

Notre Dame Catholic College Admissions Policy and Arrangements for Sept 2017

1. Notre Dame Catholic College is a Voluntary Aided Catholic Comprehensive School for children aged 11-19. It is in the trusteeship of the Sisters of Notre Dame and is situated in the Archdiocese of Liverpool being maintained by the Liverpool Children and Young People's Service.
2. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. It is guided in that policy by:
 - (a) the requirements of the law;
 - (b) the advice of the Archdiocese and Sisters of Notre Dame Trustees on the nature and purpose of its duties;
 - (c) its duty towards the school and the Catholic community it serves;
 - (d) the Catholic character of the school and its Mission Statement;
 - (e) recognition of the Parish boundaries.
3. The school serves in the first instance Baptised Catholics who are looked after children and those living in the Parishes Our Lady of Reconciliation, Our Lady Immaculate, St Anthony's, St Francis Xavier, St John and St Sylvester and the former parishes of Holy Cross, St Alphonsus, St Joseph's, St Mary's Highfield Street and St Mary of the Angels (Friary).
4. Having consulted with Liverpool Children and Young People's Service and others and in accordance with the requirements of the law, the Governing Body has published its admissions limit at 150 pupils for the school year commencing September 2017.
5. Applications to Notre Dame Catholic College are part of the co-ordinated admission arrangements operated by Liverpool Children and Young People's Service. Parents seeking a place at the school must complete the Liverpool Children and Young People's Service preference form and, if they wish their application to be considered against the priority faith criteria, the Notre Dame Catholic College application form. If the school is oversubscribed, failure to complete the Notre Dame Catholic College application form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism and/or membership of a faith community. Notre Dame Catholic College must be one of the three named schools on Liverpool Children and Young People's Service preference form. The closing date for applications will be the same as the closing date for the common application form in the co-ordinated admission arrangements for September 2017.
6. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee which will consider all applications made in accordance with the criteria set out over the page, without reference to the ability or aptitude of the child.

Parents may wish to know that for entry in September 2015, the school was oversubscribed

Pupils Admission Number	Pupils Allocated	Children Allocated to their preferred school by preference				Number of Parents expressing each preference		
		1st	2nd	3rd	None	1st	2nd	3rd
150	150	138	10	2	0	167	83	64

A further 10 pupils were allocated places following appeals.

Creation date:	Version	Reviewed by	Last Approved:	Approval date:	Review date:	Pages:
January 2012/AR	4	AR January 2016	11 February 2016	March 2016	March 2017	Page 1 of 4

Our principal role as a Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school asks all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.

Admissions Criteria

Each year it is intended to admit 150 children at the age of 11.

Admissions to the school will be determined by the Governing Body. All Preferences listed on the Liverpool Children and Young People's Service application form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admissions than the school has places available.

1. Children who are, or were previously, in the care of the Local Authority ('Children Looked After'). [See Note 1 below]
2. Baptised Catholics who have a sister or brother at the school at the likely time of admission. This includes full, half or step sisters or brothers, adopted and foster sisters or brothers or children of the parent / carer's partner, and in every case who are living at the same address and are part of the family unit.
3. Baptised Catholics living in the designated Parishes of Our Lady of Reconciliation, Our Lady Immaculate, St Anthony's, St Francis Xavier, St John and St Sylvester and the former parishes of Holy Cross, St Alphonsus, St Joseph's, St Mary's Highfield Street and St Mary of the Angels (Friary).
4. Baptised Catholics living in other Catholic Parishes.
5. Children who are other than Catholic who have a sister or brother at the school at the likely time of admission. This includes full, half or step sisters or brothers, adopted and foster sisters or brothers or children of the parent / carer's partner, and in every case who are living at the same address and are part of the family unit.
6. Children attending one of the Catholic primary schools in the parishes named in criterion 3 above:

Faith	Holy Cross	Our Lady Immaculate
St John's	The Trinity	
7. Children who are members of other Christian denominations.
8. Children who are members of other faiths.
9. Children whose parents express a preference for a place at the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the Admissions' Committee will offer places first to children living nearest to the school measured by straight line distance between the child's permanent home address and the school's front entrance as measured by Liverpool City Council's computerised measuring system, with those living closer to the school receiving higher priority.

Creation date:	Version	Reviewed by	Last Approved:	Approval date:	Review date:	Pages:
January 2012/AR	4	AR January 2016	11 February 2016	March 2016	March 2017	Page 2 of 4

Notre Dame Catholic College

Admission Arrangements

1. All applications will be considered at the same time and after the closing date specified within the Liverpool Children and Young People's Service co-ordinated admission arrangements.
2. Parents will be informed, by letter, of the decision of the Admissions Committee by their home local authority at the date specified in the Co-ordinated Admission Arrangements. If their application has been successful they are required to confirm acceptance of the offer of a place within the timeframe specified by Liverpool Children and Young People's Service.
3. If application has not been successful the letter will give reasons for the decision, will inform parents of their right of appeal and give guidance on how that appeal should be made.
4. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria; parents will be informed of their child's position on the waiting list which will be operated until the end of the first term in December.

Notes

1. A Child Looked After is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions under section 22(1) of the Children Act 1989. A previously Child Looked After is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
2. For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Church will be required.

A Baptised Catholic is one who has been baptised into full communion with the Catholic Church by the Rites of baptism of one of the various ritual Churches in communion with the See of Rome (CF. Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal registers of the church in which the Rite of Reception took place.

The Governing Body will attempt to confirm a pupil's baptism through our partner primary schools. Where this is not available, or for pupils from other primary schools, written evidence

Creation date:	Version	Reviewed by	Last Approved:	Approval date:	Review date:	Pages:
January 2012/AR	4	AR January 2016	11 February 2016	March 2016	March 2017	Page 3 of 4

in the form of a Certificate of Baptism or Certificate of Reception will be required before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or reception is to include: full name, date of birth, date of baptism or reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest, who after consulting with the Vicar General, 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.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not).

3. The home address of a pupil is considered to be the permanent residence of a child. The address must be the child’s only or main residence. Documentary evidence may be required – e.g. child benefit payment address.
4. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.
5. Late applications (those received after the closing date) will only be considered alongside those received by the closing date under the following circumstances:
 - the family were unable to complete an application form before the closing date because they moved into the school’s parish area after the issue of application forms OR
 - the family were unable to conform with the admissions timetable because of exceptional circumstances which prevented the applications arriving on time – the circumstances must be given in writing and attached to the application form.

Applications received after the notification date (after places are offered) will be added to the school’s waiting list in admission criteria order.

PARENTS MUST COMPLETE THE LOCAL AUTHORITY COMMON APPLICATION FORM AND ARE STRONGLY ADVISED TO COMPLETE THE SCHOOL SUPPLEMENTARY FORM.

Creation date:	Version	Reviewed by	Last Approved:	Approval date:	Review date:	Pages:
January 2012/AR	4	AR January 2016	11 February 2016	March 2016	March 2017	Page 4 of 4