



**ST HILDA'S**  
CE HIGH SCHOOL

## 2020 Admissions Policy for entry in September 2020

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| <p>Date Policy prepared: November 2018<br/>Governor Committee:<br/>Policy agreed by committee:<br/>Date ratified by governing body: December 2018<br/>Policy reviewed by: CW/JCo<br/>Date for next review (annual/2 yearly ): September 2019</p> |
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# ST HILDA'S

## CE HIGH SCHOOL

| VALUE   |      |           | THE POLICY |          |
|---|------|-----------|------------|----------|
| Wisdom  | Hope | Community | Dignity    | Equality |
| <p>We aim to develop excellent standards of performance and conduct to deliver excellence in all that we do.</p> <p>The policy is designed to identify the procedure for applying for a place for your child at St Hilda's CE High School.</p> <p>The guiding principal of the policy is to treat each other fairly and reasonably, with respect and courtesy at all times, no matter what the circumstances, consistent with our values.</p> |      |           |            |          |

St Hilda's is a Christian school founded within the Church of England and admits pupils on this basis. Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership at parish and diocesan level.

The admission number of pupils to be admitted into Year 7 to the school in **September 2020 is 170.**

The admission number of external pupils to be admitted into Year 12 to the school in **September 2020 is 50.** If spaces remain on appropriate courses for other external students this number may be exceeded.

## **FOR ADMISSION INTO YEAR 7**

### **How do I apply for a place for my child at St Hilda's?**

St Hilda's supplementary information form may be obtained from the school from Thursday 4<sup>th</sup> July 2019. These forms should be returned to the school by the closing date of 31<sup>st</sup> October 2019.

Under the system of co-ordinated admissions arrangements, parents/carers must complete and submit a local authority preference form to their home local authority. St Hilda's must be entered as a preference on this local authority form. **Parents/carers applying to St Hilda's should complete both the local authority preference form and the school's supplementary information form.**

The School Admissions Code allows schools to withdraw the offer of a school place if parents give fraudulent or intentionally misleading information and the Governors reserve the right to verify information given to them by applicants.

Each pupil is considered as an individual. There is no sibling criterion in St Hilda's admissions, which means that preference is not given to pupils who have older brothers and sisters currently in Year 7-13 at St Hilda's. There are several admission criteria into Year 7. A pupil may apply under more than one criterion.

Applications for children outside the normal age group are considered in accordance with the School Admissions Code; please contact the Headteacher in writing.

### **CRITERIA A: EDUCATION, HEALTH & CARE PLAN**

A place will be offered to any pupil who is in possession of an education, health & care plan which names St Hilda's following consultation with the Local Authority.

### **OVERSUBSCRIPTION CRITERIA**

### **CRITERIA B: LOOKED AFTER CHILDREN/PREVIOUSLY LOOKED AFTER CHILDREN**

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- a) Looked after children in the care of the local authority, irrespective of faith background.
- b) Children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

### **CRITERIA C: CHILDREN OF STAFF AT THE SCHOOL**

A place will be offered to any child of staff employed at the school for 2 reasons:

- a) Where the member of staff has been directly employed by the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage or there is a clear need to retain staff in that area.

### **CRITERIA D1: CHRISTIAN (UP TO 135 PLACES)**

Subject to the number of places allocated under criteria A, B and C, St Hilda's admits up to 135 Christian pupils. If places are offered for pupils in criteria A, B and C. it will reduce the number of places available in criterion D1.

When completing the supplementary information form make sure that parents/carers give full and accurate answers. When the supplementary information form has been completed take it personally to the vicar/priest/minister/ lay Eucharistic minister/deacon or church warden to complete the clergy form.

Where multiple applications are received from one family eg twins, triplets or other multiple births, for remaining places in the oversubscription criteria, the school will admit both/all the children even if it means going over the indicated admission number.

Where applications for admission exceed the number of places available, the following criteria will be applied using a points system to decide which pupils will be offered a place. This is based on parents/carers with the most involvement/commitments to the life and worship of their church and will take into account variability of church attendance year on year. The points system is outlined in the table under Admissions Administration.

#### Christian applicants – child/parent/carers

- a) Children/parent/carers who are regular worshippers in Anglican Churches.
- b) Children/parent/carers who are regular worshippers in other Christian Churches\*.

(Regular worship is deemed to be weekly attendance at public worship on Sundays or other days of the week).

\* The Governors have defined Christian Church as being any Church in membership with, or sharing the statement of belief of, Churches Together in Britain and Ireland or in full sympathy with its Trinitarian stance ([www.ctbi.org.uk](http://www.ctbi.org.uk)).

Should a tie breaker be needed for pupils of equal scores then random allocation will be used which is supervised by the Local Authority

### **CRITERIA D2: OTHER WORLD FAITHS – MUSLIM (UP TO 6 PLACES)**

There are up to 6 places for Muslim children, regular worshippers confirmed by the faith leader. If there are more applicants in this category than places available, then random allocation will be used which is supervised by the Local Authority.

Where multiple applications are received from one family eg twins, triplets or other multiple births, for remaining places in the oversubscription criteria, the school will admit both/all the children even if it means going over the indicated admission number.

### **CRITERIA D3: OTHER WORLD FAITHS (UP TO 4 PLACES)**

There are up to 4 places for other world faiths children, regular worshippers confirmed by the faith leader. If there are more applicants in this category than places available, then random allocation will be used which is supervised by the Local Authority.

