

BROUGHTON HALL HIGH SCHOOL – TECHNOLOGY COLLEGE

Admission Policy and Arrangements for 2013-2014

1. Broughton Hall is a Catholic Secondary School situated in the Archdiocese of Liverpool and is maintained by the Liverpool Local Authority. The Trustees are the Sisters of Mercy.
2. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by:
 - the requirements of the law
 - the Trustees
 - the advice of the Archdiocese on the nature and purpose of its duties
 - its duty towards the school and the Catholic community it serves
 - the Catholic character of the school and its Mission Statement
 - recognition of Parish boundaries
3. The school serves in the first instance baptised Catholic girls living in the Parishes of St Cecilia, St Cuthbert, St Oswald and St Brendan, St Paul, St Timothy, St Sebastian, St Margaret Mary and Hope Primary (sector served by Broughton Hall – formerly St Dominic's).
4. Having consulted with the LA and others in accordance with the requirements of the law, the Governing Body has published its admissions limit at **210 pupils** for the school year commencing September 2013.
5. Parents must complete the Local Authority application form. Parents who wish their application to this Catholic school to be considered against the priority faith criteria are strongly advised to complete the school supplementary information form. If the school is oversubscribed, failure to complete the school supplementary information form will result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism and/or membership of a faith community.
6. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee which will consider all applications made in accordance with the criteria set out below, without reference to the ability or aptitude of the child.

Parents may wish to know that for entry in September 2012, the school was oversubscribed. Below is a breakdown of how places were allocated.

374 initial applications
210 admitted plus 13 successful appeals = Total 223

Updated July 2012

Broughton Hall Catholic High School

Over-subscription Criteria

The Governors have agreed the following over-subscription criteria, in order of priority, for admission in September 2013. It is understood that application for admission under any criterion will be considered only if places remain after all higher criteria have been applied.

- 1 Looked-after girls.
- 2 Baptised Catholic girls living in the designated Parishes of St Cecilia, St Cuthbert, St Oswald and St Brendan, St Paul, St Timothy, St Sebastian, St Margaret Mary, and Hope Primary (sector served by Broughton Hall – formerly St Dominic’s).
- 3 Girls who have a brother or a sister at the school at the time of likely admission. This includes full, half or step brothers and sisters, adopted and foster brothers and sisters or children of the parent/carer’s partner, and in every case who are living at the same address and are part of the same family unit. Applicants under this criterion **MUST** give the name and date of birth of the sibling already at the school on the school’s own Supplementary Information Form.
- 4 Baptised Catholic girls attending the primary school of a designated parish but not living in a designated parish.
- 5 Baptised Catholic girls living in other Catholic parishes.
- 6 Girls from other Christian denominations. Proof of Baptism in form of Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith Community from an appropriate Minister of Religion is required.
- 7 Girls of other faiths. An appropriate Minister of Religion would need to confirm in writing that the applicant is a member of their faith group.
- 8 Children whose parents express a preference for a place at the school.

In the event of any over-subscription in the number of applications made under any of the criteria above then the Admissions Committee will offer places first to children living nearest to the school measured by the shortest walking route from the front door of the house/flat to the main entrance of the school as measured by the Local Authority’s computerised measuring system, with those living closer to the school receiving higher priority.

Broughton Hall Catholic High School – Technology College

Admission Arrangements

1. All applications will be considered at the same time and after the closing date (detailed on the preceding page) agreed by the Admissions Committee.
2. Parents will be informed, by letter, of the decision by the Local Authority no later than **1st March 2013**. If their application has been successful they are required to confirm acceptance of the offer of a place **within 10 working days to Broughton Hall High School**.
3. If application has not been successful the letter will give reasons for the decision, will inform parents of their right of appeal and give guidance on how that appeal should be made.
4. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria; parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term 2013.

Notes:

1. For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Church will be required.

A Baptised Catholic is one who has been baptised into full communion with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (Cf. Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the baptismal Registers of the church in which the baptism took place.

or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal registers of the church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for

categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: full name, date of birth, date of baptism or reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholic but only after they have been referred to their parish priest, who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

2. The home address of a pupil is considered to be the permanent residence of a child. The address must be the child’s only or main residence. Documentary evidence may be required e.g. child benefit payment address, utility bill, council tax bill, tenancy agreement, exchange of contracts.
3. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.
4. Late applications (those received after the closing date) will only be considered alongside those received by the closing date under the following circumstances:
 - the family were unable to complete an application form before the closing date because they moved into the school’s parish area after the issue of application forms
 - or
 - the family were unable to conform with admissions timetable because of exceptional circumstances which prevented the applications arriving on time – the circumstances must be given in writing and attached to the application form.
5. Applications received after the notification date (after places are offered) will be added to the school’s waiting list in admission criteria order.

PARENTS MUST COMPLETE THEIR HOME LOCAL AUTHORITY COMMON APPLICATION/PREFERENCE FORM AND ARE STRONGLY ADVISED TO COMPLETE THE SCHOOL SUPPLEMENTARY INFORMATION FORM. FAILURE TO DO SO WILL RESULT IN YOUR APPLICATION BEING CONSIDERED AGAINST LOWER PRORITY CRITERIA

SCHOOL SUPPLEMENTARY INFORMATION FORMS ARE AVAILABLE ON:-

- ◆ **NEW INTAKE PARENTS' EVENING – THURSDAY 13th SEPTEMBER 2012**
- ◆ **OPEN EVENING - MONDAY 17th SEPTEMBER 2012**
- ◆ **THEY CAN ALSO BE OBTAINED FROM THE SCHOOL WEBSITE www.broughtonhall.com**
- ◆ **THEY ARE DELIVERED PERSONALLY TO OUR PRIMARY FEEDER SCHOOLS IN SEPTEMBER 2012**
- ◆ **OR YOU CAN CONTACT MRS MULLINS AT BROUGHTON HALL ON 0151 235 1500**

Please ensure you obtain a receipt when you return the School Supplementary Information Form to Broughton Hall or if you decide to return the form by post please obtain proof of posting.