



## THE HOLY CROSS CATHOLIC GIRLS' SCHOOL

25 Sandal Road, New Malden, Surrey KT3 5AR

Tel: 020 8395 4225 Fax: 020 8395 4234

### ADMISSIONS POLICY

#### For entry to YEARS 7 to 11 in YEAR 2011-12

The Holy Cross School is under the Trusteeship of the Roman Catholic Archdiocese of Southwark and has Voluntary Aided status. Accordingly, this policy is in line with the Archdiocesan Guidance on Admissions, updated in October 2010. The school exists to fulfil the Mission of the Church, "Go therefore and teach all nations" (Mt 28:19). This it aims to do by promoting the spiritual, moral, cultural, mental and physical development of its pupils in the context of a Catholic school community.

**From 1 September 2010**, all applications for admission to all year groups 7 to 11, **must** be made to your home Local Authority (LA) on its In-Year application form. If you wish to apply for a place at this school, you **must** name the school as one of your preferences on your home LA In-Year application form and submit this to your home LA.

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into Year 7 in September 2011 up to **148** pupils without reference to ability or aptitude. The standard number of students in Years 7-11 is **148**. Please note that priority for admission is given to Catholics.

**All** our successful Year 6 applicants will be tested (after offers have been accepted and confirmed) on either the morning or afternoon of **Saturday 21<sup>st</sup> May 2011**, to determine any streaming.

#### OVER-SUBSCRIPTION CRITERIA OF ENTRY

Places will be prioritised according to the following criteria:

- 1. Looked After Catholic children** (registered in public care) or **Looked After children in the care of Catholic families.**
- 2. Baptised Catholic children.** Evidence of Baptism will be required. The level of Mass attendance as stated by the parents and endorsed by a priest at the church(es) where the family normally worships, will be used to rank applicants. Priority will be given to those who attend Mass weekly, followed by those attending at least monthly.
- 3. Children enrolled and registered in the Catechumenate.** Evidence of formal registration will be required.
- 4. Other Children Looked After by non-Catholic families.**
- 5. Children who are verified members of Eastern Christian Churches including Orthodox Churches.**
- 6. Children who are members of other Christian denominations**, that are part of Churches Together in England, whose parents are in sympathy with the aims and ethos of the school and whose application is supported by their religious Minister. Evidence of Baptism (or dedication) will be required.
- 7. Children of other faiths** whose parents are in sympathy with the aims and ethos of the school and whose application is supported by their religious Leader
- 8. Any other children**

**Where the offer of places to all the applicants in any of the categories listed above would still lead to over subscription, the priority of an application within a category will be increased for those applicants:**

- with a **sister**, including a step-, half-, adopted or foster sister, living at the same address and attending this school at the time the applicant would be admitted.
- who have **special medical or social grounds** for attending the school. Applications must be accompanied by a letter from a doctor, priest, social worker or other appropriately qualified person explaining why the school is necessary for the pupil.
- living nearest to the school**, this being measured by the shortest, approved walking route. All distances will be measured using Kingston Council's computerised Geographical Information System.

**Waiting Lists and Late Applications** In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. Unless exceptional reasons for lateness are proven, late applications will be held back until after the first round of offers and will then be inserted into the waiting list. This waiting list will be maintained in order of the over-subscription criteria set out above. Names are normally removed from the list six months after the September term start unless parents/guardians specifically request to remain longer on the waiting list.

**Pupils with a Statement of Special Educational Needs** The admission of pupils with a Statement of Special Educational Needs 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 is set out in the *Special Educational Needs Code of Practice*. Any pupil admitted with a Statement of Special Educational Need will reduce the total number of places on offer by one.

**Notes to the Over-subscription Criteria** 'Looked After child' has the same meaning as in Section 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). 'Catholic' means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic churches. Enrolled and registered in the 'Catechumenate' means formally registered as undergoing instruction leading to Baptism into the Catholic Church.