Where multiple applications are received from one family eg twins, triplets or other multiple births, for remaining places in the oversubscription criteria, the school will admit both/all the children even if it means going over the indicated admission number.

### **CRITERIA E: BY EXAMINATION VIA REGISTRATION FORM (25 PLACES)**

In Year 7 15% of the intake, that is 25 places, are offered on the basis of academic ability.

25 places will be filled by those pupils who secure the highest examination results in the admissions examinations. Should a tie breaker be needed for pupils of equal scores, preference will be given to those pupils scoring highest in the non-verbal reasoning section. Should a further tie break be needed then random allocation will be used which is supervised by the Local Authority.

### **CRITERIA F: ALL OTHER APPLICANTS**

If there are not enough applications for criteria A to E, places will be allocated to all other applicants whose parents express a preference for the school. Should a tie break be needed then random allocation will be used which is supervised by the Local Authority.

## **ADMISSIONS ADMINISTRATION**

**St Hilda's is educating for Wisdom, Hope, Community, Dignity and Equality**

## **Acknowledgements**

Due to the high number of applications received, applications will not be acknowledged. If an acknowledgement is required, a stamped, self-addressed envelope should be included with the application.

## **Late applications**

All applications sent in by the closing date will be dealt with at the same time. St Hilda's is able to provide parents/carers with the results of tests sat on Saturday 21<sup>st</sup> September 2019 prior to the closing date for admissions.

Late applications will normally be dealt with after those received on time. You should be aware that a late application could reduce your chance of gaining a place at St Hilda's.

In some cases, when an application is submitted after the closing date but before the allocation date it may be considered alongside those applications which were received on time where there is, in the view of St Hilda's Governors, an acceptable reason for the late submission of the application form.

## **Waiting list**

The school will operate a waiting list for one term. Applicants will be placed in accordance with the points scored.

## **Allocation of points for the Criteria D1: Christian**

The scoring system below will be applied separately to the child and to the parent/carer with the most involvement/commitment to the life and worship of their church and will take into account variability of Church attendance year on year.

The maximum possible score for attendance would be 60 points for three years' weekly attendance at an Anglican church. The maximum possible score for other Christians would be 48 points for three years' weekly attendance. The minimum score would be 0 for Anglicans and other Christians for no attendance at any church.

|                            | Anglican | Other Christians |
|----------------------------|----------|------------------|
| <b>1 year's attendance</b> |          |                  |
| Weekly attendance          | 20       | 16               |
| Attendance 3 times a month | 15       | 12               |
| Fortnightly                | 10       | 8                |
| Monthly                    | 5        | 4                |
| Occasionally               | 2        | 2                |
| Never                      | 0        | 0                |
| <b>2 years' attendance</b> |          |                  |
| Weekly attendance          | 40       | 32               |
| Attendance 3 times a month | 30       | 24               |
| Fortnightly                | 20       | 16               |
| Monthly                    | 10       | 8                |
| Occasionally               | 4        | 4                |
| Never                      | 0        | 0                |
| <b>3 years' attendance</b> |          |                  |
| Weekly attendance          | 60       | 48               |
| Attendance 3 times a month | 45       | 36               |
| Fortnightly                | 30       | 24               |
| Monthly                    | 15       | 12               |
| Occasionally               | 6        | 6                |
| Never                      | 0        | 0                |

In addition to the points awarded for church attendance points will be awarded for the following:

- Attendance for more than 3 years at least on a monthly basis scores 5 points

## **In-Year Admissions**

In-Year admissions outside the normal admissions round are co-ordinated by the Local Authority. The parent/carer should also submit an In-Year Admissions Supplementary Information Form direct to St Hilda's.

If the application is for a year group which is already full, the application will be refused and the parent/carer has the right to appeal against the refusal of a place.

If the application is for a year group where there is a place available, a place will be given subject to the following:

- If more than one application is received for a year group and the number of applications exceeds the number of places available, we will apply the same criteria used for the normal round of admissions with priority given in the following order: criteria A, B, C, D1, D2, D3 and F. Unsuccessful applicants will remain on a waiting list for one term.



## **CRITERIA FOR ADMISSION IN TO ST HILDA'S SIXTH FORM COLLEGE**

St. Hilda's is a Christian school founded within the Church of England and admits students on this basis. We ask all students applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of students who are not of the Christian faith to apply for and be considered for a place here. The Sixth Form is co-educational.

The admission number in Year 12 for external students is 50. If spaces remain on appropriate courses for other external students this number may be exceeded.

Pupils currently at St. Hilda's meet a member of the Senior Leadership Team or Head of House to discuss options and subject preferences to ensure each student is accepted onto a course appropriate to their needs and prior attainment. The admission of external students is by application form and a guidance meeting to ensure that each student is accepted onto a course appropriate to their needs and prior attainment. There are separate entry requirements for each course based on prior attainment; these are detailed in the prospectus.

### **External applicants**

Where the number of external applicants who have reached the minimum entry requirements for a course exceeds the places available then the following criteria will be used to decide the allocation of places:

- Looked after children or children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- Meeting the specific entry criteria for their chosen programme of study where places are still available on the programme.
- Should a tie breaker be needed for pupils of equal scores then random allocation will be used which is supervised by the Local Authority

When the limit for places is reached, applicants will be placed on a waiting list which will be maintained until the Friday of the second week in September.

Should admission to the Sixth Form be refused, applicants will be provided with details of the statutory appeal procedure. Both applicants and their parents may submit an appeal.

Application form for Sixth Form College can be found in the College section of the school website.