

## Christ the King College Admissions Policy 2018 - 2019

Christ the King College is a joint Church of England and Catholic Voluntary Aided college. It is in the Trusteeship of the Church of England and Catholic dioceses and maintained by the Isle of Wight Council. The College received statutory approval to become a College for students aged 11 to 19 years with effect from September 2010.

In a voluntary aided school, the governing body, the majority of whom are appointed by the Church authorities, are responsible for determining and applying the admissions policy. The Local Authority is responsible for co-ordinating the admissions process across the Island and the College is included in the co-ordinated process.

The College is founded on a formal 'ethos statement', agreed by the Church of England Diocese of Portsmouth and the Catholic Diocese of Portsmouth. It defines the nature and purpose of the College. In particular, religious education and religious worship are in accordance with:

- i. the tenets, teaching and practice of the Church of England;
- ii. the tenets, teaching and practice of the Catholic Church.

### Co-ordination of admissions on the Island

The Local Authority is responsible for co-ordinating the admissions process across the Island and the College is included in the co-ordinated process. Details of the co-ordinated scheme can be found in the Isle of Wight composite booklet on admissions "Educating Your Child 2018-2019", online at [www.iwight.com/schooladmissions](http://www.iwight.com/schooladmissions). The booklet also contains the timetable for the admission process for September 2018, together with all the necessary deadlines for completion of forms.

### Timetable

The timetable for the admission process for September 2018, together with all the necessary deadlines for completion of forms, is given in the Isle of Wight composite booklet on admissions "Educating Your Child 2018-2019".

## THE POLICY FOR ADMISSIONS TO THE COLLEGE

The governing body will admit 270 pupils to Year 7 in September 2018.

Should there be more applications than the 270 places available, each application will be considered equally and strictly in accordance with the College's policy irrespective of the order of preferences expressed on the Authority's Common Application Form.

### The Policy

The College policy includes 3 sets of categories: A, B and C. Criteria set out in Category A have been determined in agreement with the Catholic Diocese of Portsmouth for 125 places; those in Category B have been determined in agreement with the Church of England Diocese of Portsmouth for 125 places; Category C represents the 20 places available to children of families of no Christian or faith tradition.

Once all applications have been received, the first stage will be to consider all applicants in both lists A and B. All applicants will be treated equally. Those in list A will be ranked in priority order according to the criteria set out for A. The same applicants will also be ranked in priority order according to the criteria set out for B. Those with no Christian or faith tradition will only be ranked in priority order under category C. The next stage

will be to allocate the 270 places. The 270 places offered at the College will be made up of the 125 highest ranking applicants from list A, the 125 highest ranking applicants from list B and 20 applicants from list C. Should it be possible to offer an applicant a place under category A and category B, the highest ranking place will be offered. As applicants are allocated a place, their position in the other list will be freed up, allowing other applicants to move up. This process continues until all 270 places have been allocated. In the case of a tie, the oversubscription criterion will be applied.

## Children with a statement of special educational need.

The regulations on the admission of children with a statement of special educational need come under a different and separate Code under section 324 of the Education Act 1996. Under these regulations, children who have a statement of special educational need naming the College in the statement must be admitted to the College. This is not an over-subscription criterion. However, these placements count towards the published admission number. Where children can be identified with either of the categories A or B, they will count towards the admission number for that category. Otherwise, they will count towards the admission number for category C.

## Children with a disability

Under the Disability Discrimination Acts 1995 and 2005, it is unlawful to discriminate against any child with a disability. In respect of admission to Christ the King College any application for a child with a disability will be considered alongside all other applicants strictly in accordance with the policy set out below.

## Looked After and Previously Looked After Children

Children in care are among the most vulnerable children in society and, in accordance with the Education (Admission of Looked After Children) (Education) Regulations 2006, are given top priority for admission to the College.

Looked after children are those who meet the definition in section 22 of the Children's Act 1989: that is any child in Local Authority care or provided with accommodation by it. Not all children living away from their parents come into this category. 'Previously looked after children' are defined in the Code (1.7) as children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

This is an over-subscription criterion and is the first and highest category for admission to the College as set out in the policy below. Where children can be identified with any of the criteria in categories A or B, they will be offered a place under one of those categories. Otherwise they will be offered a place under category C.

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**Criterion order and prioritisation for the allocation of places, including supporting documentation required for submission with the College's Supplementary Information Form**

**Category A – Catholic**

**Criterion 1**

**Child who is in or has previously been in local authority care** - *letter of confirmation from the Local Authority and a copy of the Baptismal certificate of the child (or letter from Parish priest confirming child is a catechumen).*

**Criterion 2**

**Baptised Catholic child (or a catechumen)** – *Copy of the Baptismal certificate of the child (or letter from Parish priest confirming child is a catechumen).*

**Criterion 3**

**Children attending a Catholic primary school in the following priority order:**

**3(i) Child of at least one baptised Catholic parent** – *Copy of Baptismal certificate of parent*

**3(ii) Sibling(s) of child on the College roll at the time of entry** - *The names and year groups of the sibling(s) who will already be on roll at the College must be provided in the form.*

