

# Post-16 School Admissions Policy 2024-25



## NDSB6

Looseleigh Lane, Derriford, Plymouth, Devon, PL6 5HN

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**Our Ethos** - we ask parents to respect our ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here:

### Information about this policy

#### Vision and values:

This policy supports the vision and values of Plymouth CAST.

#### Policy Principles:

This policy:

- Ensures Plymouth CAST schools comply with the requirements of the School Admissions Code
- Provides a CAST-wide approach to admissions
- Ensure all schools apply the same over-subscription criteria across the trust
- Provide a central point for consultation with local authorities
- Be reviewed each year by the trust leadership team and directors

#### Policy Aims:

- To enable parents to know when and how to apply for places at CAST schools
- To assist school leaders in meeting statutory requirements
- To identify a best practice approach to waiting lists
- To explain what supplementary documentation is required, when and to who
- To provide a transparent approach to allocation of places at CAST schools

#### Relevant legislation and linked policies

- School Admissions Code 2021: DfE
- Fair Access Protocols: DfE
- School Admissions Appeal Code 2022: DfE
- Local authority admission arrangements



Text in blue that is underlined [like this](#) is a link to further information, within this document or elsewhere.

## **Roles and Responsibilities:**

Headteachers are responsible for:

- Providing advice and guidance to the LGB and the directors as to requirements under the School Admissions and Appeals Codes
- Making arrangements for determining admissions and hearing admissions appeals
- Ensuring local authority deadlines are met

Local Governing Boards are responsible for:

- Supporting the Headteacher to determine arrangements
- Ensuring effective arrangements are in place for pupil recruitment

The trust senior executive leadership team are responsible for:

- Preparing a CAST wide admissions policy, which takes account of Diocesan guidance and the School Admissions and Appeals Code
- Providing oversight, and support, of the implementation of admissions arrangements across the company
- Ensuring that the impact of any proposed changes to an academy's admission arrangements are considered in light of the other academies in the company and other catholic schools generally in the diocese
- Report to the directors regarding admissions arrangements across the academies in the company
- Ensuring effective arrangements are in place for pupil recruitment to the academies in the company
- Providing advice and guidance to directors regarding the requirements of the Schools Admissions and Appeals Codes

Directors are responsible for:

- Approving a CAST wide admissions policy, which takes account of Diocesan guidance and the School Admissions and Appeals Code
- Adopting the CAST-wide admissions policy prepared by the senior executive leadership and ensure that it complies with all diocesan requirements

Local authorities are responsible for:

- Providing information to parents about the school
- Providing applications and other available documentation to the school to be able to order parents who have applied for a place at the school
- Managing in-year admissions

This policy applies to all admissions for the school year 2024-25.

Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. **This does not affect the right of parents or carers who are not of the faith of these schools to apply for and to be considered for places.** We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

Our school serves the Catholic communities of Plymouth Diocese. **We also welcome applications from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment.**

Plymouth CAST is the admission authority for the School and is responsible for determining the admissions policies. On behalf of the Trust, the admissions process for our schools is coordinated by the local authority.

The directors of the academy trust are responsible for the admissions policy and for ensuring the policy is implemented in CAST schools. School leaders (supported by the Local Governing Board) are responsible for following the admissions policy and providing information to directors to enable them to fulfil their responsibilities.

**Key Information** - for explanatory notes, see [Appendix A](#)

Policy consultation period	13 December 2022 to 31 January 2023
Policy determined on	28 February 2023
Policy published on school website	7 March 2023
Policy contact name and position	Rose Colpus-Fricker, Chief Operating Officer
Amendments after determination	-
Department for Education school number	879-4605
Age range	11 to 18
Gender of entry	Co-educational <sup>1</sup>
Type of school	Academy secondary school for girls with a co-educational sixth form.
Admissions authority	Plymouth CAST multi-academy trust
Normal round intake	Year 7 and Year 12 <sup>2</sup>
Published Admission Number 2024-25	<b>Year 7: 140</b> <b>Year 12: 100</b>
Priority for children to another setting	No
Priority for children from another setting	No
Designated religious character	Yes – Catholic Diocese of Plymouth
Priority according to faith	Yes
Admissions catchment area	No
Entitlement to free transport from Plymouth City Council <sup>3</sup>	Yes – if the LA accepts that there are no other means to enable attendance and engagement in further education.
School uniform	Yes
Application Form	The <a href="#">application form</a> is included at the end of this document. It is also available by calling 01752 307469 or from the school office.
Supplementary Information Form	Yes – only to be used for faith priority. See <a href="#">below</a>  All candidates – internal and external – will be required to complete an Options Form to indicate the courses they wish to study. This is not an application form and does not affect the decision whether a place can be offered to an external candidate.
Academic criteria to access sixth form courses	Our entry requirement is an average point score of 4.5 taken over a student's best 8 GCSEs, but with a grade 5 or 6 in subjects chosen for A level. For example, a grade 6 in Maths is needed to study A Level Maths.  Offers for external students are conditional on achieving the academic criteria which apply to internal students moving up from year 11 at Notre Dame.

<sup>1</sup> The Sixth form serves the single gender schools: Notre Dame RC School and St Boniface's Catholic College, children from other schools, and those who have been home educated.

<sup>2</sup> The PAN for Year 12 is for external applicants only. It is in addition to students moving on from Year 11 at this school.

<sup>3</sup> For Plymouth-resident children. Where the school is further than a walking distance of 2 miles. See the [Education Transport Policy](#) for full details.

