

*St. John Baptist Church in Wales High School*



ADMISSIONS POLICY

Signed by Chair of Governors on behalf of the Governing Body.....

Signed by Headteacher.....



*St. John Baptist Church in Wales High School*



### **ADMISSIONS POLICY**

St John Baptist CiW High School admits children from Aberdare, the Cynon Valley, adjoining areas of Rhondda Cynon Taff County Borough and nearer parts of the County Boroughs of Neath and Port Talbot, Merthyr Tydfil, Caerphilly and the County of Powys.

The school is accepting 160 places based on Welsh Government standard admission number and school capacity. There are often more applications for admission than there have been places available in Year 7. Places, in these circumstances, are awarded by the Governors to applicants who meet the under mentioned categories, in the following order of priority:

- 1) Children who, and whose families, can demonstrate they are committed practising Anglicans (demonstrated by reference from Church) and are pupils at an Anglican Primary School;
- 2) Anglican children, as in criteria 1, who are pupils at a Community Primary School;
- 3) Other pupils at an Anglican Primary School;
- 4) Children who, and whose families, can demonstrate they are committed practising members of another Christian Church (demonstrated by reference from members of Cytun or the Evangelical Alliance);
- 5) Other pupils from non-Anglican church schools;
- 6) Children having a sibling, i.e. brother or sister or half-brother/sister, adopted or fostered already at the school (multiple births are included here);
- 7) Other pupils at a Community Primary School or home educated.

**All are advised that the definition of regular/committed church attendance is a minimum of once every 2 weeks for a minimum of 18 months.**

**If the school is unable to allocate places to the whole of a certain category, then the proximity test is applied to that particular category. Proximity is measured by local authority safe walking distance measure.**

**The school recognises the priority of providing an appropriate school place for a looked after child and is committed to work with the local authority and other agencies to ensure that the needs of looked after children are met. Priority is given to current looked after children.**

In those cases, where Church commitment is claimed, the Parish Clergy concerned are written to in order to support applications before they are determined. Vacancies are filled in line with the subscription criteria. A waiting list is kept for pupils who are not able to access a place at the school.

Before the closing date for applications for entry to Year 7, an Open Evening is held at the school especially for the benefit of pupils and parents/carers who are considering sending their child(ren) to the school. Late applications are considered if received before places have been allocated and if there seems to be a reasonable reason.

Following completion of the admission process all parents/carers of children who have been offered places for entry into Year 7 in the September will be invited to attend a meeting prior to the start of the new academic year, during which relevant information will be supplied (this is subject to circumstances allowing this). The children themselves will visit the school, around the same time as the meeting as part of the transitional process from Primary to Secondary school (circumstances allowing). This will enable them to familiarise themselves with their new surroundings prior to their first day at their new school. Those with Additional Learning Needs will have specific support.

The parents of any child, whose application for admission to the school is refused, may appeal against the decision. Any such appeal must be made in writing addressed to the Clerk to the Governors at the school, within 14 days of the date of notification of the decision. The appeal will then be referred to an Independent Appeal Panel, where parent(s) and/or carer will have the opportunity to appeal against the decision. The Clerk to the Governors will provide notice not less than 14 days (10 working days) to the appellants regarding the arrangements for the hearing of the appeal.

All applications to the school are considered in line with the school admissions policy criteria, whatever the time of year or year group. The Governors consider all preferences for admissions expressed by parents/carers. If the admission number is not exceeded, then the applicant will be admitted. The school adheres to the common dates in line with the local authority admissions timetable. The same criteria for entry apply at any stage of entry to the school.

Signed by chair of governors on behalf of the governing body: .....

Signed by Headteacher: .....

**ST JOHN BAPTIST (CHURCH IN WALES) HIGH SCHOOL, ABERDARE**

**APPLICATION FOR ADMISSION TO YEAR \_\_\_\_\_**

*Please ensure that all of the following information is provided, before returning the form.*

1 Surname of Child: \_\_\_\_\_ First Name(s): \_\_\_\_\_

2 Date of Birth: \_\_\_\_\_ Male/Female \_\_\_\_\_

3 Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone No: \_\_\_\_\_

4 Current School: \_\_\_\_\_

5 Please provide full names of parents/carers:

i \_\_\_\_\_

ii \_\_\_\_\_

iii \_\_\_\_\_

6 Is the child a 'Child Looked After', ie a child who is/has been part of the care system Yes/No\* \*Please delete as applicable

7 Does your family and child attend church and how often? \_\_\_\_\_

8 If your family attends church, which church is this? Please give name and address of church and parish priest/minister:  
\_\_\_\_\_  
\_\_\_\_\_

9 Has your child been (a) Baptised? Yes/No\*  
(b) Confirmed? Yes/No\* \*Please delete as applicable  
(c) attends confirmation class Yes/No\*

10 Names of any brothers/sisters of your child who are currently pupils at St. John Baptist (Church in Wales) High School:  
\_\_\_\_\_

11 Does your child have a statement of special education needs Yes/No\* \*Please delete as applicable

12 Please detail any other relevant information to be considered in connection with this application:  
\_\_\_\_\_  
\_\_\_\_\_

13 **If this application were successful, and the child were to be admitted, would you:**

(a) undertake to ensure that he/she would take part in religious worship at the School and receive the religious teaching there \* *and*

(b) fully support the efforts made to ensure maintenance of the School's high standards and compliance with the School Rules made for that purpose?

