



For Determination by Local Governing Board under the Scheme of Delegation:

The Douay Martyrs Catholic Secondary School Admissions Criteria for the school year 2021-2022.

The Douay Martyrs Catholic Secondary School is part of The Diocese of Westminster Academy Trust and was founded by the Catholic Church to provide education for children from Catholic families. The school is conducted by the Strategic Board of the Trust and its local governing board as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applicants than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. 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. All applicants and candidates are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Governing Board has the responsibility for admission to the school and the Published Admission Number (PAN) for the school is 240 children to Year 7 in the year which begins in September 2021. In the past five years this school has admitted pupils up to category six, with a small number of pupils from category seven gaining places from the waiting list after the initial round of admissions and appeals were completed.

Fair Access

The school is committed to taking its fair share of vulnerable children who are hard to place in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the local governing board is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the local governing board and the diocese for the current admission year. The local governing board has this power even when admitting such a child would exceed the normal admission number

Oversubscription Criteria

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

- 1. Catholic looked-after children and Catholic children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.**
- 2. Baptised Catholic students with a Certificate of Catholic Practice from the priest where the family worships.**
- 3. Other Baptised Catholic students with evidence of Baptism (usually a Baptismal Certificate)**
- 4. Any other looked-after children and children who have been adopted (or made subject to child arrangements order or special guardianship orders) immediately following having been looked after.**
- 5. Children of catechumens and members of Eastern Christian churches.**

6. **Other Christian denominations supported either by a certificate of baptism or by a letter from a minister / religious leader, showing membership of the faith community.**
7. **Any other applicants.**

When the last offer is made to a child of a multiple birth i.e. twin, triplet etc. the remaining child(ren) will also be offered a place, even though it will mean exceeding the published admission number.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provision will be applied:

1. **Exceptional Needs.** The local governing board will give top priority within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can only be met at this school. To demonstrate this the local governing board will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
2. **Siblings will have priority within each category** (after those with exceptional needs above.) The definition of a sibling is brother or sister attending the school in Years 7 to 13. To qualify as a sibling the Admissions Committee need there to be a reasonable expectation that the student currently on roll at the school will still be attending the school at the time of admission of the sibling. Reasonable expectation would exist in year groups 7 to 10 and in 12 where a student was on the first year of a two-year course. In Year 11 expectation could only exist if entry to The Douay Martyrs Sixth Form seemed likely and in Year 13 if the student was on the first year of a two-year course. Parents need to declare the sibling link at time of application. The definition of sibling includes a natural, half brother and sister, step-brother or sister and children adopted into the family.

Tie Break

Within each category, if there are more applications than places available, the distance from the school will be used as a tie breaker.

For the purpose of this policy distance will be measured in a straight line (as the crow flies) from the point set by Ordnance survey at the child's home address (including flats) to a fixed point in the school set by Ordnance survey (co-ordinates 507925, 185611) using the computerised Geographical Information system (GIS). This measurement is calculated by the Local Authority on behalf of the Admissions Committee of the school who have delegated responsibility from The Trust to administer the admission of students to The Douay Martyrs Catholic Secondary School. The home address is defined as where the applicant lives for at least 50% of the week.

Application Procedures and Timetable

Applications for Year 7 intake September 2021 must be received at the appropriate address by 31st October 2020.

What to complete and where to send it:

The supplementary Information Form (SIF) for all applicants wishing to be considered under criterion 2, 3, 5 & 6, together with all supporting paperwork (Certificates of Baptism, entry to Order of Catechumens) Letters in support from Priests, Social Workers, Doctors, etc. should be sent to

Mrs. M. Hayden
Admissions Office,
The Douay Martyrs Catholic Secondary School,
Edinburgh Drive,
Ickenham,
Middx,
UB10 8QY.

A Common Admissions Application Form/eAdmissions form, from the parent's home LA must be returned to the named person dealing with Secondary School Admissions at the parent's home LA.

THE CLOSING DATE FOR YEAR 7 APPLICATIONS WILL BE 31st October 2020 for intake for September 2021.

Please note it is important that you complete the e-admissions system process with the authority (paper copies of the documentation are also available from your local authority on request) as well as sending the Supplementary Information Form (SIF), with supporting documents, back to the school address, if you wish your application to be considered under criterion 2, 3, 5 or 6. Please ensure that these have been completed and received at the correct addresses by the 31st October 2020.

If you do not complete both the e-admissions form and return the forms described above, or they are not received at the appropriate address by the closing date, the local governing board may be unable to consider your application fully against the oversubscription criteria and it is very unlikely that your child will get a place at the school.

Those applying under criterion 2 should obtain a Certificate of Catholic Practice from the parish in which they worship. The Certificate of Catholic Practice is also available on the Diocesan website at www.rcdow.org.uk/schools/parents/admissions at the top right hand corner of the page.

Parents will be advised of the outcome of their application on 1st March 2021. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right to appeal to an Independent Appeal Panel. The Appeals Hearings for the Year 7 Intake will be held during the Summer Term 2021 between May and June 2021 and follow the timetable set out in the Admissions Appeal Code of Practice.

Waiting List

In addition to their right to appeal, unsuccessful applicants will be given the opportunity to be placed on the waiting list. This waiting list will be maintained in order of the school's oversubscription criteria set out above and not in the order that applications are received or added to the list. If you ask to go onto the waiting list your child's name will remain on the waiting list until the 1st September of the year in which your child would enter Year 10. Students applying for Year 11 or Year 12 will remain on waiting list until 31/12/22.

Pupils with Education, Health and Care Plan (EHC)

The admission of a pupil with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the 'Special Educational Needs Code of Practice'. If your child has an EHC plan you must contact your local authority SEN Officer. Pupils with this school named in their EHC Plan will be admitted to the school.

Sixth Form Entry Requirements

In addition to places reserved for the school's own students, the governors propose to admit a minimum of 15 external students annually to its Sixth form, provided they meet the required academic qualifications. If there are more external applications than places available at the school then the school oversubscription criteria will apply in accordance with the criteria for admission to Year 7.

Applicants need to have achieved the minimum requirements to study AS/A2 levels (see prospectus for details)

Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right to appeal to an Independent Appeal Panel.

CRITERIA FOR ADMITTING STUDENTS TO OTHER YEARS (Casual Admissions)

In-Year Admissions

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, the school will inform the local authority and the offer of a place will be sent to the parents. If more applications are received than there are places available then applications will be ranked by the local governing board in accordance with the oversubscription criteria, with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the local governing board in the order of the oversubscription criteria as modified above and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the local governing board will re-rank the list and make an offer.

Certificate of Catholic Practice

Applicants applying under criteria 2 must submit a Certificate of Catholic Practice by the closing date. This certificate is available from the parish in which the family worships or from the diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

Children educated outside their chronological age group

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence.

Notes (these form part of the oversubscription criteria)

'**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 full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic 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 law of the Church.

'**Eastern Christian Churches**' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

Certificate of Catholic Practice means a certificate given by the family's parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter).

It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests at www.rcdow.org.uk

Adopted

An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

Catechumen

A Catechumen is a member of the catechumenate of the Catholic Church. This will normally be evidenced by a certificate of reception into the Order of Catechumens).

“Children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

‘Child Arrangements Order’

A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.

Home address

Is defined as where the child resides for 50% or more of the school week.

Looked After Children

Looked-after child” has the same meaning as in Section 22 of the children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

Parent

A Parent is defined as a person or persons who have legal responsibility for the child.

Special Guardianship Order.

A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s).

The Trust

The Douay Martyrs Catholic Secondary School became an Academy on 1st March 2012 as part of The Diocese of Westminster Academy Trust. The Trust is a company limited by guarantee and the company number is 7944160. The registered office of the trust is Vaughan House, 46 Francis Street, London, SW1P 1QN.

Admissions Committee of The Douay Martyrs Catholic Secondary School

The local governing board of The Douay Martyrs Catholic Secondary School is defined as a local governing board under the Scheme of Delegation from the Trust and a committee of the Strategic Board of the Trust. Under the Scheme of Delegation the responsibility for the admission of pupils to The Douay Martyrs Catholic Secondary School has been delegated to the Admissions Committee of The Douay Martyrs Catholic Secondary School Local governing board. All correspondence and Admission information requests in relation to seeking a place for your child at The Douay Martyrs Catholic Secondary School should be directed to:

The Admissions Office,
The Douay Martyrs Catholic Secondary School,
Edinburgh Drive,
Ickenham,
Middx,
UB10 8QY