**Key Dates Normal round to Year 12**

When to apply	1 September to 31 January 2024 – late applications accepted
Decision	28 February 2024 – conditional on exam results
When to appeal	from 20 school days after the refusal, whichever is later <sup>1</sup>
Deadline to submit appeal	31 March 2024
Deadline to hear appeal	12 June 2024 <sup>2</sup>

**Key Dates In-Year admission**

When to apply	from 1 June 2024 for Year Group 13 from 1 September 2024 for Year 12
Decision	within 15 school days of an application
When to submit appeal	from 20 school days after refusal
Deadline to hear appeal	within 30 school days of the form being submitted

**Contacts for further information**

Plymouth CAST Multi-Academy Trust	01752 686710 <a href="mailto:admin@plymouthcast.org.uk">admin@plymouthcast.org.uk</a>
Diocese of Plymouth	01364 645390 <a href="http://www.plymouth-diocese.org.uk/">www.plymouth-diocese.org.uk/</a>
Churches Together in England	020 7529 8131 <a href="http://www.cte.org.uk">www.cte.org.uk</a>
Churches Together in Wales	03300 169860 <a href="http://www.cytun.co.uk">www.cytun.co.uk</a>
Plymouth School Admissions Team	01752 307469 <a href="mailto:secondary.admissions@plymouth.gov.uk">secondary.admissions@plymouth.gov.uk</a>
Plymouth policies, information, and application forms	<a href="http://www.plymouth.gov.uk/agreed-school-admission-arrangements">www.plymouth.gov.uk/agreed-school-admission-arrangements</a>
Plymouth Education Transport Team	01752 308770 <a href="mailto:school.transport@plymouth.gov.uk">school.transport@plymouth.gov.uk</a>
Clerk to the Admissions Appeals Panel	<a href="http://www.plymouth.gov.uk/appeal-school-place">http://www.plymouth.gov.uk/appeal-school-place</a>
Children's Education Advisory Service	<a href="mailto:RC-DCS-HQ-CEAS@mod.gov.uk">RC-DCS-HQ-CEAS@mod.gov.uk</a>
Department for Education (DfE)	<a href="http://www.education.gov.uk">www.education.gov.uk</a>
Office of the Schools Adjudicator	<a href="http://www.education.gov.uk/schoolsadjudicator">www.education.gov.uk/schoolsadjudicator</a>
Education & Skills Funding Agency (ESFA)	<a href="http://www.gov.uk/government/organisations/education-and-skills-funding-agency">www.gov.uk/government/organisations/education-and-skills-funding-agency</a>

<sup>1</sup> Appeals can be submitted sooner than this, but appellants must be allowed 20 school days to prepare a written case if they wish.

<sup>2</sup> Where possible, appeals that are submitted after 24 May will be heard by 26 July. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.

### **Oversubscription Criteria**

To be used only when there are more applications for places than there are places available.

A child whose Education, Health and Care Plan names the school will be admitted without regard for these criteria.

- 1. Looked after children<sup>1</sup> and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order<sup>2</sup> including those who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.**
- 2. Priority will next be given to children who are Baptised Catholic.<sup>3</sup>**
- 3. Priority will next be given to children who regularly attend<sup>4</sup> a Catholic church but are not Baptised Catholic.**
- 4. Priority will be given to children on roll at St Boniface's Catholic College.<sup>5</sup>**
- 5. Priority will next be given to children who are siblings<sup>6</sup> of pupils on roll at this school or at St Boniface's Catholic College.**
- 6. Priority will next be given to children who are members of other Christian denominations,<sup>7</sup> who regularly attend<sup>8</sup> a Christian church<sup>9</sup>.**
- 7. Priority will next be given to children of members of staff<sup>10</sup> who have been employed at this school<sup>11</sup>**

<sup>1</sup> These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority.

<sup>2</sup> An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

<sup>3</sup> A child baptised in the Catholic church, evidenced by a completed [Faith Supplementary information Form](#).

<sup>4</sup> To regularly attend, the child attends church services on at least a monthly basis, and for a minimum period of two years immediately prior to the application being made. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

<sup>5</sup> This priority applies only at the normal round of admission into Year 12.

<sup>6</sup> 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place. Siblings are those on roll in Years 7 to 11 or in sixth form or with a formal offer of admission to those year groups.

<sup>7</sup> 'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service to the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which, on principle, has no credal statements in its tradition is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England (CTE) and Churches Together in Wales (CYTUN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Evidence will be by a completed [Faith Supplementary information Form](#).

<sup>8</sup> To regularly attend, the child attends church services on at least a monthly basis, and for a minimum period of two years immediately prior to the application being made. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

<sup>9</sup> A church which subscribes to the doctrine of the Holy Trinity or a church recognised by Churches Together in England.

<sup>10</sup> A child will be eligible if the member of staff is a) the natural or adoptive parent or other person with parental responsibility living at a different address or b) the natural or adoptive parent or other person with parental responsibility or another person living in the same household and acting as the child's parent.

<sup>11</sup> This will be any salaried person employed at this school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions

**for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.**

**8. Priority will next be given to other children.**

Tiebreaker – to prioritise applications in the same oversubscription criterion:

- a) straight-line distance from home to school and then,
- b) where distances are equal (within 1/10 metre) an electronic list randomiser will be used.

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priority only at one school. This will be at the member of staff's base school. Where that can't be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year.