## THE HOLY CROSS VOLUNTARY AIDED CATHOLIC GIRLS' SCHOOL

25 Sandal Road, New Malden, Surrey KT3 5AR Tel : 020 8395 4225

### RELIGIOUS VERIFICATION SUMMARY

in support of application for a year 7 school place in September 2011

NB: This form is NOT an application form but is required to support your Common Application if you have chosen a place at The Holy Cross Girls' School

Allocation of places at the Holy Cross School is the responsibility of the School Governors

Completed forms must be returned to the Admissions Secretary at the school address above by: 31/10/10

#### SECTION A: Parent / Guardian please complete in BLOCK CAPITALS

DAUGHTER'S SURNAME: \_\_\_\_\_ DOB: \_\_\_\_\_

FORENAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POSTCODE:

I have another daughter at Holy Cross who will still be attending in September 2011 Yes / No (please circle)

PARENT'S NAME: \_\_\_\_\_ DAYTIME TEL NO: \_\_\_\_\_

#### SECTION B:

**Please consult our Admissions Policy to check under which criteria you are applying.**

**Parents' check list:**

For categories 1, 2, 5, 6      Baptism certificate / Dedication certificate      enclosed ? Yes / No (please circle)

For categories 2, 3, 5, 6, 7      Accompanying Supplementary Information Form      enclosed ? Yes / No (please circle)

For categories 1, 4      Letter to support Looked After status      enclosed ? Yes / No (please circle)

For special circumstances  
in any category      Letter(s) to support medical/social/pastoral grounds      enclosed ? Yes / No (please circle)

Letter should include any other information you feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest).

#### SECTION C

**Parish Priest / Minister:** The attached **Diocesan Supplementary Information Form** should be completed by the priest or religious leader.

### Holy Cross Catholic Girls' School in the Archdiocese of Southwark

Completion of a Supplementary Form is not mandatory; however, if one is not received, the Governors will not be able to apply their admission criteria and your application will be considered and prioritised under Category 8 (Any other children).

## Supplementary Information Form for all applications for 2011-12

This form should be completed when applying for a place at The Holy Cross Catholic School in the Archdiocese of Southwark. Please complete and sign the form below, and if you are a Catholic, hand it to your Parish Priest or the Parish Priest at the Parish where you normally worship. He will add his reference in Part 2. If you are not a Catholic, please hand the form to your priest, minister or faith leader who will add his or her reference in Part 3. **Please then return this form to the Holy Cross School 25 Sandal Road, New Malden Surrey KT3 5AR.**

**NB:** From September 2010, for **ALL applications for places in Years 7-11**, you **MUST** also complete and return a **Common Application Form** (September Year 7 intake) or an **In-Year Application Form** (Years 7 to 11) to your home Local Authority, specifying your preference for this school.

### PART 1 (To be completed by all parents or carers)

School to which you are applying: \_\_\_\_\_

Address of school: \_\_\_\_\_

Surname of child: \_\_\_\_\_

Christian / forename(s) of child: \_\_\_\_\_

Religion / Denomination: (eg Roman Catholic) \_\_\_\_\_

Date and place of Baptism (if applicable): \_\_\_\_\_

Parents' names: \_\_\_\_\_

Parents' religions: \_\_\_\_\_

Parents' daytime telephone no: \_\_\_\_\_

If a practising Catholic, please indicate which Mass you normally attend: Saturday at \_\_\_\_\_(time)  
or Sunday at \_\_\_\_\_(time)

Parish in which you live: \_\_\_\_\_

Usual place of worship (if different) \_\_\_\_\_

How long have you worshipped there? \_\_\_\_\_ years

How often do you attend Mass?  weekly  at least once a month  less often  
Highest ranking priority level 1 next priority level 2 priority level 3

Please attach any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest)

I confirm that the information we have given on this form is accurate and truthful:

Signed: \_\_\_\_\_ Parent / carer Date: \_\_\_\_\_

### PART 2 (to be completed by **Catholic priests only**)

I am satisfied that the child is a baptised Catholic

Yes  No

The family is known to me and I am satisfied that the child is a practising Catholic

as stated by the parents / carers on the front of this form

Yes  No

If you consider there are valid reasons for Mass attendance to be considered equivalent to weekly, because of illness or other reasons, please state this below :

Priest's name: \_\_\_\_\_ Parish: (or ethnic chaplaincy): \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_

Parish stamp or seal:

Priest's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To the priest, minister or other faith leader:** Please ensure this form is completed and returned to the school as soon as possible. **NB for entry into Year 7 in September 2011, it must be received at the school by 31/10/10 at the latest.**

**PART 3 (To be completed *only* by priests / ministers of other denominations or faiths)**

**Non-Catholic parents/carers from other denominations should hand this form to their priest/minister or faith leader who should complete the section below and return it as soon as possible, along with the attached form, to the Holy Cross School.**

I confirm that this family are members of our faith community  The family is not known to me

Name of minister: \_\_\_\_\_ Denomination/faith: \_\_\_\_\_

Parish or faith community: \_\_\_\_\_

Address: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Tel: \_\_\_\_\_

Comment (if appropriate) regarding the points above: