



An outstanding school (Ofsted)

# Year 7 Admissions for September 2016

*Information Pack for Parents*

GUNNERSBURY CATHOLIC SCHOOL

The Ride, Boston Manor Road, Brentford, Middlesex TW8 9LB.

Telephone: 020 8568 7281 Website: [www.gunnersbury.com](http://www.gunnersbury.com)



GUNNERSBURY CATHOLIC SCHOOL  
DFE NUMBER 313/5401

## ***SUPPLEMENTARY INFORMATION FOR ADMISSION 2016***

An application will be made to Gunnersbury for our son:

Surname ..... Forename/s .....

Date of birth ..... Age last birthday .....

Address: .....

..... Postcode ..... Telephone No (M) .....

Telephone No (H) .....

Parental email Address: .....

Father's/Guardian's Forename & Surname ..... Religion .....  
(Address as above? Yes / No )

Mother's/Guardian's Forename & Surname ..... Religion .....  
(Address as above? Yes / No )

Name of \*Brothers in Gunnersbury School .....Year/House  
(***on roll at the time of admission of this child***) (\*please refer to the Admissions Criteria)

Name of \*Sister in the Sixth Form .....Year  
(***on roll at the time of admission of this child***) (\*please refer to the Admissions Criteria)

Parish in which you live ..... Parish Priest .....

Name of Church .....

Name of priest to whom you are known .....

How long have you been worshipping at the Church? .....

Which Deanery do you live in? .....

Your Priest will tell you if you are unsure. Maps are available on **www.gunnersbury.com** – follow the links at the end of Admissions page or copies are available to consult at the School.

Date of Child's Baptism .....

Parish where you worship .....(if different from above)

Name of Church ..... Parish Priest .....

How long have you been worshipping at the Church? .....

Is your son 'Looked After' by the Local Authority	NO	YES
Was your son previously 'Looked After' by the local authority but ceased to be so because he was adopted or made subject to a residence order or special guardianship order?	NO	YES

Is one parent a member of the staff at the school?	NO	YES	Name of member of staff
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**Priest's Reference:** Enclosed ☐ To follow ☐

**Photocopy of Baptismal Certificate:** Enclosed ☐ To follow ☐  
**(Or photocopy of Certificate of Reception into the Catholic Church)**

I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.

Signature: ..... (Mother/Guardian) Date .....

Signature: ..... (Father/Guardian) Date .....

**PLEASE RETURN THIS FORM DIRECTLY TO  
GUNNERSBURY CATHOLIC SCHOOL  
The Ride, Boston Manor Road, Brentford, Middx TW8 9LB**

**We strongly advise that you return your application to Gunnersbury by  
23<sup>rd</sup> October 2015**

**PLEASE ENSURE THAT YOU ALSO COMPLETE YOUR LOCAL AUTHORITY APPLICATION FORM AND RETURN IT TO  
THE RELEVANT CIVIC CENTRE WITHIN THE DEADLINE**



# Gunnersbury Catholic School

## Yr 7 Application Priest's Reference Form

(to be completed by the Parent/Carer and kept by the Priest)

1. Please complete this Page, (Page 1) then write your son's name and date of birth in the boxes on Page 2, leave the rest of Page 2 blank.
2. Take the form to your Priest.
3. Your Priest will complete the rest of Page 2 and give it back to you (He will keep Page 1).
4. You must return Page 2 to the school with your application form by the closing date of 23<sup>rd</sup> October 2015.
5. If you attend more than one Parish please ask the Priest from each Parish to complete a separate form.

### The Boy

Last Name			
First Name (s)			
Date of Birth			
Is he a Baptised Catholic?	YES	NO	
Date of Baptism or Reception into the Catholic Church			
Has he attended Sunday Mass Weekly for the last two years or more?	YES	NO	
Parish at which Mass is attended:			

### Mother/Carer

Full Name			
Are you a Baptised Catholic?	YES	NO	
Have you attended Sunday Mass weekly for the last two years or more?	YES	NO	
Parish at which Mass is attended:			

### Father/Carer

Full Name			
Are you a Baptised Catholic?	YES	NO	
Have you attended Sunday Mass weekly for the last two years or more?	YES	NO	
Parish at which Mass is attended:			

### Parental Declaration

I declare that the information I have given above is accurate

Signature & Date	
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## Gunnersbury Catholic School

### Yr 7 Application Priest's Reference Form

(to be completed by the Priest and returned to the Parent)

1. Please complete Page 1, then write your son's name and date of birth in the boxes on this Page, (Page 2) leave the rest of this page blank.
2. Take the form to your Priest.
3. Your Priest will complete the rest of this page and give it back to you (He will keep Page 1).
4. You must return Page 2 to the school with your application form by the closing date of 23<sup>rd</sup> October 2015.
5. If your family attends more than one Parish please ask the Priest from each Parish to complete a separate form.

