



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

### **ADMISSION POLICY (FOR ENTRY IN SEPTEMBER 2017)**

#### **Introduction**

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 therefore gives priority to children of practising Catholic families and baptised Catholic children. This does not, however, affect the right of parents who are not of the Catholic faith to apply for a place at the school.

#### **Published Admission Number (“PAN”) for Year 7**

The Governing Body has set a published admission number (“PAN”) of 240 for Year 7 for the academic school year commencing in September 2017.

#### **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.

#### **Oversubscription Criteria**

In the event of oversubscription, places will be allocated in the following order of priority:

1. Looked after baptised Catholic children (children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions) and baptised Catholic children who were looked after, but ceased to be so because they were adopted or become subject to a residence order or a special guardianship order.

#### **A Certificate of Baptism must be submitted – see below.**

2. Children of practising Catholic families whose home address is within one of the following Catholic Parish boundaries on the closing date of application, and in the following order of priority:-

- (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 the 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 the parish boundary map booklet.

For children to fall within Categories 2, a Certificate of Catholic Practice must be submitted – see below.

Children falling into categories at (1) to (9) above will then be placed into the following sub-categories:

- (a) Children who have a sibling already in Years 7 – 10 at Trinity Catholic High School at the deadline for applications, and who will still attend Trinity Catholic High School at the time of admission. The term sibling will include a full-brother or sister, a half-brother or sister, an adopted brother or sister and a step-brother or sister.
- (b) To non-sibling children from practising Catholic families from the listed Parishes.

Places will be allocated within categories (a) and (b) above by reference to the geographical distance from the child's home address to the school, with those living closer receiving higher priority – see below.

**For applicants wishing to be considered within the category of practising Catholic, a Certificate of Catholic Practice must be submitted – see below.**

3. Other Catholic Children, who will be placed into the following sub-categories:
  - (i) Children from practising Catholic families who **do not** reside in any of the parishes listed at 2(1) to 2(9), who have a sibling already in Years 7 – 10 at Trinity Catholic High School at the deadline for applications, and who will still attend Trinity Catholic High School at the time of admission. The term sibling will

include a full-brother or sister, a half-brother or sister, an adopted brother or sister and a step-brother or sister.

- (ii) Baptised Catholic children who reside in one of the nine parishes listed at 2(1) to 2(9), who have a sibling already in Years 7 – 10 at Trinity Catholic High School at the deadline for applications, and who will still attend Trinity Catholic High School at the time of admission. The term sibling will include a full-brother or sister, a half-brother or sister, an adopted brother or sister and a step-brother or sister.
- (iii) Baptised children who reside in one of the nine parishes listed at 2 (1) to 2 (9) who **do not** have a sibling at the school
- (iv) Children from practising Catholic families who **do not** reside in any of the parishes listed at 2(1) to 2(9) who **do not** have a sibling at the school.
- (v) Baptised Catholic children who **do not** reside in one of the nine parishes listed at 2(1) to 2(9) who **do not** have a sibling at the school.

**For children to fall within Categories (i) and (iv) above (children of practising Catholic families), a Certificate of Catholic Practice must be submitted – see below.**

**For children to fall within Categories (ii), (iii) and (iv) above (baptised Catholic children), a Certificate of Baptism must be submitted – see below.**

Places will be allocated within categories (i) to (v) above by reference to the geographical distance from child's home address to the school, with those living closer receiving higher priority – see below.

4. All other children who will be placed into the following sub-categories:-
- (i) Looked after children (children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions) and children who were looked after, but ceased to be so because they were adopted or become subject to a residence order or a special guardianship order.
  - (ii) All other children.

Places will be allocated within categories (i) and (ii) above by reference to the geographical distance from child's home address to the school, with those living closer receiving higher priority – see below.

### **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.

The Certificate of Catholic Practice must be provided to the school no later than 31<sup>st</sup> October 2016.

### **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.

The Certificate of Baptism must be provided to the school no later than 31<sup>st</sup> October 2016.

### **Definition of Child's Home Address**

For the purpose of this policy, the child's home address will be the residence at which a child lives with a birth parent, 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 the address stated on the application 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 on a full time basis. Practical examples of factual proof will include:- who holds the child's Child Benefit book and/or collects/receives it, the address registered with the child's G.P., confirmation as to 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.

### **Distance**

The geographical distance will be measured via reference to a geographical mapping system which measures distance from the child's home address to the front entrance to the school in Mornington Road, Woodford Green, IG8 0TP, using the shortest available walking route, via public roads and recognised footpaths. Please note that when measurements are taken from a block of flats, the distance will be measured from the entrance of each individual flat.

### **Tie Breaker**

Where two or more applications cannot be separated because the children live an equal distance from the school, the order in which places will be allocated will be determined by a lottery tie-break draw in the presence of an independent witness.

### **Waiting List**

The school maintains a waiting list of children whose parents express a desire to be included. Children on the waiting list will be ranked in accordance with

the oversubscription criteria outlined above and not in relation to the date the application was made. This means that a child's name may go down as well as up the waiting list as further applications for admission are received.

The waiting list will be maintained until the end of the autumn term (December 31<sup>st</sup>). After that date, parents who still want their child to be considered for admission when a place becomes available will be asked to reaffirm their interest. A further waiting list will then be drawn up in accordance with the oversubscription criteria outlined above.

Please note that "In – Year Fair Access Protocol" admissions will take precedence over those on the waiting list, as legally required.

### **Appeals against Refusal of Admission**

Parents of children refused admission have a statutory right of appeal in accordance with the School Standards and Framework Act 1998. Full details as to how to appeal and the relevant deadline for submitting an appeal will be provided with the letter confirming the refusal.

### **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.

### **Inaccurate or Fraudulent Applications**

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, the offer of a place may be withdrawn. In the case of a fraudulent application, the local authority has the power to prosecute.

## ANNEXE A

### 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.