



# ST CUTHBERT MAYNE SCHOOL ADMISSIONS ARRANGEMENTS CRITERIA 2019 - 20

**Our admissions policy is written to comply with the requirements of the School Admissions Code, School Admissions Appeals Code and other relevant legislation:**

- So that parents will know how to apply for a school place, when to apply and what happens when an application is made.
- So that our governors, head teacher and members of staff understand what to do.
- To set out our commitment to fair, clear and consistent admissions procedures.

## **SCHOOL MISSION**

### **“Christ is our Cornerstone”**

To be a learning Community, rooted in the teaching of Christ. To reflect and share the love of God in our Service and Worship.

### **“Learning is our focus”**

Our educational vision is to provide an inspirational Christian education which engages, challenges and nurtures our students so that they may live life to the full, now and in the future.

## **CORE VALUES**

To have integrity and be courageous, compassionate and creative.

These core values underpin how we work as a School Community and the values we look to develop in all members of the Community.

### **Courageous:**

Being confident, to embrace challenge.

### **Compassionate:**

Reflect the love of God. A care for others, to be peace makers who understand the importance of forgiveness and reconciliation.

### **Creative:**

To be inventive, resourceful and visionary.

**We ask all parents to respect this ethos and its importance to the school community.  
This does not affect the right of all parents to apply and be considered for a place here.**

Reviewed by Resources Committee:  
Determined:  
Review date:

10<sup>th</sup> October 2017  
10<sup>th</sup> October 2017  
Autumn Term 2018

## **ADMISSIONS ARRANGEMENTS AND CRITERIA 2019 - 20**

1. St Cuthbert Mayne, Joint Catholic and Church of England 11 – 18 Co-educational Comprehensive School, which welcomes pupils from both a Faith and a Non-Faith background. It is situated in the Catholic Diocese of Plymouth and the Anglican Diocese of Exeter.
2. The Governing Body of the School is responsible for determining and administering the policy relating to the admission of pupils to the School. It is guided in that responsibility by the requirements of the law by the advice of the Diocesan Trustees and its duty to the School and the Catholic and Anglican Communities.
3. Having consulted the LA and others in accord with the requirements of the law, the Governing Body has set as its published admissions number 195 pupils for the School year commencing September 2019 according to the ratio based upon the foundation of the School that up to 45% (88) of pupils will be admitted from the Roman Catholic tradition, and 45% (88) of those admitted will be from the Anglican tradition and up to a maximum of 10% (19) from other denominations (as recognised by Churches Together). If there is a deficit of Admissions from either the Roman Catholic or Anglican communities these places will be taken by the alternative tradition. If there is a deficit of numbers of those of other denominations, these places will be shared equally between the Roman Catholic and Anglican Communities. If the places allocated to Roman Catholic and Anglican applicants are not all taken these places may be taken up by other denominations (as recognised by Churches Together). Any places not taken by these categories will be available for any other pupil who wishes to attend the school. Last year over half of students who joined the school were from this category (Criteria 4).
4. Parents wishing to apply for a place in the School for their child to start in year 7 in September 2019 should complete both the standard Torbay Schools Application Form or Devon's Schools Application Form (depending on home address) and the St Cuthbert Mayne Supplementary Information Form if applying under faith criteria. Please ensure that you send the Torbay / Devon forms to the LA in which you reside. The Supplementary Information Form only needs to be completed if applying under faith criteria and should be sent to St Cuthbert Mayne School by no later than 31st October 2018. You can obtain a Supplementary Form from the school. Please note that applications on the Torbay Schools or Devon School application forms are valid even without the school's supplementary information form. However, a supplementary form on its own does not count as an application; a common application form must also be completed.
5. In accord with the provisions of Regulation 49 of the Education (School Government) Regulations 1999, the Governing Body has delegated responsibility for determining admissions to its "Admissions Committee" comprising of members of the Governing Body.
6. The Admissions Committee of the Governing Body will consider all applications made in accord with the criteria set out below without reference to the ability or aptitude of the child.

