



St Francis Xavier School

within (North Yorkshire County Council) Local Authority area

Admissions Policy

2019 – 2020

St Francis Xavier School was founded by the Catholic Church and the Church of England to provide education for baptised Catholic children and communicant members of the Church of England. The school is run by its Governing Body 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 applications than places available priority will always be given to applicants in accordance with the oversubscription criteria listed below.

In applying for a place at St Francis Xavier, parents or carers should familiarise themselves and be expected to support the aims and ethos of the school.

The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. The planned admission number for September 2019 is 90. 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.

The Admissions Policy criteria will be applied on an equal preference basis.

How and When to apply

Applications must be made on the Local Authority Common Application Form which can be found at www.northyorks.gov.uk/admissions. Parents must also complete our published Supplementary Information Form (SIF) attached, as this is used to determine whether you are applying under a specific category. All forms must be returned by **31 October 2018**. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an **Educational Health and Care Plan** which names our school in their plan will be admitted to the school.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings (see note 4) that is, children who will have older brothers or sisters attending the school in September 2019.)

1. Catholic places

- (a) Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
- (b) Catholic children whose home address is in the named Parishes (see note 7).
- (c) Other Catholic children.

1. Church of England places

- a) Church of England 'children looked after' (in public care) and Church of England children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after and who are regular worshippers (see note 6) and are resident within the Deaneries of Richmond and Wensley (see note 7).
- (b) The baptised children of communicant members of the Church of England who are regular worshippers⁶ and are resident within the Deaneries of Richmond and Wensley⁷.
- (c) The baptised children of families who are regular worshippers⁶ at a Church of England church and are resident within the Deaneries of Richmond and Wensley⁷.
- (d) Children who are themselves regular worshippers⁶ at a Church of England church and are resident within the Deaneries of Richmond and Wensley⁷.
- (e) The baptised children of communicant members of the Church of England who are regular worshippers⁶.

2. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
3. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together (see note 3).
4. Other children of members of school staff who have been employed at the school for two or more years at the closing date of the application for admission to the school.
5. Other children.

ADDITIONAL NOTES

1. Definition of Catholic

'Roman Catholic' means a member of a Church in communion with the See of Rome. This includes the Eastern Rite 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.

2. Definition of Looked After Child in Public Care

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).

3. Churches Together in England see link below:

http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

Applicants seeking admission under criteria 3 will be required to produce a baptismal certificate or a letter confirming their commitment from their minister of religion, which should be returned with the 'Supplementary Information Form'.

4. Definition of Sibling

Sibling refers to 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 that sibling and is in attendance at the same school on the date of admission.

5. 'Families' means children and their parents/carers.

6. **'Regular worshippers'** will be determined according to the criteria set out on the Supplementary Information Support Form completed by the Parish Priest or Minister in the case of denominational preferences.
'Regular' means attendance at services weekly/fortnightly/monthly.
7. **The Partner Parishes are shown below and maps are available on the school's website www.sfxschool.org.uk.**

Catholic

- Sacred Heart Northallerton
- SS Joseph and Francis Xavier Richmond
- SS Peter and Paul Leyburn (incorporating SS Mary and Joseph Bedale)
- St Mary Wycliffe
- All Saints Thirsk

Church of England

- Deaneries of Richmond and Wensley

Tie-breaker

Distance from the school will be measured according to current North Yorkshire County Council practice.

Right of Appeal

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 papers can be obtained from the school.

Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term.



ST FRANCIS XAVIER
 JOINT ROMAN CATHOLIC & CHURCH OF ENGLAND SCHOOL
SUPPLEMENTARY INFORMATION FORM (SIF)

Pupil Details

Surname:		
Forename:		
Address:		
Post Code:		
Entry Year:	Date of Birth:	Age:
Current School Attending:		
Does your child have an Education, Health and Care Plan: Yes / No		
Is your child a 'looked after child' (please see note 1 of the over subscription criteria in our Admissions Policy): Yes / No		

Parent / Carer Details

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

Emergency Contact Details

Name:	Name:
Relationship:	Relationship:
Home / Mobile Telephone Numbers:	Home / Mobile Telephone Numbers:

Denomination	
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ST FRANCIS XAVIER
JOINT ROMAN CATHOLIC & CHURCH OF ENGLAND SCHOOL
SUPPLEMENTARY INFORMATION FORM (SIF)

Roman Catholic Applicants (please attach a copy of the Baptism Certificate)	
Date of Baptism:	Parish:
Date of First Holy Communion:	Parish:
Date of Confirmation:	Parish:
Parish now attending:	Parish Priest:

Church of England Applicants (please attach a copy of the Baptism Certificate)	
Date of Baptism:	Parish:
Date of Confirmation:	Parish:
Parish now attending:	Priest:

Other Faith Applicants (please attach a copy of the Baptism Certificate where applicable)
Denomination:
Date of Baptism (where applicable):
Priest/Minister/Faith Leader:

Siblings who currently attend St Francis Xavier			
Name	Relationship	Date of Admission	Current Year Group



SUPPLEMENTARY INFORMATION SUPPORT FORM

Please complete this page before your priest, minister or faith group leader signs overleaf.

Pupil Details	
Name of Applicant:	
Address:	
Date of Birth:	Age:

Supporting Statement
I am aware that St Francis Xavier is a joint Roman Catholic and Church of England School and I am prepared to support the aims, beliefs and ethos of the school.
Signature of parent/carer:
Signature of applicant:
Further supporting evidence for your child's application (optional):



SUPPLEMENTARY INFORMATION SUPPORT FORM

This page should be completed by your priest, minister or faith group leader and returned to school.

Roman Catholic Applicants	
The applicant is KNOWN / UNKNOWN to me.	
The applicant was baptised on (date):	at (Parish):
The applicant attends services: WEEKLY / FORTNIGHTLY / MONTHLY / INFREQUENTLY	
The applicant's family are 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/carer ARE/ARE NOT communicant members of the Church of England.	
The applicant HAS/HAS NOT been confirmed.	
The applicant attends services: WEEKLY / FORTNIGHTLY / MONTHLY / INFREQUENTLY	
The applicant's family are involved in the life of the Parish in the following ways:	
Signed:	Priest:
Other Faith Applicants	
Denomination:	
The applicant is KNOWN / UNKNOWN to me.	
(If applicable) The applicant was baptised on (date):	at
The applicant attends services: WEEKLY / FORTNIGHTLY / MONTHLY / INFREQUENTLY	
The applicant's family are involved in the life of the Parish in the following ways:	
Signed:	Priest/Minister/Faith Leader: