



St Francis Xavier School

Admissions Policy

2017 – 2018

St Francis Xavier is a joint Roman Catholic and Church of England Voluntary Aided Secondary School offering education to pupils of the Roman Catholic Church and communicant members of the Church of England. The school is conducted by its governing body in accordance with the trust deeds and instrument of government, and seeks at all times to function as a beacon of Christian witness.

All applicants are required to declare their support for the aims, beliefs and ethos of the school.

The governing body has responsibility for admissions to this school and intends to admit 90 pupils to Year 7 in the school year which begins in September 2017. The Joint Roman Catholic and Church of England character is maintained between the governors and Diocesan bodies so that places available will be allocated on the basis of two Roman Catholic pupils to one Church of England pupil.

Should there be a shortfall of applications for either denominational category, the governors will fill up to the admissions limit with pupils from the other as a priority, before considering other applications.

The admission of pupils with a Statement of Special Educational Needs which names the school will be allocated a place in accordance with S.324 of the Education Act 1996. This procedure is integral to the making and maintaining of statements by the pupils home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Governors will have regard for parental preferences under the terms within the Local Authority Co-ordinated Admissions Scheme. At any time where there are more applications than places available, places will be offered according to the following order of priority:

Looked After Children ¹

Looked after children will be given priority within the oversubscription criteria.

1. Roman Catholic places ²

- (a) Baptised Roman Catholic children who attend one of the Roman Catholic primary schools within the Roman Catholic Pastoral Area ³.
- (b) Baptised Roman Catholic children resident in the Roman Catholic Pastoral Area not in attendance at one of these schools.
- (c) Other baptised Roman Catholic children.

1. Church of England places

- (a) The baptised children of communicant members of the Church of England who are regular worshippers ⁴ and are resident within the Deaneries of Richmond and Wensley.
- (b) The baptised children of families ⁵ who are regular worshippers at a Church of England church and are resident within the Deaneries of Richmond and Wensley.
- (c) Children who are themselves regular worshippers at a Church of England church and are resident within the Deaneries of Richmond and Wensley.
- (d) The baptised children of communicant members of the Church of England who are regular worshippers.

2. Children who, at the time of admission, have a brother or sister ⁶ attending the school.

3. Children who are regular worshippers at a Christian church of other denominations.

4. Children who are regular worshippers in other faith communities resident within communities served by the school ⁷.

5. Other children living in the communities served by the school.

In determining the allocation of denominational places, Governors will have regard to the commitment of children and their families to their faith supported in writing by the Parish Priest or minister. A Support Form for completion by the Parish Priest or minister is attached to this policy. In all admission criteria listed above, governors will expect applicants and their parents/guardians to be supportive of the aims, beliefs and ethos of the school.

The governing body may increase the priority of an application within a category where evidence is provided, at the time of application, of an exceptional medical or social need of the child ⁸, which can most appropriately be met at this school.

In the normal admissions round for new-intake pupils the governors will maintain a waiting list ⁹.

Tie Break

If there is over-subscription within a particular category, and if in the case of denominational preferences there is in the governors' view an equal commitment within a category, then priority will be given to those children who live nearest the school ¹⁰.

Application Procedures and Timetable

Applications must be submitted by 31 October 2016 to The Clerk to the Governors, St Francis Xavier School, Darlington Road, Richmond, North Yorkshire DL10 7DA on the form attached to this policy along with the accompanying Support Form.

A standard North Yorkshire Local Education Authority Common Preference Form must be completed and returned to the appropriate address by 31 October 2016.

Parents/guardians will be advised of the outcome of their applications on 1 March 2017.

Parents who have expressed a preference for the school and whose application has been unsuccessful have a right to appeal against the governors' decision. Appeal Forms can be obtained from the school and should be returned to the Headteacher within 20 days of notification that their application was unsuccessful.

Agreed by the Governing Body on 1 December 2015.

