



ADMISSION ARRANGEMENTS FOR SEPTEMBER 2011

Richard Challoner is a Voluntary Aided school in the trusteeship of the Archdiocese of Southwark. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and the Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the local Catholic community. However, the Governing Body welcomes applications, subject to the availability of places, from those of other Christian denominations and other faiths who support the religious ethos of the school. All applicants should complete Supplementary Form A and, where appropriate, Supplementary Form B.

The Governors intend to admit in September 2011, 132 students without reference to ability or aptitude.

Where the number of applicants exceeds 132, the Governors will offer places in the order stated using the following criteria, but subject to 12 places being offered to applicants who qualify under criterion 4:

1. 'Looked after' applicants who are baptised Catholics
2. Applicants who are baptised Catholics
3. Other 'Looked after' children
4. Applicants who are baptised (where infant baptism is practised) and members of other Christian denominations, ie those that are part of Churches Together in England, as well as Eastern Orthodox Churches
5. Applicants who are members of other faiths
6. All other applicants.

Oversubscription

Where the number of applicants exceed the number of places within any of the above categories, the following tie breakers will be applied in the order stated, using the following criteria:

1. The strength of evidence of commitment to the applicant's faith, where appropriate, as demonstrated by the child's level of Mass attendance on a Sunday or equivalent (for Catholic applicants), or level of attendance at religious services (for applicants of other faiths). Applicants will be ranked according to the evidence provided on Supplementary Form 'B' (available from the school), which must be endorsed by the priest or minister of religion where the child normally worships. Applicants who worship weekly will have priority, followed by those who practise fortnightly, and so on.
2. Within each level of attendance (ie weekly, fortnightly, etc) the following tiebreakers will apply:
 - A A boy with a brother on roll at the time of admission. A brother is defined as a full, step or half brother, or a legally adopted brother living at the same address on the date of application.
 - B A boy attending one of the following 7 Catholic primary schools in the Kingston or Sutton Deanery: Corpus Christi, Our Lady Immaculate, St Agatha's, St Joseph's, St Cecilia's, St Mary's Junior and St Elphege's Federation, or St Clement's (Ewell).
 - C Distance from the school, as measured by the shortest walking distance from the applicant's home to the school gate (adjacent to the school garage) used by students, located on Manor Drive North. This distance will be measured using Kingston LA's School Admissions geographical information system or another system approved by the governing body.
 - D Where there is a tie for places, a random selection procedure (lottery) will be used to identify the applicant to be offered the remaining place.

Other Relevant Information

- All baptised applicants (where infant baptism is practised) applying under criteria 1, 2, and 4, must attach a copy of the applicant's signed baptismal certificate.
- Completion of a supplementary form is not compulsory. However, if a supplementary form is not completed and returned to the school by the required date, then an application will be considered under criterion 6 "All Other Applicants".

Reminder

Catholic parents are reminded that they should send their children to Catholic schools, as required by the teaching of the Catholic Bishops of England and Wales (Catholic Bishops' Conference of England and Wales, May 2000).

Hard to Place Students

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body are empowered to give absolute priority to a child where admission is requested under any protocol which carries the agreement of the governing body for the current admission year. The governing body has this power even when admitting such a child would exceed the normal admission number.

Looked After Children

Looked after children are those in the care of a local authority.

Late Applications

Any late applications will be considered in accordance with the agreed terms of Kingston's co-ordinated secondary admissions scheme, as published in the "Which Secondary School" booklet.

Waiting List

The position of any applicant on any waiting list maintained by the governors will be determined using the admissions criteria and over subscription criteria as outlined above.

After the start of the year, applicants for in-year admissions and waiting lists will be managed in accordance with the Royal Borough of Kingston's co-ordinated scheme for in-year admissions.

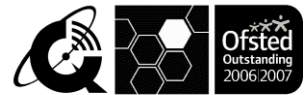
In Year Admission

Richard Challoner School is part of Kingston's coordinated admissions scheme for in-year admissions. Applications for admission to all year groups 7 to 11, after 1st September 2010, must be made to your home Local Authority (LA) on their in-year application form and 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. You will also need to complete and submit any supplementary information forms to the school directly.

Appeals

If you are unsuccessful in gaining a place at Richard Challoner School, you can appeal against the decision of the governors to an Independent Appeals Panel which the governors have established under the terms of the relevant Education Act.

Appeal forms will be available from the school office after the national offer date of 1st March 2011.



SUPPLEMENTARY INFORMATION FORM 'A' FOR ADMISSION SEPTEMBER 2011

ALL APPLICANTS ARE STRONGLY ADVISED TO READ THE SCHOOL'S ADMISSION POLICY BEFORE COMPLETING THIS FORM

Son's Full Name.....
His Date of Birth.....
His Present School.....
Present School Address.....
Telephone No.....

Parent's or Guardian's Particulars

Name(s).....
Address.....
..... Post Code.....
Tel. No. (Home)..... (Work).....

PLEASE NOTE: Boys will be admitted at age 11 without reference to ability or aptitude.
The number of intended admissions for the year commencing September 2011 will be 132.

Please indicate which criterion is applicable to your son's application (please tick box and complete relevant section – ONLY ONE BOX MAY BE COMPLETED):

1. (✓)

**'Looked after' applicants who are baptised Catholics
(Please enclose copy of signed baptismal certificate)**

2. (✓)

**Applicants who are baptised Catholics
(Please enclose copy of signed baptismal certificate)**

3. (✓)

Other 'Looked after' applicants

4. (✓)

**Applicants who are baptised (where infant baptism is practised) and members of other Christian denominations, ie those that are part of Churches Together in England, as well as Eastern Orthodox Churches
(Please enclose copy of signed baptismal certificate)**

Please state your son's religious denomination

.....