**3(iii) Child of other Christian or faith tradition** - *Letter from Vicar confirming child's membership of Christian tradition; or copy of child's Baptismal certificate; or Letter of dedication; or Letter from faith leader confirming membership of the faith tradition.*

**3(iv) Child who does not fall into 3(i), 3(ii), 3(iii).**

**Criterion 4**

**Children attending other primary schools in the following priority order:**

**4(i) Child of at least one baptised Catholic parent** – *Copy of Baptismal certificate of parent*

**4(ii) Sibling(s) of child on the College roll at the time of entry** - *The names and year groups of the sibling(s) who will already be on roll at the College must be provided in the form.*

**4(iii) Child of other Christian or faith tradition** - *Letter from Vicar confirming child's membership of Christian tradition; or copy of child's Baptismal certificate; or Letter of dedication; or Letter from faith leader confirming membership of the faith tradition.*

**4(iv) Child who does not fall into 4(i), 4(ii), 4(iii).**

**Criterion 5**

**Child who does not fall into the above criteria.**

## Category B – Church of England

### Criterion 1

**Child who is in or has previously been in local authority care** - *Letter of confirmation from the Local Authority and a statement on the supplementary information form signed by Vicar, Church Warden or Rural Dean (as for B2 category); or letter from Vicar stating child is from Church of England tradition; or letter from Vicar confirming membership of Christian tradition; or Baptismal certificate of that tradition; or certificate of dedication in the Christian tradition; or letter from faith leader that child belongs to the faith tradition.*

### Criterion 2

**Children of Church of England worshipping families, not including school organised services, in the following priority order:**

**2(i) At the Heart of the Church** - Child attending a Church of England Church weekly or more – *the Criterion must be initialled and the declaration in the supplementary information form must be signed by the Vicar.*

**2(ii) Attached to the Church** – Child attending a Church of England Church at least once a month – *the Criterion must be initialled and the declaration in the supplementary information form must be signed by the Vicar.*

### Criterion 3

**Sibling(s) of child on the College roll at the time of entry** - *The names and year groups of the sibling(s) who will already be on roll at the College must be provided in the form.*

### Criterion 4

**Children of Church of England worshipping families, not including school organised services:**

**Known to the Church** – Child attending a **Church of England Church, for** at least special services and family occasions - - *the Criterion must be initialled and the declaration in the supplementary information form must be signed by the Vicar.*

### Criterion 5

**Child of other Christian or faith tradition** – *Catholic Baptismal certificate of child (or letter from Parish priest confirming child is a catechumen). Letter from faith leader confirming child's membership of Christian tradition; or Baptismal certificate of child; or Letter of dedication.*

### Criterion 6

**Child who does not fall into the above criteria.**

## **Category C – Child of no Christian or faith tradition**

### **Criterion 1**

**Child who is in or has previously been in local authority care** - *letter of confirmation from the Local Authority and the Declaration on page 4 of the Supplementary Information Form must be signed.*

### **Criterion 2**

**Child of no Christian or faith tradition** – *sibling(s) of child on the College roll at the time of entry - The names and year groups of the sibling(s) who will already be on roll at the College must be provided in the form and the declaration on page 4 of the Supplementary Information Form must be signed.*

### **Criterion 3**

**Child of no Christian or faith tradition** - *Declaration on page 4 of the Supplementary Information Form must be signed.*

### **Oversubscription criterion**

In the case of a tie in categories A, B or C above, places will be offered on the basis of a fair, transparent random selection within each criterion.

In the case of oversubscription in categories A, B or C, all places will be offered on the basis of a fair, transparent random selection within each criterion, in line with the Admissions Code of Practice (2012) paragraph 2.23.

In the case of oversubscription, children of staff may be given priority where a member of staff has been employed at the College for two or more years at the time at which the application for admission to the College is made, or if a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **Explanatory notes**

Catholic – A Catholic is a baptised member of a church in communion with the See of Rome.

Catechumens – A Catechumen is a person undergoing preparation for baptism into the Catholic Church and has been accepted into the Order of Catechumens.

Christian tradition – Belonging to a church in membership of 'Churches Together in England'.  
[http://www.cte.org.uk/Groups/234690/Home/About/Membership\\_of\\_CTE/Member\\_Churches\\_of/Member\\_Churches\\_of.aspx](http://www.cte.org.uk/Groups/234690/Home/About/Membership_of_CTE/Member_Churches_of/Member_Churches_of.aspx)

Parent – parent, guardian or other who has actual care of the child and whose address appears on the child benefit book or other legal agreement confirming the care of the child.

Sibling(s) – a brother or sister including half-brother, half-sister, stepbrother or stepsister, or any child who lives in the home as part of the family.

Home - must be the address where the child usually lives. Children who have parents with shared responsibility will have the address of the parent who is in receipt of child benefit.