<b>Boy's Name</b>	
<b>Last Name</b>	
<b>First Name (s)</b>	
<b>Date of Birth</b>	
<i>Parents write their son's name and date of birth in the boxes above</i>	

<b>Priest's Details</b>	
<b>Name of Priest</b>	
<b>Name of Church</b>	
<b>Address</b>	
<b>Post Code</b>	
<b>Email address</b>	

<b>Priest's Reference</b>	
<p><b>(1) I know this boy and his family. To the best of my knowledge, all of the following statements are true:</b></p> <ul style="list-style-type: none"> <li>The boy is a Baptised Catholic/has been received into the Catholic Church</li> <li>The boy has attended Sunday Mass weekly for the last two years or more</li> <li>The boy has at least one Catholic parent who has attended Sunday Mass weekly for the last two years or more</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
<p><b>(2) I do not have enough evidence to make the statement in (1) above with full confidence</b></p>	<input type="checkbox"/>
<p><b>Signature, Parish Seal &amp; Date</b></p>	

## **ADMISSIONS CRITERIA FOR YEAR 2016-2017**

Gunnersbury is a voluntary aided Catholic School for boys under the trusteeship of the Archdiocese of Westminster (with girls admitted into the Sixth Form). We aim to provide a Catholic education for all our pupils. As 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 is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Gunnersbury is an oversubscribed School and in all cases the Governing Body will give priority to Catholic applicants. '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 for a child by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church. Within this, priority is given to boys of Practising Catholic families whose practice for the preceding two years is verified by a written reference from a Catholic priest.

Application for admission must be made to the applicant's home Local Authority on the Common Application Form **AND** to the School on the school's Supplementary Information Form. We strongly advise that you return your application to Gunnersbury by 23<sup>rd</sup> October 2015. The final date for your local authority to receive the common application form is October 30th 2015. Notification letters will be sent out by the LA on behalf of the governors on March 1<sup>st</sup> 2016. If you do not complete the school's Supplementary Information Form and return it by the closing date, the governing body may be unable to consider your application under the faith criteria and it is very unlikely that your child will get a place at the school.

### **Year 6/7 Transfer**

The published admission number for the School is 184 pupils per year. Any admissions in excess of this limit will cause overcrowding and be detrimental to the quality of education provided.

The 184 Applications shall be distributed across the following Deaneries:

Hounslow	Hammersmith & Fulham	Kensington & Chelsea & North Kensington	Upper Thames	Grouped Deaneries	Ealing	All Other Deaneries
28%	10%	4%	10%	18%	28%	2%

The Grouped Deaneries are: Brent, Marylebone, Harrow, Hillingdon, and from Southwark, the Mortlake Deanery.

Your Parish Priest will be able to tell you which Deanery you live in and maps are available on the School Website [www.gunnersbury.com](http://www.gunnersbury.com) (at the end of the Admissions Criteria link) and at the School.

### **Oversubscription Criteria**

Where there are more than 184 applications, applications shall be processed as follows:

**Category One:** Catholic 'looked after' children and Catholic children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately having been looked after (Appendix 1)

**Category Two:** Baptised practising Catholic applicants ie a Catholic child of a practising Catholic family where weekly attendance at Sunday Mass and on Holy Days of Obligation during the preceding two years is verified by a reference from a Catholic priest (Appendix 2)

**Category Three:** Baptised Catholic applicants whose priest does not verify weekly attendance at Mass and Holy Days of Obligation

**Category Four:** Other 'looked after' children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately having been looked after.

**Category Five:** Applicants from other Christian denominations including Eastern Orthodox whose practice is supported by a religious leader. Christian for the purposes of this policy means a member of one of the Churches affiliated to 'Churches Together in Britain and Ireland'.

**Category Six:** Any other applicants

Across the Deaneries Category One pupils shall be considered first, Category Two students second, Category Three students next and so on until finally any remaining places are allocated to Category Six pupils. In the event that all of the applicants from a Category within a Deanery should receive a place any remaining places shall be cascaded on to the next Deanery to be allocated to pupils of the same Category.

