Late applications under the Co-ordinated Scheme must be submitted to your home Local Authority. Please note that applications received after the closing date will be considered in accordance with the School's Admissions Criteria, but after those that were submitted on time.

**Definition of ordinary residence.** The residence at which a child lives with its birth parents, legal guardian or foster parent. That address will be considered to be the child's normal, permanent place of residence. Where a child has parents who are separated, the parents may nominate only one address for the application process. If one parent has parental responsibility (as evidenced by documentation) that parent's address must be used.

If both parents have parental responsibility (as evidenced by documentation) the Governing Body will normally accept a parent's address used by the child's primary school.

If the child lives full or part time, with neither parent. The Governing Body will accept this as the application address only if the arrangement can be confirmed as such. If such a formal arrangement has been agreed there should be some evidence that the relatives care for the child/ren on a full time basis, practical examples of factual proof will include:- who holds the child's allowance book, and collects it, where the child is registered with the G.P., where the child spends weekends. If a child is merely looked after by a relative during the week, this would not alter their ordinary residence which is assumed to be with their parents and it is this address that will be used for admission purposes.

Parish Boundary Guide. A booklet showing Parish Boundaries is available to all applicants on request (telephone 020 8504 8946).

It should be noted that all offers are made on condition that the information received by the Governing Body is entirely accurate, if at any stage this is proved to be otherwise, otherwise the offer of a place may be withdrawn

**Looked after Children.** A looked after child is in the care of a Local Authority as defined by Section 22 of the Children Act 1989. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

## **CHURCHES IN UNION WITH ROME**

### **Personal Ordinariate**

Baptised children of parents who are members of the Ordinariate established under The Apostolic Constitution *Anglicanorum Coetibus* of November 4<sup>th</sup> 2009 are to be given equal preference to that offered to children baptised in a Catholic Church. It is important to note that these children may have been baptised in the Church of England.

### **Oriental Rite (or Eastern Catholic) Churches in union with Rome**

**The Holy See's *Annuario Pontificio* gives the following list of Eastern Catholic Churches**

1. Alexandrian liturgical tradition:
  1. Coptic Catholic Church (patriarchate):
  2. Eritrean Catholic Church (metropolia):
  3. Ethiopian Catholic Church (metropolia):
2. West Syrian, including Malankara, liturgical tradition (which is part of Antiochene Rite):
  1. Maronite Church (patriarchate):
  2. Syriac Catholic Church (patriarchate):
  3. Syro-Malankara Catholic Church (major archepiscopate):
3. Armenian liturgical tradition:
  1. Armenian Catholic Church (patriarchate):
4. Chaldean or East Syrian liturgical tradition:
  1. Chaldean Catholic Church (patriarchate):
  2. Syro-Malabar Catholic Church (Major Archepiscopate):
5. Constantinopolitan (Byzantine) liturgical tradition:
  1. Albanian Catholic Church (apostolic administration):
  2. Belarusian Catholic Church (no established hierarchy at present):
  3. Bulgarian Greek Catholic Church (apostolic exarchate):
  4. Byzantine Church of Croatia, Serbia and Montenegro (an eparchy and an apostolic exarchate):
  5. Greek Byzantine Catholic Church (two apostolic exarchates):
  6. Hungarian Greek Catholic Church (an eparchy and an apostolic exarchate):
  7. Italo-Albanian Catholic Church (two eparchies and a territorial abbacy):
  8. Macedonian Catholic Church (an apostolic exarchate):
  9. Melkite Greek Catholic Church (patriarchate):
  10. Romanian Church United with Rome (major archiepiscopate):
  11. Russian Catholic Church (two apostolic exarchates, at present with no established hierarchs):
  12. Ruthenian Catholic Church (a *sui juris* metropolia, an eparchy & an apostolic exarchate):
  13. Slovak Catholic Church (metropolia and an eparchy):
  14. Ukrainian Catholic Church (major archiepiscopate):

There are an equivalent number of Eastern Orthodox Churches with similar names that are not in union with the See of Rome. The general rule is Eastern Rite Churches in union with the See of Rome will have the word Catholic in their titles. Churches with the word Orthodox in their titles are not in union with the See of Rome and children from these Churches should be considered after Catholic children. Please refer any queries to the Commission.