



# St Thomas More Language College

## Admission Policy 2013 – 2014



### Introduction

St Thomas More Language College is a Catholic school for the education of Catholic pupils which is provided in accordance with the statement made by the Bishops.

'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 by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

Responsibility for the admission of pupils rests with the Governors, who will consider applications to the school made on behalf of eligible pupils by parents and guardians. As a Catholic school, 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.

Parents/guardians<sup>1</sup> who make an application to the school are invited to attend one of the school's Secondary Transfer Open Evenings, and priority will be given to applicants who are practising Catholics.

<sup>1</sup> Parent/Guardian should be defined as the person or persons who have legal responsibility for the child.

### How Places will be Allocated

The Governors intend to admit the school's Published Admission Number (PAN) of 120 pupils in Year 7 each school year and, in doing so, will endeavour to preserve its comprehensive character by establishing a balanced intake across the ability range in the ratio 25:50:25. This will be achieved by the use of standardised verbal and non-verbal tests.

Should there be an oversubscription of children within a criteria listed below the Governors will first allocate places to an application, where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical or pastoral need of the child, which can only be met at this school. Then to a sibling who will have a brother or sister<sup>2</sup> on the school roll at the time of admission, then to those children attending our neighbouring school, St Josephs Catholic Primary School, Cadogan Street, Chelsea, SW3 2QT and then to those pupils living nearest the school as measured by an electronic routing method administered by Hopewiser Limited which measures distance 'as the crow flies' from each individual property. Should the distance be exactly the same applicants will be placed in order by means of a lottery which will take place in front of an independent witness – all applicants with matching distances are randomly selected via a tombola method and numbered in order of selection, the first applicant to be selected will precede the other applicant(s) with the same distance. A child is deemed to be resident at a particular address when he/she resides there for 50% or more of the school week.

### Oversubscription Criteria

1. Catholic looked after children and Catholic children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.<sup>3</sup>
2. Practising Catholic<sup>4</sup> children from practising Catholic families whose practice of their faith is supported by a written reference from their parish priest of the parish or ethnic chaplain of the community in which the family attend Sunday Mass weekly<sup>5</sup> and a Baptismal Certificate.
3. Any other Catholic applicants<sup>6</sup>
4. Other looked after children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.
5. Catechumens and members of an Orthodox Communion.
6. Children of other Christian<sup>7</sup> denominations whose practice of their faith, and that of their parents/guardians, is supported by a written reference from their priest or minister in the community they regularly worship.
7. Any other applicants.

<sup>2</sup> Siblings include half and step brothers and sisters.

<sup>3</sup> A looked after child means a child in the care of the local authority, within the meaning of Section 22 of the Children's Act 1989.

<sup>4</sup> 'Practising Catholic' means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese.

<sup>5</sup> At least weekly attendance.

<sup>6</sup> Includes non-practising Catholics.

<sup>7</sup> Christian is defined as a member of a church which belongs to 'Churches Together in Britain and Ireland'.

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**Applications from twins or multiple births.**

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If the offer of places result in the admission of one pupil of a multiple birth/twin and not others, the Governors reserve the right to offer places to all pupils of the same multiple birth/twin.

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**Pupils with a Statement of Educational Needs.**

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The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. Details of the procedure are set out in the DCSF Special Educational Needs Code of Practice. The parents of children with statements of SEN have access to a separate appeal mechanism (the SEN Tribunal) and not to the independent Appeal Panel established by the College's Governing Body.

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**Application Procedures and Timetable.**

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**How places were offered last year** (figures will include pupils with Statements of Special Educational Needs).

Applications received: 609

Places offered: 120

Appeals Lodged: 22

Successful Appeals: To be advised

**Timetable**

Open Evenings: Dates to be advised – from 4.15 p.m.

Closing date for applications: 31<sup>st</sup> October 2012

Banding Test: To be notified

Offers of place posted: March 2013 by the Home Borough

**Application Form**

To apply for a place at this school you should complete and return two separate forms by Wednesday 31<sup>st</sup> October 2012. In order to make a full application you should complete the school's Supplementary Information Form (SIF) attached to this policy and return it to the Governors' Admissions Panel via the school office, together with all other relevant paperwork required for your application. You must also complete a Common Application Form (CAF) from your Local Education and return it to them. If you do not complete both the CAF and SIF and return them by the closing date, the governing body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school.

**Priest's Reference**

Parents will receive a copy of the Diocesan Priests' Reference Form with the application pack.

**Waiting Lists**

Where an applicant is unsuccessful, parents/guardians may ask, in writing, for the child's name to be placed on a waiting list. The waiting list will be updated each term as and when vacancies occur and/or parents who have not previously made an application to the school submit an application. Length of time on the waiting list will not influence a child's chance of gaining a place. All applications on the waiting list, including late applications, will be judged against admission criteria as vacancies occur. Parents whose applications are unsuccessful are entitled, under the School Standards & Framework Act 1998 to appeal against the governing body's decision.