Should there be insufficient places for each applicant of a specific Category priority shall be given within a Deanery on the following basis:

**Priority One:** Those with a \*brother in the school, or \*sister enrolled into the Sixth Form (not attendees from Consortium Schools) who will be attending the school at the time of admission.

\*This refers to a brother (in Years 7 to 11), or sister (enrolled in the sixth form) half brother or sister, adopted brother or sister, step brother or sister, living in the same family unit at the same address.

**Priority Two:** Children with a parent employed by Gunnersbury Catholic School for two or more years at the time of application. (These pupils shall be considered as applicants from the Hounslow Deanery.)

**Priority Three: Exceptional Need:**

The governors will give top priority in any category, after the appropriate category of looked-after boys to boys whose exceptional medical, social or pastoral needs justify a place at the school. To demonstrate an exceptional social or medical need, which can only be met at this school, the Governing Body will require compelling written evidence at the time of application from an appropriate professional e.g. doctor or social worker.

**Priority Four:** Those resident (Appendix 3) closest to the school. The distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes across common land, open spaces, public parks, subways, or footpaths not adopted by the Highways Team.

1. Except the Chiswick Common footpath between junction at Chiswick Common Road and Turnham Green Terrace
2. Except the pedestrian footpath at the eastern end of The Ride.

Where the final place is offered to a child who has a twin/triplets etc. applying for a place in the same school year, these siblings will also be admitted.

In the event of a tie-break situation, where two or more applicants for the last remaining place/s, have equal priority with equal distance measurements, lots will be drawn to determine which applicant should be offered the place.

The Governing Body will always accord the highest priority to Catholic applicants. In recent years, the school has been oversubscribed with applications from Catholic families.

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application ie Sept – Oct 2015. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

### **Pupils with a Statement of SEN/Education, Health and Care Plans**

The admission of pupils with a Statement of SEN/Education, Health and Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Education Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

### **How Places Were Offered Last Year**

Applications received from Catholic families: 549 Places Offered: 184 Appeals Lodged: 7 Successful appeals: 1. For the past five years there have been no remaining places for applicants beyond Category 2.

### **Right of Appeal**

Applicants who are not offered a place at Gunnersbury have a right of appeal to an Independent Appeals Committee, in accordance with the School Standard and Framework Act 1998. Details of the procedure can be obtained from the School's Admissions Secretary.

### **Fair Access Protocols**

The school is committed to taking its fair share of Catholic children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has the power even if admitting the child would mean exceeding the published admission number.

### **Waiting List**

In addition to their right of appeal, unsuccessful candidates at Year Six into Year Seven transfer will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria above. If a place is returned to the school it will be offered to the next child on the Waiting List from the Deanery to which the place was returned. The Pan London Adjudicator has agreed that families who did not put Gunnersbury as one of their preferences in October are able to make a second application after offers have been made by the Local Authority. Each second application will be considered by the Governors under the Admissions Criteria and the child's name placed on the waiting list appropriately. A child's position on the waiting list within each Deanery will change if parents withdraw their child's name from the list or if names are added at a later stage. The list will be maintained until the end of the academic year. At the end of the year those applicants wishing to remain on the waiting list must notify Gunnersbury Catholic School Admissions Committee in writing.

### **Sixth Form Admissions**

In addition to places reserved for the School's own pupils, the governors propose to admit a minimum of 15 external students annually to its Sixth Form, provided that they meet the required, school determined, academic qualifications for their chosen course. The school welcomes applications to the 6<sup>th</sup> Form from pupils, boys and girls, from other institutions. Application must be made on the Sixth Form application Form and an offer of a Sixth Form place is conditional on the school being able to provide a course suited to the applicant's age, ability, aptitude and educational needs. Preference will always be given to practising Catholics as verified by their Parish Priest, and subsequently to other Catholic applicants.

In the absence of suitable applications from Catholics, consideration will be given to non-Catholic applicants who meet the required academic qualification necessary for their chosen course(s).



### **Tie Break for the Sixth Form**

Where the offer of places in the Sixth Form to external applicants would lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured by the shortest route (using Bing Maps) from the applicant's usual place of residence to the main gate of the school.

### **Criteria for In-Year Admissions**

In Year Admissions are made directly to the school. Applicants should contact the school office. The in-year Supplementary Application form and Priest's Reference Form will be given to the applicant. If there are places available the pupil shall be allocated a place by the Governing Body. In the event that there are more applicants than places then priority shall be given to pupils in accordance with the over subscription method used to prioritise applications for Year 6/7 Transfer.