## School Admissions Policies

Schools must have an admissions policy with practices and criteria that are fair, clear, and objective. This policy is written to comply with the mandatory requirements of the [School Admissions Code 2021](#), the [School Admissions Appeals Code 2022](#) and all other relevant legislation, so that:

- parents know they must apply for a place and how and when to apply
- parents know what will happen after they apply
- it's clear how many places are available to all, including our school community
- we commit to a fair, consistent and transparent admissions process
- our school community understands our admission procedures

It should be read along with Plymouth City Council's [School Admissions Arrangements: A Parent's Guide](#), its [Co-ordinated Admissions Schemes](#), and its [Education Transport Policy](#).

Once an admissions policy is determined, it can't be amended except where it is permitted or required under the terms of the Admissions Code. Any amendments will be detailed in the Key Information section [above](#).

### How to apply for admission – at the normal round

Without exception, young people who wish to transfer here must have a formal application for admission. This can be submitted by the young person or by his or her parent. Places aren't allocated automatically to external candidates and no young person has a guarantee for admission. This includes those with siblings at the school.

Internal candidates – those who are in Year 11 at Notre Dame RC School or at St Boniface's Catholic College – do not have to make a formal application but must tell us a place is required AND meet the academic requirements for the courses they wish to study.

All students are required to complete a subject Options Form.

We welcome visits from parents and young people who are considering applying for a place here. This is an opportunity to see what we have to offer and we strongly recommend visits. They aren't a compulsory part of the admissions process and won't affect decisions on whether a place can be offered here. Visits can be arranged by contacting the school office.

Post-16 settings and sixth forms can't hold places in reserve in case any parents or students forget to apply or in case a family moves to the area later – there are very limited circumstances when an application can be refused. The responsibility for making applications and for providing information or evidence in support of an application lies with parents or the student.

We ask all external students to complete **our** [application form](#) and to send it in to the Sixth Form Student Services office. Applications submitted after our closing date will be late, considered after those received on time.

### How to apply for admission – in-year to any Year Group

Applications for admission made after the normal round, are called In-Year admissions. They can be also be made using **our** [application form](#). All applications received by 6pm on the same day will be considered together, before later applications.

Applications can be made at any time after the Year Group has started<sup>1</sup> but will not be processed sooner than 8 school weeks before the place is required.<sup>2</sup>

We offer advice and guidance including about potential in-year admissions into Year 12 and in Year 13 where transfers should be avoided wherever possible.

The responsibility for decisions lies with the admissions authority for the school which may meet virtually (for example by conference call). Decision-making cannot be made by a single individual. The school will notify the LA of numbers on roll in the school within 2 school days when requested to do so. This enables the LA to advise parents.

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<sup>1</sup> This means after 1 September of the intake year.

<sup>2</sup> This will be 16 school weeks in advance for children of UK service personnel.

### **Appeals against a refusal to admit a child**

Parents will have the right of appeal against a decision to refuse admission to a Panel that is independent of the school admission authority and the LA.<sup>1</sup>

### **Admission of children outside their normal age group**

Parents may request that their child is taught outside their normal age group. If this occurs after a child has been admitted, the school will discuss the options and reach a decision on the appropriate year group in the child's best interests. Parents can request that admission to the school is outside the child's normal year group. This could be because:

- a child is learning at greater depth, sometimes referred to as being gifted and talented, and parent wants an older year group or
- a child has experienced problems such as ill health and parent wants a younger year group or
- of a previous parental preference for a summer-born child to start school in Reception in a younger year group.

With any request for admission outside a child's normal age group, the school's admission authority has two decisions to make:

1. which year group would be in the child's best interest.
2. whether there is a place that can be offered in that year group.

Parents should contact the school as soon as possible to discuss any admission to an older year group or in-year admission to a younger year group.

For normal round admission to a younger year group, parents are encouraged to **apply** for admission to the normal year group and to **request** agreement that a place would be made available in the younger year group, vacancies permitting. This enables school admission authorities to reach a decision on year group before the National Offer Day.

Parents are encouraged to explain why they are requesting admission out of the normal year group and to provide as much supporting evidence as they wish to. The school's admission authority will decide, based on the circumstances of the case, and in the best interests of the child concerned, considering:

- the parent's views;
- the views of the school's headteacher;
- information about the child's academic, social, and emotional development submitted by the parent;
- information about the child's medical history and the views of a relevant medical professional submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- guidance from the Department for Education on the admission of summer-born children to Reception;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

Parents should consider the implications of a child being taught out of the normal age group. Any school the child later moves on to will consider that the child has been taught in a different year group but will not be obliged to continue to educate the child out of the normal age group.

If the request is agreed, the application can be withdrawn by the parent before a place is offered. The parent will then make a fresh application for the younger year group in the next admissions round. If the request is refused, the parent decides whether to continue with an application for the normal year group. It may be that another school agrees to admission to the younger year group there.

There is no right of appeal if a parent is offered a place, but it is not in the year group they would like. Parents may make a complaint through the school's complaints procedure if they are unhappy with a decision.

### **Emergency arrangements**

If a local, regional, or national public health lockdown is imposed, school admission and appeals arrangements may operate to amended timescales or under emergency regulations. Wherever possible, admission applications will continue to be processed under the terms of the In-Year Co-ordinated Admissions Scheme so that parents are not disadvantaged. Places will be held open until it is practical and safe for children to attend on site. Remote

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<sup>1</sup> Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion.



learning will be made available as for existing pupils although we recognise that in some circumstances, a parent may feel it is expedient to take up remote learning from the current school on a temporary basis.

Provision may be available for vulnerable and key worker children on site or at an alternative setting, according to circumstances at that time.