**Any child whose Education, Health and Care Plan or statement of special educational need where the school is named as the most suitable school will have automatic entitlement to a place.**

## **OVERSUBSCRIPTION CRITERIA**

If the number of applications for places is greater than the number of places available, applications will be prioritised according to the criteria set out below in accordance with item 3 under the Admissions Arrangements set out above. Last year over half of the students who joined the school met Criteria 4

If two or more applications within one or more criteria are tied, priority will be given first to children who have a sibling in school at the time of admission and then to children living closest to the school measured by a straight line distance between their home and the school gate. Distances will be measured via the Torbay Council Interactive mapping for Geographical Information. In the event that applicants cannot be separated using the distance tiebreaker (i.e. they live identical distances from the school) the allocation of a place will be by random selection.

### **CRITERIA 1**

All children looked after or who have previously been looked after (in accordance with s22 of the Children Act 1989), of either denomination or non-faith.

Children in Care or those who were in Care but ceased to be so because they were adopted, made the subject of a residency order or made the subject of a special guardianship order.

### **CRITERIA 2**

- Children baptised within the Catholic tradition (or those who have proof of being received into the Catholic Church) and who are actively involved in the worship life of their local Catholic Church communities. Priority is given to those with sustained attendance, supported by the relevant church minister on the Supplementary Information Form.
- Children baptised within the Anglican tradition (or those who have proof of being received into the Anglican Church) and who are actively involved in the worship life of their local Anglican Church communities. Priority is given to those with sustained attendance, supported by the relevant church minister on the Supplementary Information Form.
- Children who are members of another church community, regularly attending services, recognised by Churches Together in England who are actively involved in the worship life of their local church communities. Priority is given to those with sustained attendance, supported by evidence of membership by a relevant church minister on the Supplementary Information Form.

### **CRITERIA 3**

Baptised children who are members, but not active members, e.g. not attending public Acts of worship, of local Catholic and Anglican Church communities with particular reasons advised by

parents/guardians/carers (e.g. poor health, work commitments, care responsibilities) and supported by Church ministers.

#### **CRITERIA 4**

All other children, where a supplementary form has not been submitted.

#### **ALL APPLICANTS**

The ethos of the school is Christian. We ask all parents applying for a place here to respect this ethos and its importance to the school community. 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 here.

## HOW TO APPLY FOR YEAR 7 ADMISSION – SEPTEMBER 2019

- Read the Prospectus
- You are encouraged to visit the school's Open Mornings in the summer term and/or Open Day on **DATE TBC** between 9.30am – 12.30am and 6pm – 8pm.
- Torbay residents should read the Torbay TIPS 8 booklet and secondary supplement. This is available online at [www.torbay.gov.uk](http://www.torbay.gov.uk), from your child's school, or Torbay Council. Residents outside Torbay should read the admission information provided by their council.
- Apply online if possible at [www.torbay.gov.uk](http://www.torbay.gov.uk) or complete the standard Torbay Application Form (CAF1) or home local authority common application form if applying outside of the area and return it to the LA (see instructions on the bottom of the form) by Monday 31 October 2018.
- You should also complete the Supplementary Information Form for St Cuthbert Mayne, available from [www.torbay.gov.uk](http://www.torbay.gov.uk) or from the school, if you are applying for a place with us under a faith criteria. Applications without this will also be considered but will be lower priority against the oversubscription criteria if the school is oversubscribed. Please return this form along with a copy of your child's Baptism certificate to the Admissions Officer at St Cuthbert Mayne School by Monday 31<sup>st</sup> October 2018.
- On receipt of the Supplementary Information Form the school will send a Religious Affiliation Form (together with a copy of your Supplementary Information Form) to your Parish Priest, Vicar or Minister for them to complete and return to us.
- You will be notified by your home Local Authority of the decision concerning your application on 1<sup>st</sup> March 2019 – National Allocation Day.
- **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Admission authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age group.

A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history

and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

We will take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, we will set out clearly the reasons for the decision.

Where we agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the application will be processed as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of our determined admission arrangements only, including the application of oversubscription criteria where applicable. The application will not be given lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **POST 16 APPLICATIONS**

### **HOW TO APPLY FOR A PLACE IN THE SIXTH FORM**

Applications to the Sixth Form are welcomed. At least 20 places will be available for external students who fulfil entry requirements according to the prospectus. Places are also subject to applicants meeting the subject and course requirements set out in the Sixth Form Prospectus.

Please contact the Director of Sixth Form Learning, Mr Anthony Boughton, through the 6<sup>th</sup> Form Administration Office, telephone 01803 328725, option 2. You will be informed about subjects offered at GCE Advanced Level, Btec courses and their entry requirements. A visit can be arranged to help you make your decision.