The opportunity to be placed on a waiting list shall also be given. The waiting list is prioritised according to the over subscription criteria. At the end of an academic year those applicants wishing to remain on the waiting list must notify Gunnersbury Catholic School Admissions Committee in writing.

A child's position on the waiting list will change if parents withdraw their child's name from the list or if names are added at a later stage. If a vacancy should arise in the admission year group, the School will make an offer to the parent of the child whose name is at the top of the waiting list for that year group.

## **Appendix 1:**

**'Looked after child'** has the same meaning as in S.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 at the time of making an application to the school).

### **Adopted Child**

For the purposes of this policy an adopted child is any child who has been formally adopted from care and whose parent/guardian can give proof of legal adoption.

**'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 prior to the granting of the order qualify under this category

**'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately prior to the granting of the order qualify under this category.

## **Appendix 2:**

### **Baptised practising Catholic applicants from practicing Catholic families**

These are pupils who have been baptised as a Catholic or have been received into the Catholic Church and have attended Sunday Mass weekly and all holy days of obligation. Additionally these pupils have at least one parent (or legal guardian) who has been baptised as a Catholic or has been received into the Catholic Church who has also attended Mass each Sunday and on all holy days of obligation. Said practice for pupils and parent(s)/legal guardian(s) must be verified for the two years preceding the application by the Parish Priest.

## **Appendix 3:**

**'Parent'** means the adult or adults with legal responsibility for the child.

**'Resident.'** A child is deemed to be resident at a particular address when he resides there for more than 50% of the school week

## ADMISSIONS (FURTHER DETAILS)

This table lists all Catholic churches and the Traditions from which they come, as well as giving an indication of the major non-Catholic churches to which they are related. This does not attempt to be an exhaustive list in relation to the non-Catholic churches. In both cases an attempt has been made to show (in brackets) some alternative names by which the same Church is known.

TRADITIONS	CATHOLIC CHURCHES	EQUIVALENT NON-CATHOLIC CHURCHES
	<b>Admissions Oversubscription Categories 1, 2, 3</b>	<b>Admissions Oversubscription Category 6</b>
Western (Roman)	Latin Catholic Church	Church Churches of the Protestant Reformation Church of South India (CSI) (Non-St Thomas Christians)
Alexandrian	Coptic Catholic Church	Coptic Orthodox Church
	Ethiopian Catholic Church ("Gheez rite") (includes Eritrean Catholic Church)	Ethiopian Orthodox Church Eritrean Orthodox Church
Antiochean West Syrian)	Syrian Catholic Church (Syro-)Maronite Catholic Church Syro-Malankar Catholic Church	Syrian Orthodox Church None Malankara Orthodox Syrian Church St Thomas Christians: Indian Orthodox Church Orthodox Syrian (Jacobite) Church; Mar Thoma Syrian Church Malabar Independent Syrian Church of Thozhiyoor Church of South India (CSI) (St Thomas Christians)
Armenian	Armenian Catholic Church	Armenian Apostolic (Orthodox) Church
Chaldean (East Syrian)	Chaldean Catholic	St Thomas Christians: Syrian Malabarese Church Syro-Chaldean Church
Constantinopolitan (Byantine)	Albanian (Byzantine) Catholic Church	Albanian Orthodox Church
	Belarussian Catholic Church	Belarussian Orthodox Church
	Bulgarian (Byzantine) Catholic Church	Bulgarian Orthodox Church
	Georgian Catholic Church	Georgian Orthodox Church
	Greek (Hellenic) Catholic Church	Greek Orthodox Church (Greek speaking); Cypriot Orthodox Church
	Greek-Melkite Catholic Church	Greek Orthodox Church (Arabic speaking)
	Hungarian (Byzantine) Catholic Church	Hungarian Orthodox Church
	Italo-Albanian (Byzantine) Catholic	None
	Church of the Byzantines of the Diocese Of Krizevcici (Krizevcici Catholic Church) (Byzantine Catholics in former Yugoslavia)	Serbian Orthodox Church
	Macedonian Catholic Church	Macedonian Orthodox Church
	Romanian (Greek) Catholic Church	Romanian Orthodox Church
	Russian Catholic Church	Russian Orthodox Church
	Ruthenian (Byzantine) Catholic Church	Ruthenian Orthodox Church Orthodox Church in America (OCA) American Carpatho-Rusyn Orthodox Church
	Slovak (Greek) Catholic Church	Slovak Orthodox Church; Orthodox Church in America (OCA) American Carpatho-Rusyn Orthodox Church
	Ukrainian (Greek) Catholic Church	Ukrainian Orthodox Church; Orthodox Church in America (OCA)