**Appendix A – Explanatory notes for Plymouth CAST schools unless explicitly varied in a school policy. The oversubscription criteria for this school are detailed [above](#). Further admissions information can be found in Plymouth City Council’s [School Admissions Arrangements: A Parent’s Guide](#)**

Admission authority	<p>This is the body with legal responsibility for the admissions policy and decisions in response to applications for admission. This includes proposing, consulting on, determining and publishing the policy. The admission authorities for different types of school are:</p> <p><b>Academy:</b> the academy trust or multi-academy trust  <b>Community school:</b> the LA  <b>Foundation school:</b> the school’s governing board  <b>Free school:</b> the academy trust or multi-academy trust  <b>Studio school:</b> the academy trust or multi-academy trust  <b>University Technical College (UTC):</b> academy trust or multi-academy trust  <b>Voluntary Aided school (VA):</b> the school’s governing board  <b>Voluntary Controlled school (VC):</b> the LA</p>
Admission Number (AN)	<p>The AN is the equivalent of the PAN after the intake year. It is the number of places a school expects to be able to provide in the Year Group. It will often be the same as the PAN that was originally determined for that group of children when it first entered the school. It may be increased or decreased in response to changes in demand or in the school’s accommodation or organisation. See also PAN.</p> <p>The capacity of a sixth form will take into account the PAN for Year 12 and the number of students who were previously in Year 11 at that school.</p>
Appeal	<p>When an application is refused, this is because the school believes it would “prejudice the provision of efficient education or the efficient use of resources”. (see the School Standards and Framework Act 1998).</p> <p>Any refusal will be in writing and inform the applicant of the:</p> <ul style="list-style-type: none"> <li>• reason for refusal</li> <li>• right to an appeal to be heard by an independent panel</li> <li>• right to a place on a waiting list for vacancies</li> </ul> <p>An appeals service is available before the Plymouth Independent School Admissions Appeals Panel. Further information about the process is available from the Appeals Clerk. Appeal papers will either be sent with the refusal letter or can be requested from the LA.</p>
Appeals Timetable	<p>The deadline for submitting appeals allows appellants at least 20 school days to prepare and submit a written appeal. The appeal must then be heard within 40 school days for the normal round and within 30 days for in-year admissions.</p> <p><b>Normal round intake:</b>  Allocation date for Year 7: <b>Friday 1 March 2024</b>  Deadline for appeal forms to be submitted: <b>Monday 22 April 2024</b>  Appeals will be heard within 40 school days, by: <b>Wednesday 26 June 2024</b>  Where possible, appeals that are submitted after 22 April will be heard by 26 June. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.</p> <p>The allocation and appeal dates for the Year 12 intake are set by each sixth form.  At NDSB6:  Allocation date for Year 12: by <b>28 February 2024</b>  Deadline for appeal forms to be submitted: <b>31 March 2024</b>  Appeals will be heard within 40 school days, by: <b>12 June 2024</b>  Where possible, appeals that are submitted after 31 March will be heard by 12 June. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.  Sixth form appeals in response to a candidate not meeting academic criteria when the external exam results are published in August, within 30 school days: by <b>11 October 2024</b>.</p>

Application	<p>For normal round admissions to the sixth form, applications are considered to have been made on the closing date or the date when the application was submitted or amended if later.</p> <p>In-year applications are considered to have been made on the date they are received or updated, including any supporting evidence that is required – for example, a new address or evidence of a Child’s in Care status.</p> <p>It is an applicant’s responsibility to make sure that the admissions authority or LA is informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto our roll or the home address changes.</p>
Catchment Area	<p>Many schools operate an admissions catchment area. This is the geographical area that the school is primarily intended to serve. There is a higher admissions priority for children who live in it. Living outside a catchment or priority area does not prevent a child from being admitted to the school where there are vacancies. Children living in a residential property split by the boundary line will be considered to be living within the catchment area. The boundary line will then be reviewed for future applicants.</p> <p>Eligibility for catchment priority where this is part of a school’s arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed <a href="#">above</a>.</p>
Children adopted from state care outside England	<p>These children must have the same admissions priority as Children in Care. Evidence of having been in state care and then having been adopted will be required. Guidance on what constitutes as state care in any country will be available from the Plymouth Virtual School.</p>
Children formerly in Care (Looked After)	<p>These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014.</p> <p>All admissions policies must give priority to Looked After and Previously Looked After Children and those adopted from state care outside of England.</p> <p>Eligibility for looked after or formerly looked after priority is not a guarantee of admission although there is a presumption in favour of admission in most circumstances. Oversubscription criteria for this school are detailed <a href="#">above</a>.</p>
Chronological Year Group	<p>This is the group of children usually taught together according to their date of birth. Children born between 1 September and 31 August have the same chronological Year Group. This is sometimes called the normal age group.</p>
Common Application Form	<p>This is the name for the application form provided by the LA and must be used for any normal round admissions application. The form provided by the LA where the child lives must be used, regardless of where the school is. This does not apply to sixth form admissions which are not co-ordinated by LAs: each establishment may choose to provide its own application form.</p> <p>LAs also provide a common application form for in-year admissions, to be used for schools that participate in in-year co-ordination.</p>
Compulsory School Age (CSA)	<p>Children reach compulsory school age and must be in full-time education on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.</p> <p>Children are no longer of CSA when they reach the School Leaving Age (SLA); the last Friday in the June of the academic year during which a child has their 16th birthday.</p>
Delayed admission	<p>Parents of summer-born children can request that their child’s admission to Reception class is delayed from the September after the fourth birthday to the September after the fifth</p>