When a vacancy arises the school will allocate the place according to the oversubscription criteria and according to the band in which the vacancy has arisen.

**Admission Appeals**

An independent admission appeals panel will be established to hear appeals concerning non admission to the school in accordance with the provisions of the 'Admission Appeals Code'. Parents/Guardians will be sent information regarding their right to appeal.

**In-Year Admissions**

Applications for In-Year Admissions must be made via the Royal Borough of Kensington & Chelsea. If a place is available and there is no waiting list then the local authority will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria. If a place cannot be offered at the time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order which the applications are received. The waiting list is open to applicants all through the academic year. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that the LEA can inform the parent that the school is making an offer.

**Fair Access Protocols**

The school is committed to taking its fair share of 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 a local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when the child would mean exceeding the published admission number.

*Serving God, Striving for Excellence*



# ST. THOMAS MORE LANGUAGE COLLEGE

Serving God, Striving for Excellence

Headteacher: Dr T. Papworth Ph.D, MBA, NPQH, MA



## School Information Form 2013-2014 To be completed by all parents/guardians

Child's Surname ♦ \_\_\_\_\_

First Name ♦ \_\_\_\_\_

Date of Birth ♦ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please give parents' surname if different ♦ \_\_\_\_\_

*Please complete the following for our records. **Please print.***

**Home Address** (Place where your child lives for more than 50% of the school week)

\_\_\_\_\_

\_\_\_\_\_ Postcode ♦ \_\_\_\_\_

Home Telephone No. ♦ \_\_\_\_\_

Please give the full name of the person(s) legally responsible for the child.

Mr ♦ \_\_\_\_\_

Mrs/Ms ♦ \_\_\_\_\_

Does your child go to St Josephs Catholic Primary School, Cadogan Street, Chelsea SW3 2QT?

Please circle: Yes / No

Please give names of sibling (brothers/sisters) attending St Thomas More Language College in the next academic year (from September 2013)

Name & Year Group(s) ♦ \_\_\_\_\_

**Denominational Status** (Please state to which denomination [Roman Catholic, Anglican, etc.] each of the following belongs)

Child ♦ \_\_\_\_\_ Mother/Guardian ♦ \_\_\_\_\_

Father/Guardian ♦ \_\_\_\_\_

When giving the name of a parish, please also give the name of the church. For example: Holy Apostles, Pimlico, Saint Thomas's Fulham or Saint John's Islington.

Date & Place of Child's Baptism ♦ \_\_\_\_\_

Cadogan Street, Chelsea, SW3 2QS Tel: 020 7589 9734 Fax: 020 7823 7868 Email: [info@stm.rbkc.sch.uk](mailto:info@stm.rbkc.sch.uk) Web: [www.stm.rbkc.sch.uk](http://www.stm.rbkc.sch.uk)

*Portrait of St Thomas More by Hans Holbein the Younger, reproduced by courtesy of the Medici Society*



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**Parish in Which You Live**

Name of Parish in which you live ♦ \_\_\_\_\_

Name of Parish Priest ♦ \_\_\_\_\_

Full Postal Address ♦ \_\_\_\_\_  
\_\_\_\_\_

Name of Priest to whom you are known ♦ \_\_\_\_\_

**Church at Which You Worship Regularly** *(if different from your Parish Church)*Name of the Parish in which you regularly  
Worship *(if different)* ♦ \_\_\_\_\_

Name of the Parish Priest ♦ \_\_\_\_\_

Name of Priest to whom you are known ♦ \_\_\_\_\_

**Name of Priest who will provide reference ♦** \_\_\_\_\_Full Postal Address ♦  
*(if not supplied above)* \_\_\_\_\_

Does your child have any exceptional, medical, pastoral or social needs **that can only be met** by attendance at this school? Please circle. (Professional evidence must be provided).

Yes

No

**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**

**Signed**.....**Date**.....

Please note:

- Parents can obtain a priest's reference form from the school or from the Diocese of Westminster website at [www.rcdow.org.uk/Education](http://www.rcdow.org.uk/Education). Follow Guidance & Policy Documents, Admissions: Guidance notes and reference form for priests.
- Applicants from other Christian denominations and other faiths may attach a reference from their minister or religious leader.
- You **must** complete the Local Authority's Common Application Form and return it to the council offices by the closing date. If you do not do this you will not be offered a place.

**Checklist:**

Have you enclosed?

Copy of Baptism Certificate

Priest's Reference Form (where necessary)

Evidence of exceptional need (where appropriate)

Have you completed your Local Authority's Common Application Form?

**Once the form is completed, return to the school by:****Wednesday 31<sup>st</sup> October 2012**

The envelope should be addressed to:

The Admissions Officer  
St Thomas More Language College  
Cadogan Street  
London SW3 2QS