The PAN for Year 12 is 120.

If sixth form places are oversubscribed by students who meet the entry requirements, places will be prioritised according to the oversubscription criteria 1-4 above.

### **ADDITIONAL INFORMATION**

1. The parents of those children whom the Admissions Committee have prioritised according to the criteria as pupils at the School will be informed, in writing, by your home LA on 1<sup>st</sup> March 2019 and shall be required within a fixed period of time to confirm or otherwise, acceptance of the offer of a place.
2. Late applications from students arriving in the area after the closing date will be dealt with in accordance with the Torbay Local Authority Co-Ordinated Scheme.
3. The parents of those children whose application for a place in the School was unsuccessful will be informed, in writing, of the decision of the Admissions Committee, the Admissions Committee's reasons for not offering a place and a description of the rights of the parents to lodge an appeal against the decision including detail of how and to whom such appeal should be lodged.
4. Further to above, the Admissions Committee will keep a "Waiting List" until the end of the first term of the academic year 2019/20, of those children who have not been offered a place, and such a list will rank children in strict order of priority.
5. In addition to the application forms you will be required to produce documentary evidence where applicable in the form of a photocopy of your child's baptism certificate.

**NB:** Withdrawing offers of places - Parents should note that should the Governors find evidence of a fraudulent or intentionally misleading application from a parent which effectively denied an applicant with a stronger claim an offer of a place, the offer could be withdrawn.

### **IN YEAR APPLICATIONS**

To apply for places within the academic year please contact the school directly through the Admissions Assistant, Mrs Helen Sivyer, (tel 01803 328725 option 3), who will send you an application form and a copy of the Admissions Criteria. These are the same as those published above. If your preference for a place at the School is on the grounds of religion we will also require a Supplementary Information Form to be completed. A decision will be made based on the PAN and over subscription criteria. If there is a space available, a place will be offered. If a place is refused because the year group is full you will be provided with details about how you can appeal against the decision. We will contact the Local Authority and advise them of the application.

### **FAIR ACCESS PROTOCOL**

All LAs are legally required to operate a Fair Access Protocol across their area – all schools are required to co-operate with that protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard In-Year admission arrangements for the area have an admission safety net. The protocol can be found at [www.torbay.gov.uk](http://www.torbay.gov.uk) .



<b>Definitions</b>	
Actively Involved	Attending Mass, other Liturgies, or Acts of Public Worship on a regular basis ie weekly, fortnightly or monthly
Children Formerly in Care	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a residence order (see the Children Act 1989 section 8) or a special guardianship order (Children Act section 14A). Please note that under the Adoption and Children Act, adoptions need not have been after 31 December 2005 for this purpose. This priority applies to all children who were formerly in care, regardless of the date they were adopted.
Children in Care	These children are looked after or provided accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority.
Distance measurement	<p>At the time of determination, we measure straight line distances between the main entrance gate to the School on Trumlands Road and homes using the Torbay Interactive Mapping System.</p> <p>Measurements are taken by a straightline distance using the Council's electronic mapping system (GIS). Measurements will be made from the co-ordinates of the home address as pinpointed on the Council's system, to the co-ordinates of the school as pinpointed on the Council's system. The pinpoint will be within the boundary of the property and its precise location will be determined by Torbay Council.</p> <p>This is for admissions purposes only and is not used to determine eligibility for school transport. In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the school), the allocation of a place will be by random selection using a random number generator and in the presence of a senior manager.</p>

Education, Health and Care Plans or EHCP	An Education, Health and Care Plan is a formal document describing a child's additional needs and how they will be provided for in a school. Under the Children and Families Act 2014 Education, Health and Care Plans will replace Statements of SEN as they are phased out.
Fair Access Protocol	A policy operated by Torbay Council to assist children unable to access an appropriate school place through standard admission arrangements once a Year Group has begun.
Home address	<p>The school will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address.</p> <p>Where necessary to determine which address to recognise and in the absence of a residency order, the School will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the School in reaching a decision on the home address for admissions purposes.</p> <p>This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the School will determine the home address.</p> <p>The School will reach decisions on what is the child's home address. We may require evidence of a change in the child's home address. This will normally be evidence of a house purchase or new tenancy agreement though we understand not every family will be able to produce this, particularly where a house move is at short notice or where a family is escaping domestic violence. Please contact the School if you need to discuss this.</p> <p>If the school is oversubscribed evidence of address may be required. <i>Acceptable evidence; utility bill, council tax bill, benefits statement. We no longer accept bank or mobile phone statements as evidence.</i></p>