	<p>birthday which is the point at which they are required to be in suitable education. The decision rests with the admissions authority for a school and must be made in the best interests of the child. Where it is agreed, the parent must also make an application for admission in the appropriate normal round alongside all other applicants.</p> <p>As delayed admission children are then out of their normal year group, parents should contact schools in good time before transfers to make a similar request to be admitted to the next school out of the normal year group. This will be for in-year transfers or normal round admission to junior schools, secondary school or otherwise. The admission authorities for other schools must take into account the child's school history but are not bound by the decision to agree delayed admission previously taken.</p> <p>Delayed admission should not be confused with deferred admission which involves putting off admission to the Reception class within the same academic year. Deferred admission children remain in their normal year group.</p> <p>Guidance on delayed admission is available from Plymouth City Council.</p>
Distance measurement	<p>Measurements for school admissions purposes are straight-line from the main entrance to a child's home (the residential building) to the centre of the main entrance gate to the school. This is shown by a green star marker for the school on Devon's Geographical Information System, an electronic mapping system which can be viewed at <a href="http://www.devon.gov.uk/schoolareamaps">www.devon.gov.uk/schoolareamaps</a>.</p>
Documentary evidence	<p>Once a place has been offered to a child, the school may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school.</p> <p>The LA or the school may also request evidence that of the child's address or that the person who made an application for admission was legally permitted to do so.</p>
Education, Health and Care Plans	<p>An Education, Health and Care Plan is a formal document issued by the LA describing a child's additional needs and how they will be provided for in a school. Any child whose EHCP names this school will be admitted. This will reduce the number of places available to other children accordingly. For in-year admissions, the child will be admitted whether the school has reached its PAN or other AN for the Year Group.</p> <p>Before a Plan is issued or amended the LA will consult with schools and ask whether it considers it could meet the child's needs, as set out in the Plan.</p>
Education Transport	<p>Parents should consider how their child will get to sixth form for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport is provided by the LA for Plymouth-resident children attending sixth forms under limited circumstances. See Plymouth's <a href="#">Education Transport Policy</a> for further information.</p> <p>Applications for transport must be made direct to the LA where a child lives.</p> <p>A discretionary bursary can be applied for by any student facing financial barriers to participation in education, such as the costs of transport, books and equipment. Full details are available on the college website.</p>
Equally ranked preference scheme	<p>Sixth form applications are not co-ordinated by the LA. Applications for admission for external candidates are submitted direct to each sixth form separately. There is therefore no equal ranked admission scheme as there is for children of statutory school age.</p>
Exceptional Need to attend this school	<p>A school can prioritise admission for a child where there is an exceptional need to attend that school and not another school. Priority can only be agreed where it is the first preference school.</p>

	Eligibility for this priority where it forms part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed <a href="#">above</a> .
Extended schooling	Further information on services beyond the normal school day is available from the school office or website.
Fair Access Protocol	The In-Year Fair Access protocol does not apply to sixth form admissions.
Faith oversubscription criteria	<p>Schools designated with a designated religious character may give additional priority for admission where faith criteria are met by an applicant.</p> <p>Eligibility for faith priority (if this forms part of a school's arrangements) is not a guarantee of admission. Oversubscription criteria for this school are detailed <a href="#">above</a>.</p>
Fees and charges	There is no charge for applying for admission, for admission itself or for the provision of education. Schools will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school office.
General Data Protection Regulation	<p>Information about an admissions application will be shared with relevant LAs and with another school when a place has been offered.</p> <p>Where one parent seeks information about an application or to locate a child, the priority will be to safeguard the child and immediate family. Unless it is established that the other parent may not lawfully receive information about the child, the following information will be shared: the preferences expressed, the date of the application, name of the applicant and the outcomes of those preferences. Details about the reasons for an application will not be shared with the other parent.</p>
Home Address	<p>Places are offered based on where the child will attend school, not necessarily where they live when the application is made. If a school has vacancies, then it doesn't matter whether the home address is in a catchment area or relatively close to the school.</p> <p>The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week or for one week in turn, the home address is determined by a joint declaration from the parents which may set out the pattern of residence. The address used will be the address from which the child attends school on most mornings in a normal school week.</p> <p>If no declaration is received and there is no relevant Court Order, the home address will be the address at which the child is registered with a GP. If this is in dispute or the child is not registered with a GP, any other evidence provided by parents will be considered in reaching a decision on the home address for admissions purposes. This may be necessary where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address for admissions purposes.</p> <p>Where a school asks for evidence of the address from which a child will attend school, this would often be written confirmation of a house purchase or a formal tenancy agreement. Schools and the LA recognise that some families may be unable to provide this. Parents who can't provide this evidence should contact the school or the LA. There is no intention to disadvantage families where there is a genuine reason why evidence cannot be provided.</p>
Home-School Agreement	Admission to sixth form is not conditional on signing a home-school agreement where one is used by a school. Some sixth forms ask young people and parents to sign a Home-School Agreement after they have been offered a place as a positive way of promoting greater involvement in education