5. (✓)

Applicants who are members of other faiths

The applicant is a member of

.....faith/religion

6. (✓)

All other applicants

Oversubscription

Where the number of applicants exceed the number of places within any of the above categories, the following tie breakers will be applied in the order stated, using the following criteria:

1. The strength of evidence of commitment to the applicant’s faith, where appropriate, as demonstrated by the child’s level of Mass attendance on a Sunday or equivalent (for Catholic applicants), or level of attendance at religious services (for applicants of other faiths). Applicants will be ranked according to the evidence provided on Supplementary Information Form ‘B’ (available from the school), which must be endorsed by the priest or minister of religion where the child normally worships. Applicants who worship weekly will have priority, followed by those who practise fortnightly, and so on.
2. Within each level of attendance (ie weekly, fortnightly, etc) the following tie breakers will apply:
 - A A boy with a brother on roll at the time of admission. A brother is defined as a full, step or half brother, or a legally adopted brother living at the same address on the date of application.
 - B A boy attending one of the following 7 Catholic primary schools in the Kingston or Sutton Deanery: Corpus Christi, Our Lady Immaculate, St Agatha’s, St Joseph’s, St Cecilia’s, St Mary’s Junior and St Elphege’s Federation, or St Clement’s (Ewell).
 - C Distance from the school, as measured by the shortest walking distance from the applicant’s home to the school gate (adjacent to the school garage) used by students, located on Manor Drive North. This distance will be measured using Kingston LA’s School Admissions geographical information system, or another system approved by the governing body.
 - D Where there is a tie for places, a random selection procedure (lottery) will be used to identify the applicant to be offered the remaining place.

Please tick (✓) if any of the following are applicable:

	The applicant will have a brother on roll at the time of admission (detailed in ‘2A’ above)
Name of student currently attending the school	
Current Year Group	

	The applicant attends one of the seven Catholic primary schools in the Kingston or Sutton Deanery (detailed in ‘2B’ above), or St Clement’s (Ewell)
Primary School	

	Applicants within Criterion 1 or Criterion 3 (‘Looked after’)
Please provide details or supporting evidence below, or attach evidence as appropriate:	
.....	
.....	

Reminder

Catholic applicants are reminded that Catholic parents should send their children to Catholic schools, as required by the teaching of the Catholic Bishops of England and Wales (Catholic Bishops' Conference of England and Wales, May 2000).

Declaration

We/I have read, understood and accept the above criteria for admission to the school and declare that, to the best of our/my knowledge and belief, all the information given on this form is true and correct. We/I understand that any offer of a place will be withdrawn if the application is based on misleading or fraudulent information.

If our/my son is accepted to Richard Challoner School, we/I agree to co-operate with the school by ensuring that all school rules are kept, that the correct uniform is worn at all times and that the standards of the school are always upheld. We/I also accept that the decision of the Headmaster in these matters is final.

Signature(s) of parents/person with parental responsibility:

_____ Date ____/____/____

NB: APPLICANTS MUST COMPLETE THEIR 'HOME' LOCAL AUTHORITY ADMISSION FORM, AS WELL AS THIS SUPPLEMENTARY FORM.

THIS FORM, ONCE COMPLETED, SHOULD BE RETURNED DIRECTLY TO THE SCHOOL AND NOT TO THE LA.

CLOSING DATE FOR SUBMISSION: 31st OCTOBER 2010.

IT IS ANTICIPATED THAT OFFERS OF PLACES WILL BE MADE BY KINGSTON LA, ON BEHALF OF THE GOVERNING BODY, ON **1st MARCH 2011.**

PLEASE CONTACT THE SCHOOL IF YOU HAVE ANY PROBLEMS COMPLETING THIS FORM.



SUPPLEMENTARY INFORMATION FORM B

This form should be completed when applying for a place at Richard Challoner School. Please complete part 1 before printing. Once printed, sign the form and hand it to your parish priest, or the parish priest at the church at which you normally worship. If you are not a Catholic, please hand the form to your priest, minister or faith leader.

NB: You must also complete and return a Common Application Form (available from your home Authority)

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

Surname of child Date of Birth

Christian/Forenames of child

Religion/Denomination (eg Roman Catholic)

Date and place of Baptism (if applicable)

Name and address of current school

Parent's Name Parent's Name

Parent's religion/denomination Parent's religion/denomination

Home Address Home Tel No
Work Tel No
Mobile Tel No

Parish in which you live (eg St Matthias, Worcester Park)

Usual place of worship (if different) How long have you worshipped there?

Where appropriate, please indicate which Mass or service you usually attend: Saturday (time) Sunday (time)

How often do you attend Mass? Weekly Fortnightly At least once a month Less often

Please add here any other information you may feel is relevant to the school's admissions policy in regard to religious practice, eg reasons why religious practice may not be weekly, eg illness.

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

Signature of Parent/Carer

Date

PART 2 *(To be completed by Priest, Minister of Religion or Faith Leader)*

Please return this form to the school by 15th November.

This section should NOT be completed electronically

I am satisfied that the child is a baptised Catholic Yes No

I am satisfied that the child is a baptised Christian Yes No

Is the child known to you? Yes No

Regular attendance at Mass (ie Weekly) Occasional attendance at Mass (ie at least once a month)

Less frequent attendance at Mass (ie Fortnightly) Irregular attendance at Mass (ie less than once a month)

How long has the child attended your church?

If you consider there are valid reasons for Mass attendance to be considered weekly because of illness or other reason, please state this in box provided.

Priest's name

Parish (or ethnic chaplaincy)

Address

Telephone No

Priest's signature

Date