Comment [JW1]: You may wish to add 'Parents can find the on line application form at www.northyorks.gov.uk/admissions'

Notes - (these notes form part of the over subscription criteria):

1. 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application. This includes previously looked after children, but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order.
2. 'Roman Catholic' means a member of a Church in 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.
3. The 'Pastoral Area' covers the parishes of: Sacred Heart Northallerton, SS Joseph and Francis Xavier Richmond, SS Peter and Paul Leyburn (incorporating SS Mary and Joseph Bedale), St Mary Wycliffe and All Saints Thirsk.
4. 'Regular worshippers' will be determined according to the criteria set out on the Support Form completed by the Parish Priest or minister in the case of denominational preferences.
5. 'Families' means children and their parents/carers.
6. 'Brother or sister' includes step and adopted children living permanently in the household.
7. 'Communities served by the school' include the Roman Catholic and Church of England Deaneries described in the sections of this document headed, 'Roman Catholic places' and 'Church of England places' and other areas for which this is the nearest Church School.
8. To demonstrate an exceptional medical or social need of the child which can most appropriately be met at this school, the governing body will require written evidence from an appropriate professional, such as a doctor, social worker or priest, detailing reasons why this is the most appropriate school and any difficulties which may be caused if the child had to attend another school.
9. For new intake admissions, the governors will maintain a waiting list until 31 December 2016. Applicants on the waiting list will be ranked in the same order as set out in the above over-subscription criteria.
10. Distance from the school will be measured according to current North Yorkshire County Council practice. (Details can be found at www.northyorks.gov.uk/admissions).

Admissions Form

St Francis Xavier

Joint Roman Catholic & Church of England School



Pupil Details		
Surname:		
Forename:		
Address:		
Post Code:		
Telephone (Home):		
Entry Year:		
Current School Attending:		

Parent Details	
Mother's Name:	Father's Name:
Address (if different from above):	Address (if different from above):
Telephone (Home):	Telephone (Home):
Mobile:	Mobile:

Emergency Contact Details	
Name:	Name:
Relationship:	Relationship:
Telephone (Home):	Telephone (Home):
Mobile:	Mobile:

Denomination

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Roman Catholic Applicants	
Date of Baptism:	Parish:
Date of First Holy Communion:	Parish:
Date of Confirmation:	Parish:
Parish now attending:	Parish Priest:

Church of England Applicants	
Date of Baptism:	Parish:
Date of Confirmation:	Parish:
Parish now attending:	Parish Priest:

Other Faiths	
Denomination	
Date of Baptism	
Minister	

Other members of the family who have attended the school		
Name	Relationship	Dates attended

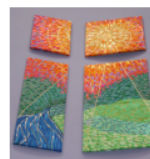
Date	Signed (Parent/guardian)

Please sign and return the completed form to the Headteacher at the school

Admissions Support Form

St Francis Xavier

Joint Roman Catholic & Church of England School



Roman Catholic Applicants	
The applicant is KNOWN/UNKNOWN to me.	
The applicant was baptised on (date)	at (parish)
The applicant's mother/father/guardian ARE/ARE NOT baptised Roman Catholics.	
The family attend services: WEEKLY/FORTNIGHTLY/MONTHLY/INFREQUENTLY	
The applicant's family is involved in the life of the Parish in the following ways:	
Signed:	Priest:

Church of England Applicants	
The applicant is KNOWN/UNKNOWN to me.	
The applicant was baptised on (date)	at (parish)
The applicant's mother/father/guardian ARE/ARE NOT communicant members of the Church of England.	
The applicant HAS/HAS NOT been confirmed.	
The family attend services: WEEKLY/FORTNIGHTLY/MONTHLY/INFREQUENTLY	
The applicant's family is involved in the life of the Parish in the following ways:	
Signed:	Priest:

Other Faiths	
Denomination:	
The applicant is KNOWN/UNKNOWN to me.	
The applicant was baptised on (date)	at
The family attend worship: WEEKLY/FORTNIGHTLY/MONTHLY/INFREQUENTLY	
The applicant's family are involved in the life of their faith in the following ways:	
Signed:	Priest/Minister/Faith Leader

Admissions Support Form

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Pupil Details			
Name of Applicant			
Address			
Date of Birth		Age	

To be completed for all applications

Supporting Statement	
I am aware that St Francis Xavier is a joint Roman Catholic and Church of England School and am prepared to support the aims, beliefs and ethos of the school.	
Signed parents/guardians	
Signed applicant	