In-Year admission	This is where a child joins the sixth form at any time after the normal round, the first opportunity for admission to sixth form.
Linked School	There is no linked school priority for sixth forms. Students from Year 11 here who reach the required academic criteria are guaranteed a place in Year 12.
Looked After Children	These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a LA.
Member of staff	<p>Many sixth forms give admissions priority to the children of members of staff. This will be any salaried person employed at the school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school. Where that can't be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year.</p> <p>All members of staff are considered to be an important part of the school community: teaching and non-teaching. This includes members of staff employed by a third party, whose duties are solely at the school.</p> <p>Eligibility for children of staff priority (if this is part of a school's arrangements) is not a guarantee of admission. Oversubscription criteria for this school are detailed <a href="#">above</a>.</p>
Multiple birth siblings	Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) tied for the final place. Where one or more can be admitted within the PAN or AN, the school will admit them all and exceed the PAN if necessary.
Nodal points	<p>A nodal point is a geographical location, used when a school is oversubscribed, to measure distance to an applicant's home. This can ensure the school serves pupils closest to it but also those living in other areas, for example areas that have more limited access to school places or where a straight-line measurement does not fairly represent proximity to the school. Nodal points are sometimes known as Admissions Points or Centroid Points.</p> <p>The term nodal point may also describe a specific location on school premises for distance measurement purposes.</p>
Normal Round Admissions	This is where a child joins a school or sixth form at the first opportunity for admission to the Year Group.
Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to this policy. Objections must be made by <b>15 May 2023</b> .
Offers	<p>When a place is offered, it is assumed the offer will be accepted unless the applicant advises otherwise. If an applicant doesn't confirm the place is required within 10 school days of the offer, the sixth form will try to contact the applicant again. If there is no response within 5 school days of that contact, the offer may be withdrawn.</p> <p>It is important that when places are offered or refused to external candidates it is done fairly and consistently. Where the sixth form has reason to believe that false or deliberately misleading information has been provided, the decision to offer will be reconsidered using correct information. The offer may then be withdrawn if it would not have been made with the correct information, even if this is after admission. Places are offered based on the address from which the student will attend.</p> <p>Accurate information is particularly relevant for addresses. A sixth form may ask for evidence of a student's home address as part of the decision-making process. If it is believed that the student's address will change before admission, the sixth form must be informed. The applicant may be required to provide evidence of a new address where this would give a higher priority for admission.</p>

	<p>Places will only be withdrawn if offered in error, if the applicant has not responded to an offer within a reasonable time or if the offer was obtained through a fraudulent or intentionally misleading application which secured the offer of a place when the response would otherwise have been a refusal.</p>
Overseas children	<p>All applications, including those submitted from outside the country, will be processed without regard for nationality or immigration status.</p> <p>Foreign nationals who wish to apply for a state-funded school place should check that they have a <u>right of abode</u> or that the conditions of their immigration status otherwise permit them to access a state-funded school.</p> <p>Advice for parents of foreign nationals and children overseas is available from Plymouth City Council.</p>
Oversubscription criteria	<p>Where the number of applications exceeds the number of places available in the Year Group, the admission authority for a school will use its published oversubscription criteria to prioritise applications. They are detailed in the relevant section of each school's admissions policy. Oversubscription criteria are not used where there are vacancies.</p> <p>Eligibility for priority under any oversubscription criterion used by a school is not a guarantee of admission. Oversubscription criteria for this school are detailed <a href="#">above</a>.</p>
PAN or Published Admission Number	<p>This is the minimum number of places available at the sixth form at the normal round intake. In limited circumstances, more will be admitted. It is calculated considering the physical capacity of the school, the level of demand expected from students moving up from Year 11 and sensible, lawful school organisation. Once set, applications will not be refused below the PAN at the normal round where academic criteria have been met. If there is unexpectedly high demand and a sixth form believes it could admit more young people, the PAN will be increased. A sixth form may admit young people above-PAN where their circumstances suggest their need to be admitted outweighs prejudice to efficient education at the school.</p>
Parent (or carer or guardian)	<p>For school admission purposes, a parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. A school or the LA may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.</p> <p>Sometimes there is a dispute between parents over which school a child should attend. Decisions in response to an admissions application will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements. Neither a school nor the LA will become involved in parental disputes.</p>
Prejudice to efficient education	<p>It is lawful to refuse admission where taking another child would cause a prejudice to "efficient education or the efficient use of resources" at this school. This is the point when we would say the Year Group or the class is full. In most cases, prejudice would occur when the AN for the Year Group has been reached but it may also be when a class of mixed Year Groups is full.</p>
Pupil Premium	<p>Schools can give admissions priority where a child is eligible for Pupil Premium funding if included in the school's oversubscription criteria.</p> <p>Children are eligible for Pupil Premium funding:</p> <ul style="list-style-type: none"> <li>• who are eligible for free school meals, or have been eligible in the past 6 years (including eligible children of families with no recourse to public funds),</li> <li>• who have been adopted from care or have left care,</li> <li>• who are looked after by the LA,</li> <li>• who have a parent serving in HM Forces,</li> <li>• who have a parent who has retired on a pension from the Ministry of Defence.</li> </ul>

	<p>Eligibility for Pupil Premium priority (if this is part of the school's arrangements) is not a guarantee of admission. Oversubscription criteria for this school are detailed <a href="#">above</a>.</p>
Service families	<p>For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a home address has not been identified and a unit address is used. Measurements for prioritisation purposes will be from the main entrance to the residential property or the centre of the front gate of the unit address if necessary. This requires written confirmation from the relevant government department: The Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.</p> <p>Schools will consider in-year admissions for families of UK service personnel posted to a new area and of crown servants returning to the country up to 16 school weeks in advance.</p> <p>There is no additional admissions priority for children of service families.</p>
Sibling	<p>'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place.</p> <p>A sibling who has been offered a place within the normal admissions round will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission in-year.</p> <p>A sibling who has been offered an in-year place will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission at the normal round.</p> <p>Children must be on roll in year groups 7 to 11 or in a school's sixth form or post-16 setting to be eligible as siblings for admissions purposes.</p> <p>Eligibility for sibling priority (if this is part of the school's arrangements) is not a guarantee of admission. Oversubscription criteria for this school are detailed <a href="#">above</a>.</p>
Supplementary Information Form or SIF	<p>A form in addition to the LA common application form. Some schools use SIFs to collect information necessary to apply one or more of their oversubscription criteria.</p> <p>SIFs need only be completed to provide information related to a specific oversubscription criterion, not by applicants who aren't seeking priority according to those criteria.</p> <p>An application form must also be completed in all cases.</p>
Tie breaker	<p>To distinguish between children in an oversubscription criterion, priority will be determined based on distance between home and school. This is measured in a straight line from an entrance door of the residential dwelling to the centre of the main entrance gate to the school site. Children who live closer to the school have a higher priority for admission. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.</p> <p>If the tiebreaker <a href="#">above</a> is not enough to distinguish between applicants in an oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser.</p> <p>Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. Schools will admit them all.</p>
Uniform	<p>Children attending many schools are expected to wear a uniform. Where this is the case, information about where this can be purchased and support for families who may be unable to afford items of uniform will be available from the school office and website.</p>



