



THE
DE LA SALLE
ACADEMY

**ADMISSIONS POLICY AND
ARRANGEMENTS 2019**

Issue No	Author/Owner	Date Written	To Governors	Date Approved	Comments
1	S Pybis	Dec 2018	Dec 2018	Dec 2018	Review 2019
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ADMISSIONS POLICY AND ARRANGEMENTS 2019

The De La Salle Academy is a Catholic Academy for boys sponsored by The De La Salle Order and the Archdiocese of Liverpool.

The governors have agreed to admit 120 boys into Year 7 each September. Unless the Governing Body decides otherwise or there is an alternative legally binding determination the admission number for future years will be 120.

Parents should complete a Local Authority Preference Form by 31st October 2019. Parents who wish their application to this catholic academy to be considered against the priority faith criteria should also complete the supplementary form which is available from the academy. If the academy is oversubscribed, failure to complete the supplementary form may result in the application for a place in this academy 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.

1. Looked After Children and previously Looked After Children.
2. Baptised Catholic boys who have a sibling in the academy at the time of admission. Proof of Baptism in the form of a Baptismal Certificate is required.
3. Baptised Catholic boys resident in the parishes of Our Lady Queen of Martyrs, Our Lady and St Philomena's, St Matthew's, St Teresa's and St Albert's (Knowsley). Proof of Baptism in the form of a Baptismal Certificate is required.
4. Other baptised Catholic boys. Proof of Baptism in the form of a Baptismal Certificate is required.
5. Other boys who have a sibling in the academy at the time of admission.
6. Boys attending one of the following Catholic Feeder Primary Schools in the parishes named in criterion 3 above: Our Lady Queen of Martyrs, Our Lady and St Philomena's, St Matthew's, St Teresa's and St Albert's (Knowsley).
7. Boys from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
8. Boys of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
9. Other boys.

If it is not possible to offer places for all applications within any criteria above then places will be allocated to the boys who live nearest to the academy. The distance will be measured by straight line distance between the boy's permanent home address and the academy using the local authority's computerised measuring system.

Boys with a Statement of Special Educational Needs or Education Health Care Plan that names an academy will be offered a place without using the admission criteria and will count as part of the academy's published number.

NOTES:

- a) All applications will be considered at the same time and after the closing date for admissions which is 13 January 2019. Applications received after this date will be **treated** as a **late** application and will not be considered until after the main allocation of places has taken place.
- b) A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children's Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence of special guardianship order.
- c) For a boy to be considered as a Catholic, evidence of a Catholic Baptism is required.

A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various 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 reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a subsection 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 Reception before applications for academy places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the 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.

- d) Home Address is considered to be the address where the boy normally lives. Where care is split and a boy moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proof as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.
- e) Sibling is defined in these arrangements as full, half or step brothers, adopted and foster brothers who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f) A waiting list for boys who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a boy's name has been on the waiting list. This means that a boy's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- g) For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. Direct application to the academy can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied. Looked after Children and previously Looked after Children as defined in the admission policy for Year 7 will take priority and those allocated a place at the academy in accordance with the Fair Access Protocol.
- h) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty academy days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- i) The Governing Body reserve the right to withdraw the offer of an academy place where false evidence is received in relation to the application.

Parents must complete a Local Authority Preference Form/online application and should complete an academy supplementary form. The deadline for both forms is 31st October.