



**The Barlow RC High School  
& Specialist Science College**

# **ADMISSIONS POLICY 2019/20**

## **Mission Statement**

As a Catholic school, our mission is to show love through our  
Respect for others.

We value our God-given gifts, talents and abilities.  
Our aim is to bring out the best in everyone, within a safe  
and happy environment.

Everyone should know that we are followers of God by what we do, not just by what we say.

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| <b>RATIFIED BY GOVERNING BODY</b> | <b>March 2018</b> |
| <b>DUE FOR REVIEW</b>             | <b>March 2019</b> |

THE BARLOW RC HIGH SCHOOL AND SPECIALIST SCIENCE COLLEGE is a Roman Catholic Secondary School provided by the Diocese of Salford and is maintained by the Manchester Local Education Authority as a Voluntary Aided School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

For the school year commencing **September 2019** the Governing Body has set its planned admissions number at 180.

The ethos of this school is Roman Catholic. The School was founded by the Roman Catholic Church to provide education for children of Catholic families. The School is conducted by its Governing Body as part of the Roman Catholic Church in accordance with its Trust Deed and instrument of Government and seeks this at all times, working with its designated parishes and Roman Catholic partner primary schools, to be a witness to Jesus Christ. 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.

**The parish communities served by the school are:**

St Ambrose Barlow  
St Bernard  
St Bernadette (East of the Princess Parkway)  
St Catherine of Siena  
St Cuthbert  
St Winifred's  
St Mary's

**The associated primary schools are:**

St Ambrose RC Primary  
St Bernard's RC Primary  
St Catherine's RC Primary  
St Cuthbert's RC Primary

**Application Procedures:**

All parent/carers are required to apply to their home Local Authority regardless of where the school/academy they are applying is situated. Manchester residents will apply to Manchester Local Authority. The LA will liaise with other Admissions Authorities in Manchester and other LAs where required. Manchester LA will inform parent/carers in writing of the outcome of their application.

Applications should be made online at [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions) alternatively, paper forms are available and can be requested by phone on 0161 245 7166. They should be returned to:  
The Admissions Service Manchester City Council,  
P.O. Box 532,  
Town Hall,  
Manchester,  
M60 2LA  
or [admissions@manchester.gov.uk](mailto:admissions@manchester.gov.uk)

### **Admissions Criteria:**

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives and subject to the following set of criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

1. Baptised Roman Catholic Looked After Children and previously Looked After Children.
2. Baptised Roman Catholic children resident in one of the above named parishes and attending an associated primary school.
3. Baptised Roman Catholic children who have a sibling in the school at the time of admission.
4. Baptised Roman Catholic children resident in one of the above named parishes and attending a Catholic primary school.
5. Other Baptised Roman Catholic children resident in one of the above named parishes.
6. Baptised Roman Catholic children not resident in one of the above named parishes and attending an associated primary school
7. Other Baptised Roman Catholic children.
8. Non Baptised Looked After Children and previously Looked After Children.
9. Non Baptised children attending other associated Catholic primary schools.
10. Non Baptised children who have a sibling at the time of admission.
11. Children with proven and exceptional medical and social needs. Where admission to the school might best help satisfy those exceptional medical/social needs.
12. Other Children by approval of the schools admission panel.

### **Oversubscription Criteria:**

#### **Year 7 in September (Secondary admissions Round):**

With applicants for Year 7 in the secondary admissions round, when the School is oversubscribed with more applicants than places, students will be placed on a waiting list and allocated criteria as per the schools Admission Policy. The allocated criteria submitted will determine a waiting list order. Where vacancies occur parents/carers will be contacted should a place become available.

#### **In Year Admissions:**

For In Year admissions where the School is oversubscribed with more applicants than places, students will be placed on a waiting list and the following oversubscription criteria will apply:

1. Baptised Roman Catholic Looked After Children and previously Looked After Children.
2. Baptised Roman Catholic children who have a sibling in the school at the time of admission.

3. Baptised Roman Catholic children resident in one of the above named parishes.
4. Other Baptised Roman Catholic children.
5. Non Baptised Looked After Children and previously Looked After Children.
6. Non Baptised children who have a sibling at the time of admission.
7. Children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs.
8. Other Children by approval of the schools admission panel.

### **Waiting Lists:**

Waiting lists will be held in criteria order according to the oversubscription criteria. Waiting lists will not be operated on a "first come, first served" basis.

For the Secondary Admissions Round a waiting list will be held up to the end of the autumn term. At this point applicants will be required to re-apply for the school should they wish to stay on the waiting list.

### **Notes relating to the admission criteria:**

- a) In the Secondary admission round all applicants will be considered at the same time and after the closing date for admissions which is **October 2018**.
- b) A Looked After Child 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 Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c) Each Roman Catholic applicant will be required to provide proof of residence if this cannot be verified by an associate primary school.
- d) If, in any category, there are more applications than places available, priority will be given on the basis of proximity to the school. Distance is to be measured in a straight line from the centre point of the child's permanent home address to the centre point of the school as defined by the Ordnance Survey, the national mapping agency, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.
- e) For the purpose of the Admissions Policy parents will be taken to mean those with the responsibility for the care and custody of the child. In case of disputes the Governors will refer to any judgment made in the Civil Courts. Where care and custody is exactly shared either address may be used.
- f) Where a child lives with parents with shared responsibility, each for a part of the week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- g) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.

- h) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- i) The Governing Body delegates Admissions decisions to the Admissions Committee and authorises the Headteacher to admit children in accord with the Admissions Policy and up to the admission number set by the Governing Body.
- j) The Headteacher is not authorised to refuse admission but will refer any application for which a place is not available to the Admissions Committee.
- k) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- l) If an application for admission is turned down by the Governing Body, parents have the right of appeal to the Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit their appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- m) The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs as admissions criteria point 11.

**Medical Reasons:**

- If there are medical reasons that make it essential for your child to attend a particular school, you must provide supporting information from a doctor together with any other relevant information by the deadline;
- This must make a compelling case as to why your child's needs can only be met at the preferred school, a medical condition in itself will not automatically result in a place at your preferred school;
- The evidence should explain exactly what the child's needs are, and what specialist support and/or facilities your child requires;
- The evidence should explain why other schools could not provide the appropriate support for your child.

**Social Reasons:**

- If there are social reasons that make it essential for your child to attend a particular school, you must provide independent evidence from a professional who is supporting your family;
  - The supporting evidence needs to set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school;
  - The evidence should explain exactly what the child's needs are, and what specialist support and/or facilities your child requires;
  - The evidence should explain why other schools could not provide the appropriate support for your child.
- n) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

**This policy is reviewed annually**