*Signature of Parent* (which term includes, where appropriate, Carer, throughout this form):

\_\_\_\_\_ *Date:* \_\_\_\_\_

## NOTES FOR PARENTS/CARERS

- 1 Please note that it is important that you carefully read the latest St John Baptist Church in Wales High School – School Prospectus enclosed, before completing and returning the application form.
- 2 All applications are considered against the published criteria listed under “Admission to School” within the school prospectus. The information provided on the application form is used to determine whether the criteria have been met and whether a place can be offered.
- 3 Where there are more applications than places, the places will be offered to applicants in the order of the published priority.
- 4 You are advised that further information will be requested in support of your application, from the Parish Priest/Minister of the church in which you worship, that is detailed overleaf.
- 5 You are advised that the significance is placed on the final two questions detailed overleaf and these should be carefully considered before signing the application.
- 6 If you experience any difficulty in completing the Application Form, you are welcome to contact the School.
- 7 Please send your completed Application Form to the Headteacher, St. John Baptist (Church in Wales) High School, Glan Road, Aberdare, CF44 8BW by.....
- 8 Upon receipt of your application, a written acknowledgement will be sent to you no later than .....If you do not receive an acknowledgement by that date, please make enquiries by telephone, 01685 875414.
- 9 The School Governors will consider your application carefully and sympathetically along with all others, during the meeting of the Governors Admissions Committee. However it must be noted that the submission of the Application form does not, automatically ensure a place for your child at St. John Baptist School.
- 10 The Governors will notify you by .....following the Admissions Committee Meeting, to advise you as to whether your application has been successful or unsuccessful.

**ALL COMPLETED APPLICATION FORMS MUST BE RETURNED BY**

.....

**STRICTLY CONFIDENTIAL**

**TO BE COMPLETED BY PARISH PRIEST**

Name of Child \_\_\_\_\_

Address \_\_\_\_\_

has applied for admission to this school in September ..... Would you kindly answer the questions below to guide the Governors in the choice of pupils for this school. In the case of a Church Primary School child, it is most advisable to consult with the Headteacher. ***Please complete all of the following questions.***

Is the child known to you? YES/NO Are the parents known to you? YES/NO

**Has the child attended Church in the last 6 months for a minimum of once every 2 weeks? YES/NO**

When did the family start attending your Church? Within the last: 3 months / 6 months / 12 months / Longer

If within the last 6 months, name of previous parish \_\_\_\_\_

Have any of the family been confirmed? Child YES/NO Mother YES/NO Father YES/NO

	<u>Weekly</u>	<u>Fortnightly</u>	<u>Monthly</u>	<u>Every 6 months</u>	<u>Once a year</u>
How often has the child attended your Church/ Sunday School in the last year?					
How often has the mother attended your Church in the last year?					
How often has the father attended your Church in the last year?					

Any other general information that you think may be of help to the Governors:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On the advice of the Diocesan Director of Education we have to ensure that each completed form is signed by the Parish Priest and that their name is also printed for future reference. Would you please sign below.

Signature of Parish Priest \_\_\_\_\_

Name of Parish Priest \_\_\_\_\_ (PLEASE PRINT) Date \_\_\_\_\_

**WHEN COMPLETED THIS FORM SHOULD BE RETURNED TO THE CLERK TO THE GOVERNORS,  
ST. JOHN BAPTIST (CHURCH IN WALES) HIGH SCHOOL, GLAN ROAD, ABERDARE, CF44 8BW BY .....**



*St. John Baptist Church in Wales High School*



Date:

Name and address of parent/guardian

Dear

Admission application

Name of child:

DoB:

Thank you for your application for a place in Year 7 in .....

I am sorry to inform you that your application has been unsuccessful.

The governors have admitted up to the admission number of .... for Year 7 in .....

Can I refer you to the following information:

- The admission number for Year 7 in September = .....
- The total number of applications received by the closing date = .....

The governors applied to the oversubscription criteria to all applications.

Category	Criteria	No. of applications	Number accepted
1	Children who, and whose families, can demonstrate they are committed practising Anglicans (demonstrated by reference from church) and are pupils at an Anglican Primary School		
2	Anglican children, as in criteria 1, who are pupils at a Community Primary School;		
3	Other pupils at an Anglican Primary School;		
4	Children who, and whose families, can demonstrate they are practising members of another Christian Church (demonstrated by reference from members of Cytun or the Evangelical Alliance);		
5	Other pupils from non-Anglican church schools;		
6	Children having a sibling, i.e. brother or sister or half-brother/sister, adopted or fostered already at the school (multiple births are included here);		
7	Other pupils at a Community Primary School or home educated.		

The governors applied the proximity test to all applications in category .....

Your application came under oversubscription criteria ... and was placed \_\_\_ in the proximity test.

If you wish \_\_\_\_\_ to be placed on the waiting list please complete and return the form attached. These are kept until 30 September ..... and are based on criteria of the admissions policy. You have the right to appeal this decision to an independent Admission Appeal Panel. Any such appeal should be made in writing stating the basis of the appeal addressed to the Clerk to the Governors within 14 days of the date of notification of the decision and by ..... at the latest. The Clerk to the Appeal Panel will provide notice not less than 14 days (10 working days) to the appellants regarding the arrangements for the hearing of the appeal.

Yours sincerely

Clerk to the Governors





*St. John Baptist Church in Wales High School*



Name of Child: \_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I wish for my child to be kept on a waiting list.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_