

The Local Authority is required to consult on its Admissions Arrangements at least every 7 years even if those arrangements remain unchanged in order to comply with the School Admissions Code of Practice.

The Local Authority wishes to invite interested parties to take part in this consultation on the following items:

- i. Proposal to revise the Admissions Policy for Harrytown Catholic High School (Romiley)

You can comment on these proposals and read the full consultation on the council website or by responding in writing to the school – the consultation documents are also available on the school website: [www.harrytownschool.org](http://www.harrytownschool.org)

For further information, please contact Katie Twigg on the details below.

Kind regards,

***Katie Twigg***

Admissions Officer (Casework and Appeals)  
School Admissions  
Stockport Metropolitan Borough Council  
Tel: 0161 474 5068



## HARRYTOWN CATHOLIC HIGH SCHOOL ADMISSION POLICY

2019-20



Harrytown Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 165 pupils to year 7 in the school year which begins in September, 2019.

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

***At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:***

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who live in an associated parish (or part Parish), (see notes 3&4)
3. Catholic children who attend an associated Catholic primary school,
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Other Children who attend an associated primary school
7. Any other children.

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<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

***Within each of the categories listed above, the following provision***

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (see note 5)

The Primary Schools that are associated with Harrytown Catholic High School are as follows

St. Bernadette's Catholic Primary School  
St. Christopher's Catholic Primary School  
St. Joseph's Catholic Primary School  
St. Mary's Catholic Primary School  
St. Peter's Catholic Primary School  
St. Philip's Catholic Primary School  
St. Simon's Catholic Primary School

The Parishes or part Parishes that are associated with Harrytown Catholic High School are as follows

St Bernadette's Parish  
The Holy Spirit Parish  
St Joseph's Parish  
St Mary's Parish  
Our Lady and St Christopher's Parish  
St Peter's Parish  
St Phillip the Apostle Parish

**Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated as a straight-line from the child's home address, using the address point assigned by The National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which employs a Geographical Information System based on Ordnance Survey. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

**Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you **must** complete a Common Application Form available from the local authority in which you live.

You will be advised of the outcome of your application on 1<sup>st</sup> March or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31 October 2018**

### **Late Applications**

Late applications will be considered after all those that were received by the deadline.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the Chair of the Admissions Committee at the school at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term 2020.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the school office.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

**The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.**

***Notes (these notes form part of the oversubscription criteria)***

1. A Statement of Special Education Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014 specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

4. Maps showing Parish boundaries can be consulted in the appropriate parish. For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.
5. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same address as the applicant.

6. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

#### **OUR MISSION STATEMENT**

As a Catholic school we intend to put Jesus Christ at the centre of everything we do.

*'I have come that they have life and have it to the full' John 10:10*

Therefore we will strive:

- To live the Gospel
- To promote excellence and achievement for all

- To nurture partnerships

This will be done by:

- proclaiming and living out the faith of the Catholic Church, supporting each other in the shared endeavours of teaching and learning, prayer, worship and charitable works.
- promoting and practising just and caring attitudes and actions towards all persons.
- respecting the unique value of each individual and seeking therefore to respond to the talents and needs of all its members in an environment of praise and celebration, nurturing self-esteem and mutual encouragement.
- ensuring that the most effective opportunities for the education of pupils are established in all areas of the curriculum pursuing the highest standards in all we do and by constantly seeking improvements.
- developing and maintaining close co-operation with the parents who entrust their children to us, with the parishes who also seek the spiritual and religious formation of our young people, with our local associated schools and colleges and with the wider community.