Families Relocating - Places cannot be offered on the basis of a possible future move. Places can only be offered on the basis of future moves, on the basis of:-

- (i) If you are moving to the Island from the mainland, under Inter-Authority working you will need to apply for a place at an Island school via your current local authority. They will inform our local authority who will inform us of the application.
- (ii) in the case of UK service personnel and Crown servants, an official MOD, FCO or GCHQ letter declaring a relocation date to the area.

## **How to apply**

Applications are welcomed from all parents who wish for their child to attend the Church of England and Catholic college. In the case of oversubscription, priority will be given to applicants of the Church of England and Catholic traditions. 20 places will be available for children of no Christian or faith tradition, but whose parents wish for their child to have an education in a Christian based environment.

## **The Local Authority's Common Application Form**

For a place at the College, parents **must** complete the Local Authority's Common Application Form. This form requires parents to list their selection of schools in their preferred order. Parents need name the College only once on the Authority's form. This form must be submitted to:

**School Admissions & Transport,  
Directorate for Children's Services  
County Hall,  
Newport,  
Isle of Wight  
PO30 1UD**

**The deadline for submitting the Common Application Form is:**

**Tuesday 31<sup>st</sup> October 2017 at midnight**

## **The College's Supplementary Information Form**

The Governing Body always considers the information given on the Supplementary Information Form. Therefore, parents **must** complete this second form.

This form asks for additional information to assist governors to prioritise applications against the College's admission policy in the case of over-subscription. Failure to complete and submit the Supplementary Information Form and supporting documentation means that the governing body are unable to consider the application.

It is important that all faith applicants complete the Supplementary Information Form and tick the boxes relevant to them under both A and B. Those of no Christian or faith tradition should tick the relevant box under C.

It is important that a Supplementary Information Form is completed even if the College is not listed as the first choice on the Local Authority Common Application Form. For details of the supporting documentation required please refer to the relevant section below.

The Supplementary Information Form should be completed and submitted with the required supporting documentation to:

**'Admissions 2018'**  
**Admissions Officer**  
**Christ the King College**  
**Wellington Road**  
**Carisbrooke,**  
**Newport,**  
**Isle of Wight**  
**PO30 5QT**

**The deadline for submitting the Supplementary Information Form is:**

**Tuesday 31<sup>st</sup> October 2017 at 4.30pm**

Applying online Parents can apply for a College place online ([www.iwight.com/schooladmissions](http://www.iwight.com/schooladmissions)) by completing the Isle of Wight Common Application Form. However, parents using this method of applying for a College place must complete the College's Supplementary Information Form and return it to the College. Failure to complete and submit the Supplementary Information Form and supporting documentation means that the governing body are unable to consider the application.

**To ensure your application is valid, please complete both forms and return by the deadline.**

### **Date of notification of the outcome of the application**

The local authority's admissions office team will post a letter to all parents notifying them of the result of their application on 1<sup>st</sup> March 2018 (national offer day). Alternatively if the application was made online and a response was requested by this method, the result will be emailed to the parent/s.

### **Late applications**

Late applications will be considered in accordance with the Isle of Wight co-ordinated scheme for admissions. Details can be found in the Isle of Wight composite booklet on admissions "Educating Your Child 2018-2019".

### **Waiting lists**

In the event of the College being oversubscribed, a waiting list will be maintained. It is for the parent to request, in writing, that the child be placed on the waiting list. A child on the waiting list is not guaranteed a place at the College. The waiting list will comprise of 3 lists, A, B and C. Each child will be allocated a place on one of the lists A, B or C. In drawing up lists A, B and C, all applicants will first be ranked in priority order against the 2 sets of criteria under A and B, or C. As a vacancy occurs in any one of the lists A, B or C, the child at the top of the relevant list A, B or C will be offered the place.

Should a vacancy occur under category A and no child was on the waiting list for A, then the place would be offered to the child at the top of list B. Similarly, if a vacancy should occur under category B and there was no child on the waiting list for B, the place would be offered to the child at the top of list A. Children in list C will only be offered a place if a vacancy occurs under category C.

It should also be noted that the position on the waiting lists may alter if new applications are received and are allocated a higher place. A place on the waiting list does not remove the right of appeal.

## **Admissions to the Sixth Form at Christ the King College**

Students on the roll of the College will be entitled to a place in Year 12 of the Sixth Form. Consideration will be given to external candidates.

Students will be expected to fully support the Christian ethos of the College.

Admissions will be subject to:

- (i) The availability of places on the various courses and in the various subjects offered by the College.
- (ii) The academic requirements for entry to individual courses as detailed in the Sixth Form prospectus;  
and
- (iii) Consultation to ascertain the suitability of the course to the needs of the student.

## **Right to Appeal**

In accordance with the Schools Standards and Framework Act 1998 (as amended by the Education Act 2002) parents, whose child is refused admission to the College, have the right of appeal. The appeal, using the appropriate form supplied with the letter of refusal, should be made within 20 days of the date of posting of the local authority's letter or receiving an email if the application was made online. An information booklet giving further details on the appeals process will also be enclosed.