



Admissions Policy and Procedures

St Ursula's Convent School

Approved by:	The Governing Body	Date:
Ownership:	Mark O'Shaughnessy	Headteacher
Last reviewed on:		
Next review due by:	July 2025 (Annually)	



St Ursula's Convent School for Girls

ADMISSIONS POLICY AND PROCEDURE

Love, joy, compassion and Serviam.

Our school community strives for excellence in all that we do so that everyone achieves their true and unique potential as intended by God and through Jesus Christ's example.

Commitment to equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

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This Admissions Policy and Procedure has been approved and adopted by the Governing Body on [ENTER DATE] and will be reviewed on [ENTER DATE].

Signed by Chair of Governors:

Signed by Headteacher:

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place.

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. Information about the school

St Ursula's Convent School is a Catholic secondary school founded to provide education for Catholic girls. Having consulted with the South Diocese Education School Commission, The Royal Borough of Greenwich, and other admission authorities, 135 pupils of all abilities will be admitted into year 7. The Open Day is held in late September in the academic year prior to admission. On this day there is a guided tour of the school and talks by the headteacher and other relevant staff.

5. How to apply

All applicants must complete and return the Local Authority e-Admissions form which can be found at <https://www.eadmissions.org.uk> – Stating St Ursula's Convent School as a preference. Also, you will need to Complete our St Ursula's Supplementary Information Form (SIF) which is found at <https://www.stursulas.com/admissions/policies/>. This is to be returned directly to St Ursula's with the appropriate documents. In applying for a place at St Ursula's School, it is understood that parents/carers accept the aims and ethos of a Catholic school and commit to support its distinctive nature. This does not affect the right of parents/carers who are not of the Catholic faith to apply and be considered for a place here.

Copies of additional evidence, e.g. Certificate of Practice signed by the Parish Priest at the church(es) where you regularly attend Mass or Baptismal certificate etc. as set out below, **MUST** be returned to the Admissions Officer at the school.

Further support can be accessed from [Greenwich's Secondary School Admission Guide](#).

6. Criteria for Admission

6.1 Admission number

St Ursula's has an agreed number of 135 pupils for entry in Year 7.

6.2 Oversubscription criteria

Where the number of applications for places exceeds 135, the governors will offer places in the order stated using the following criteria:

- 1) Looked after Catholic children and all previously looked after Catholic children who have been adopted, or who have become the subject of a child arrangement order, or, special guardianship order. Catholic children who appear (to the Admissions Authority) to have been in State care outside of England as a result of being adopted.
- 2) Baptised Catholic children – A baptismal certificate or evidence of being received into the Catholic church must be provided to the school before the closing date for application.
- 3) Looked after children and all previously looked after children who have been adopted, or who have become the subject of a child arrangement order or special guardianship order. Children who appear (to the Admissions

Authority) to have been in State care outside of England, and cease to be in care outside of England as a result of being adopted.

- 4) Children enrolled in the catechumenate – evidence of enrolment must be provided to the school before the closing date for application.
- 5) Children who are members of Eastern Rite Catholic Churches - evidence of baptism must be provided to the school before the closing date for application.
- 6) Children who are members of other faiths, churches and denominations - evidence of baptism/dedication or evidence of membership must be provided to the school before the closing date for application.
- 7) Any other children.

6.3 Tie Break

The following order of priorities will be applied when it is necessary to decide between applications within any of the above categories:

- A. A sibling already attending the school at the time of admission. Evidence of the relationship may be required. The governors will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last ranked within the school's published admission number.
- B. Medical or social grounds that make the school particularly suitable for the child. Strong and relevant evidence must be provided by the appropriate authority (e.g. qualified medical practitioner) at the time of application. The governing board will seek advice from medical or teaching professionals where appropriate.
- C. Children that live closest to the school. Distance from home to school is measured as a straight line from the centre of the home address to the centre of the school site. In the event that two or more applicants live an equal distance from the school, including instances where more than one applicant lives in a multi-occupancy building, the offer of a place will be decided by random allocation. Measuring distances from home to school are undertaken by Greenwich Local Authority.

** Catholic children are those who have been baptised or received into the Catholic church, including members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Evidence of baptism or reception into the church must be provided*

***Family is defined as being the parent or carer the child lives with for address verification purposes. A residence order or other court order is required for children who reside with a relative or carer other than a parent.*

****Sibling is defined as children who live as sisters, including natural, half and step-sisters. It does not include other relatives, e.g. cousins or unrelated children who live at the same address. Sibling refers to a sister/s in years 7 to 11 at the **point of admission**.*

If your child lives equally between both parents, we consider the principal home address as being the address at which your child is registered with a GP and, if applicable, the address of the parent who is in receipt of state benefits for your child.

6.4 Offers

Offers of places will be sent to parents on the common offer date. At the time of this policy, the LA has yet to publish the common offer date but it will be around the end of April/beginning of March 2025.

6.5 Waiting List

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on the waiting list. The waiting list will be operated using the same admission criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. The waiting list will stay open until 31 December 2025.

6.6 Late Applications

If all the places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list.

6.7 Withdrawal of Offer

The Admissions Committee reserves the right to verify any information supplied and to require further evidence where fraudulent or deliberately misleading or incorrect information has been supplied and that information has led to a place being offered which would not otherwise have been offered, the Admissions Committee reserves the right to withdraw the offer.

7. Appeals

Parents whose application for places is unsuccessful may appeal. All appeals are heard by an Independent Appeal Panel set up in accordance with the Schools Standards & Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address.

St Ursula's Convent School, 70 Crooms Hill, Greenwich, London, SE10 8HN

The deadline for submitting an appeal form is 31st March 2025, so hearings can take place in May/June. If you submit an appeal form after this date, it is likely that your appeal will not be heard until the following September.

See the school's appeals timetable [here](#)

8. In-year admissions

Parents wishing to apply for a place at the school during the academic year must apply directly to the school. The published admission criteria for the year of application will apply. Copies of all relevant supporting documents as set out above must be provided to the school before consideration of accepting the child has been made.

The published admission criteria for the year of application will apply.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 7.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

In accordance with = the School Admissions Code (paragraph 3.8), we may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol

Applications for in-year admissions should be sent to the following address:

admissions@stursulas.com

9. Pupils with Special Educational Needs with an EHC Plan

The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with an EHC plan naming the school will be admitted without reference to the above criteria.

10. Requests for admission outside the normal age group

A request may be made for a child to be admitted outside their normal age group in exceptional circumstances, e.g. If a child has experienced problems such as ill health. Any such request should be made in writing to the Admissions Committee at the school at the same time as the admission application is made. The governing board will make its decision about the request based on the circumstances of the case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing board will take into account the views of the parents and of medical and/or education professionals, as appropriate.

10.1 Fair Access Protocol

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2021.

Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

Children placed through the Fair Access system take priority over children on a school's waiting list and those awaiting appeal.

11. General Data Protection Regulation

Admissions data will be retained by St Ursula's Convent School for one year. It will then be securely destroyed. We share admissions information with the local authority to facilitate the admissions process, and it may need to be shared with an Admissions Appeals Panel as part of the judicial process.

12. Monitoring arrangements

This policy will be reviewed and approved by the Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.