## Waiting Lists

Sixth forms will operate a waiting list for Year 12 until the end of the autumn term only. This will be maintained by the sixth form. Waiting lists will only contain the names of young people who have formally applied and been refused admission.

A young person's positions on the waiting list will be determined solely in accordance with a sixth form's oversubscription criteria. Positions will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a young person's name can go up or down on the list. The length of time on a waiting list does not affect position.

# NDSB6

## Admissions Application Form

At the first intake or for in-year admission 2024-25.

This form can be used by a student in their own name or by their parent (or carer). It can only be used for admission to this sixth form, regardless of the home address of the student. Students seeking admission to any other sixth form or FE College should approach that setting directly.

This form can be used for the normal round into year 12 or for in-year admissions into year 12 or 13. For year 12, the student will have been born between **1 September 2007 and 31 August 2008** (inclusive). Applications can be submitted for a place out of a student's chronological year group.

This sixth form **does not** ask you to provide evidence by completing a Supplementary Information Form as well as this form.

You are strongly advised to read the [School Admissions Arrangements: A Parent's Guide](#) and the school admissions policy and to ask if you have any questions – call the school or Plymouth City Council Admissions Team on 01752 307469.

Normal round applications for year 12 may be considered late and at a disadvantage if submitted after the 31 January 2024.

**This form should only be used for external candidates, seeking to transfer to a new setting. Internal candidates moving on from year 11 to year 12 in Notre Dame RC School or in St Boniface's Catholic College are not required to make a formal application. (Internal and External candidates will be asked to complete an Options Form to indicate the courses they wish to study. The Options Form is not an application form.)**

Section A – details about the student	
Applications for students with an Education, Health and Care Plan will be forwarded to the 0-25 Special Educational Needs Team. This will not affect the setting this student will attend. Please tell us here if this student has an EHCP.	YES / NO
Schools are not obliged to admit a student who has been Permanently Excluded from school twice with the most recent exclusion being in the last 2 years. Please tell us if this student has been twice Permanently Excluded.	YES / NO
Which year group are you applying for?	
Forename(s)	
Surname	
Date of Birth	
Gender	
Home address with postcode	

The address must be where the student is normally resident. If you expect to move from this address before admission, you must let us know as this may affect your application. We will confirm with you whether a change of address is accepted and whether evidence is required.

<b>New address if moving, with postcode</b>	
<b>Moving date</b>	
<b>Current school or setting</b>	

**Section B – details about the applicant**

<b>Are you applying for admission for yourself?</b>	YES / NO
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**If you are the student and you are submitting the application, you can tell us about your parent or carer.**

<b>Forename of the applicant</b>	
<b>Surname of the applicant</b>	
<b>Address if different to the student</b>	
<b>Email address</b>	
<b>Daytime telephone number</b>	
<b>Relationship to the student</b>	
<b>Do you have parental responsibility for this student?</b>	YES / NO
<b>Is this student subject to a private fostering arrangement?</b>	YES / NO

<b>Section C – the reasons for your application</b>	
<b>NDSB6</b>	
<b>Criterion 1</b> Is this student in the Care of a Local Authority or was he or she in the Care of a Local Authority before immediately being adopted or made the subject of a Child Arrangements Order or a Special Guardianship Order or has this child been in state care outside England and ceased to be in state care as a result of being adopted?	YES / NO
<b>If so, please provide evidence or give contact details of a person who can confirm this.</b>	
<b>Criterion 2</b> To seek priority on faith grounds, please complete the Faith Supplementary Information Form.	YES / NO
<b>Criterion 3</b> To seek priority on faith grounds, please complete the Faith Supplementary Information Form.	YES / NO
<b>Criterion 4</b> Is this child a pupil on roll at St Boniface's Catholic College?	YES / NO
<b>Criterion 5</b> Is this child a sibling <sup>1</sup> of a pupil on roll at this school or at St Boniface's Catholic College?	YES / NO
<b>If so, please tell us the sibling's name and date of birth</b>	
<b>Criterion 6</b> To seek priority on faith grounds, please complete the Faith Supplementary Information Form.	YES / NO
<b>Criterion 7</b> Does this student have a parent <sup>2</sup> who has been employed at this school <sup>3</sup> for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.	YES / NO
<b>If so, please name the member of staff</b>	

<sup>1</sup> 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place. Siblings are those on roll in Years 7 to 11 or in sixth form or with a formal offer of admission to those year groups.

<sup>2</sup> A child will be eligible if the member of staff is a) the natural or adoptive parent or other person with parental responsibility living at a different address or b) the natural or adoptive parent or other person with parental responsibility or another person living in the same household and acting as the child's parent.

<sup>3</sup> This will be any salaried person employed at this school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school. Where that can't be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year.