In-Year admission	This is any admission into the School after the initial intake at the beginning of September in Year 7.
Linked Primary School	We do not give priority for admission on the basis of which primary school a child has attended. We welcome application from parents of any child at any primary school and those who are otherwise educated.
Parent	A parent is any person who has parental responsibility or care of the child. Parent also means carer or guardian. Where admission arrangements refer to parents this can mean one parent or both.
Published Admission Number (PAN)	This is the minimum number of places available at the school for eligible students. In limited circumstances, more will be admitted according to the Secondary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation.
Pupil Premium	<p>The pupil premium is additional funding available to state-funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. Pupil premium is available for children who:</p> <ul style="list-style-type: none"> <li>• were eligible for Free School Meals at any time in the previous six years</li> <li>• have been in the care of a local authority</li> <li>• were registered in a school census as care leavers who were adopted or made the subject of a residency order or a special guardianship order</li> <li>• has been registered in a school census since 2011 as a child of a service family</li> </ul> <p>We ask all parents of eligible children to inform the School whether or not Free School Meals are taken as eligibility will increase the funding we receive to improve provision and attainment.</p>
Random Selection	Drawn from a pot of names

Sibling	This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.
Statement	A Statement of Special Educational Needs is a formal document describing a child's special educational needs (SEN) and how they will be provided for in a school. Under the Children and Families Act 2014 Statements will be replaced by Education, Health and Care Plans.
Supplementary Information Form or SIF	A form in addition to the common application form from the LA. It is used to collect information which is necessary only for applications under the faith criteria. Not all parents will need to complete this form.
Sustained Attendance	At least monthly for the last year

## CONTACTS AND FURTHER INFORMATION

<p>Contact details:  Mrs Suzy Woods  Admissions Officer (Year 7)  St Cuthbert Mayne School,  Trumlands Road, Torquay, TQ1 4RN  Telephone 01803 328725 option 3  <a href="mailto:suzy.woods@stcm.torbay.sch.uk">suzy.woods@stcm.torbay.sch.uk</a>  Mrs Helen Sivyer  Admissions Assistant (In Year)  Helen.sivyer@stcm.torbay.sch.uk</p>	<p>Admissions &amp; Student Services Torbay  1<sup>st</sup> Floor South  Tor Hill House  c/o Town Hall  Castle Circus  Torquay  TQ1 3DR  Tel: 01803 208908  <a href="mailto:Pupil.services@torbay.gov.uk">Pupil.services@torbay.gov.uk</a></p>
<p>School Diocesan Offices;  Christina Mabin  School Admissions and Governance Adviser  The Old Deanery  The Cloisters  Exeter EX1 1HS  Tel: 01392 294939  Fax:01392 294966  <a href="mailto:christina.mabin@exeter.anglican.org">christina.mabin@exeter.anglican.org</a></p>	<p>Kate Griffin  Director of Schools  Vicariate for Formation  RC Diocese of Plymouth  St Boniface's House  Ashburton  Newton Abbot  Devon  TQ13 7JL  Tel: 01392 671320  Mob: 07970 658132</p>
<p>Appeals  Teresa Buckley  Clerk to the Torbay Independent Appeals Panel  at Governance Support  Town Hall  Castle Circus  Torquay, TQ1 3DR  e-mail <a href="mailto:governance.support@torbay.gov.uk">governance.support@torbay.gov.uk</a>  telephone (01803) 207013</p>	<p>The Department for Education  Telephone 0870 000 2288  <a href="http://www.education.gov.uk">www.education.gov.uk</a></p>
<p>Education Welfare Service  Telephone 01803 208102  <a href="http://www.torbay.gov.uk/education">www.torbay.gov.uk/education</a></p>	<p>The Education Funding Agency (EFA) Bristol  Telephone 0370 000 2288</p>
<p>Education Transport Team  Telephone 01803 208240  <a href="http://www.torbay.gov.uk/schooltransport">www.torbay.gov.uk/schooltransport</a></p>	<p>Torbay Council Policies  <a href="http://www.torbay.gov.uk/schooladmissions.htm">www.torbay.gov.uk/schooladmissions.htm</a></p>

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