**You can give reasons for this application below if you wish:**

### **Section D – declaration and signature**

Sixth forms will only prioritise applications according to the oversubscription criteria in their admissions policies, published on the School website and at <http://devon.cc/schoolpolicy>, and can only consider information you provide. The reasons you mention in an application may be shared with the LA and at appeal if you are refused admission. You can attach documents to this application.

- I confirm that the details on this form are accurate.
- I understand I must inform the School if the student's circumstances change before admission; for example, there is a house move.
- I have read information on entitlement to transport support from Plymouth City Council for post-16 students.
- I have read the Plymouth City Council [School Admissions Arrangements: A Parent's Guide](#),
- I have also read or, had the opportunity to read, the School admission policy
- I understand that I could contact the School or School Admissions Team to resolve any queries throughout the application process

Your signature

Your name (please print)

Date

#### **Return to**

**NDSB6, Looseleigh Lane, Derriford, Plymouth, Devon PL6 5HN** before 31 January 2024, the closing date for normal round applications to Year 12 (or as soon as possible, with reasons why you feel your application should be considered on time).

For in-year applications, return to the School when you wish to apply.

#### **Privacy and Data Protection:**

Your personal data is being used by the School and Plymouth City Council for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice. Please confirm that you give your consent to the School and LA using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. If you wish to exercise any of your rights under the General Data Protection Regulation, please contact Plymouth City Council's Data Protection Officer. For more information about Data Protection, please contact the School or visit <https://www.plymouth.gov.uk/data-protection>

## NDSB6

### Faith Supplementary Information Form 2024-25

To be completed only where a parent is seeking admissions priority on faith criteria.

Where there are more applications than there are places, we will prioritise applications where a faith criterion has been met.

Please complete and return this form by **31 January 2024** or as soon as possible for normal round admissions.

**You must also complete a LA Common Application Form**

(eg, for Plymouth City Council area residents, at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions))

Please complete and return this form to the school as soon as possible for in-year admissions.

**You must also complete a Plymouth City Council Common Application Form**

(for all applicants at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions))

**Please read the admissions policy, including definitions, before completing this form.**

PART A – to be completed by the parent			
Full name of child			
Date of Birth			
Parent's Email address		Daytime telephone	

Please tick box if it describes your child's circumstances.

<input type="checkbox"/>	Criterion 2	Priority will next be given to children who are Baptised Catholic. <sup>1</sup>
<input type="checkbox"/>	Criterion 3	Priority will next be given to children who regularly attend <sup>2</sup> a Catholic church but are not Baptised Catholic.
<input type="checkbox"/>	Criterion 6	Priority will next be given to children who are members of other Christian denominations, <sup>3</sup> who regularly attend <sup>4</sup> a Christian church <sup>5</sup> .
<input type="checkbox"/>	I attach a copy of the Baptismal Certificate or a Certificate of Dedication. <b>(If you are providing a copy of a Baptismal Certificate or a Certificate of Dedication, it is not necessary to have Part B completed.)</b>	

<sup>1</sup> A child baptised in the Catholic church, evidenced by this completed Faith Supplementary information Form.

<sup>2</sup> To regularly attend, the child attends church services on at least a monthly basis, and for a minimum period of two years immediately prior to the application being made. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

<sup>3</sup> 'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service to the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which, on principle, has no credal statements in its tradition is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England (CTE) and Churches Together in Wales (CYTUN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Evidence will be by this completed Faith Supplementary information Form.

<sup>4</sup> To regularly attend, the child attends church services on at least a monthly basis, and for a minimum period of two years immediately prior to the application being made. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

<sup>5</sup> A church which subscribes to the doctrine of the Holy Trinity or a church recognised by Churches Together in England.

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**I confirm that I have submitted a Local Authority Common Application Form.**

Parent's name		Date	
Please sign here			

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official who should complete Part B and return it to the school.

**PART B – to be completed by a priest or minister where a Baptism Certificate or Certificate of Dedication is not provided**

Full name of child	
Church	
Priest or minister	
Address	
Telephone	

From your knowledge, please tick box if it describes the child's circumstances:

<input type="checkbox"/>	Criterion 2	Priority will next be given to children who are Baptised Catholic. <sup>1</sup>
<input type="checkbox"/>	Criterion 3	Priority will next be given to children who regularly attend <sup>2</sup> a Catholic church but are not Baptised Catholic.
<input type="checkbox"/>	Criterion 6	Priority will next be given to children who are members of other Christian denominations, <sup>3</sup> who regularly attend <sup>4</sup> a Christian church <sup>5</sup> .

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<sup>1</sup> A child baptised in the Catholic church, evidenced by this completed Faith Supplementary information Form.

<sup>2</sup> To regularly attend, the child attends church services on at least a monthly basis, and for a minimum period of two years immediately prior to the application being made. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

<sup>3</sup> 'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service to the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which, on principle, has no credal statements in its tradition is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England (CTE) and Churches Together in Wales (CYTUN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Evidence will be by this completed [Faith Supplementary information Form](#)

<sup>4</sup> To regularly attend, the child attends church services on at least a monthly basis, and for a minimum period of two years immediately prior to the application being made. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

<sup>5</sup> A church which subscribes to the doctrine of the Holy Trinity or a church recognised by Churches Together in England.

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**I confirm that the information above is accurate.**

Please sign here			
Your name		Date	

Thank you for your assistance. This form may be used as evidence if a family is refused admission and appeals against that decision.

Please scan and email this form or return this form to:

**Notre Dame RC School, Looseleigh Lane, Derriford, Plymouth, Devon PL6 5HN**