

Admissions Policy September 2024 – August 2025

ADMISSION TO YEAR 7 IN SEPTEMBER 2024

La Sainte Union was founded by its Sisters to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic Church, in accordance with its Trust Deed and Instrument of Government. The school seeks at all times to be a witness to Jesus Christ.

The Governing Body has responsibility for admissions to this school and intends to admit 120 girls, which is the Published Admission Number, to Year 7 in the school year which begins in September 2024.

Whenever there are more applications than places available, priority will always be given to Catholic applicants, in strict accordance with the Over-subscription Criteria set out below, but where the school is undersubscribed all applicants will be offered a place whether of the faith, of another faith or of no faith. In this Admissions Policy document, '*applicant*' refers to the parent or carer applying for a place on behalf of the child, and '*candidate*' refers to the child on behalf of whom the application is being made.

As a Catholic school, we aim to provide a Catholic education for all our pupils and Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be supported by all families in the school. All applicants and candidates are, therefore, expected to give their full, unreserved and positive support for the aims and ethos of the school.

EDUCATION, HEALTH AND CARE (EHC) PLANS

The admission of pupils with an EHC is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC Plan you must contact your local authority SEN officer. Children with La Sainte Union named in their EHC Plan will be admitted if the school is able to meet their individual needs.

OUT OF AGE GROUP

Any application for a child to be educated out of her age group will be considered by Governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the academic year of application, giving reasons and providing compelling professional evidence.

OVER-SUBSCRIPTION CRITERIA

Girls from all faiths are very welcome to apply to La Sainte Union, as long as they adhere to our values. In the event that we are oversubscribed, which was not the case last year, priority will be given to:

1. Baptised Catholic Looked After Girls and previously Looked After Catholic girls. Previously Looked After girls are girls who were looked after but ceased to be because they were adopted (or became subject to a Child Arrangement Order or Special Guardianship Order);
2. Baptised Catholic Girls;
3. Other Looked After Girls and previously Looked After girls (the latter being girls who were Looked After but ceased to be so because they were adopted (or became subject to a Child Arrangement Order or Special Guardianship Order); *This also includes previously looked after children who were in state care outside of England and ceased to be in state care as a result of being adopted.*
4. Catechumens and members of an Eastern Christian Church
5. Other Christian Girls from families of other Christian denominations whose application is supported either by a certificate of baptism or by a letter from their faith leader confirming membership of the faith community.
6. Girls of other faiths whose application is supported by a letter confirming membership of that faith and signed by the appropriate minister of religion or faith leader.
7. All Other Girls

Up to twelve places will be reserved for applicants who show aptitude in music. Applicants who wish to be considered under this criterion are invited to submit their child's name for an Aptitude Test. Places will be allocated on merit, but priority will always be given to Catholic girls.

Where the number of candidates in any of the categories listed above exceeds the number of places available, places shall be allocated in accordance with these provisions in the following order:

1. After the first category [1] of 'Catholic Looked After Girls', the Governing Body will give top priority within a category to an application where compelling evidence of exceptional need is provided at the time of application. This may be from an appropriate professional such as a doctor, priest or social worker, identifying an exceptional social, medical, pastoral or other need of the Catholic girl, which can only be met at this school rather than any other school.
2. Girls who have a sibling already on roll at La Sainte Union and who will continue to attend La Sainte Union during the following year.
3. The location of the permanent address of the candidate, with priority within this category being accorded to those living the shortest distance from the school. This will be measured by Camden LA. In the event of a number of candidates being the same distance from the school, a lottery will be used to offer places. This will take place in the presence of an independent witness.

LOOKED AFTER CHILDREN / PREVIOUSLY LOOKED AFTER CHILDREN

'Adopted' means a child who has ceased to be looked after, having been adopted, and whose parents can give proof of this status.

'Special Guardianship Order' is an order under the terms of the Children Act 1989 s 14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

'Child Arrangements Order' is an order under the terms of the Children Act 1989 s.8

settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

Paragraph 1.7 of the School Admissions Code 2021 gives equal highest priority to 'previously looked after children'. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). This will also include those children, in the opinion of the local authority, who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society

WAITING LIST

The school maintains a waiting list where there is an over-subscription. Candidates are ranked on the waiting list in the same order as appears in this Admissions Policy. No priority is given to any candidate on the basis of the date their name was added to the list. The school confirms that being placed on the waiting list in no way affects an applicant's right of appeal against an unsuccessful application. The waiting list is maintained as a minimum until the end of the academic year. Parents wishing their daughter to continue on the waiting list should inform the school, in writing by the end of the summer term. Inclusion in the school's waiting list does not mean that a place will eventually become available.

SIXTH FORM ADMISSIONS

Please see the separate *Admissions Policy* for admission into the LaSWAP Sixth Form Consortium.

RIGHT OF APPEAL

Unsuccessful applicants have the right to appeal to an independent appeal panel. Parents/Carers wishing to appeal should do so, in writing. This should be returned to the school, marked for the attention of the Clerk to the Admission Appeal Panel, within twenty-five school days from the date of the letter from the school confirming that the application has been unsuccessful.

FAIR ACCESS PROTOCOL

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

**La Sainte Union Catholic Secondary
School**

**Admissions : September
2024 NOTES**

La Sainte Union Catholic Secondary School is a Catholic Voluntary Aided 11-18 comprehensive school for girls (mixed Sixth Form), within the Trusteeship of La Sainte Union Sisters, which welcomes applications from girls of all faiths.

NOTES ON OVERSUBSCRIPTION CRITERIA

- **Certificate of Baptism or Reception into the Catholic Church**
Parents/carers are required to provide copies of their child's Certificate of Baptism or Reception into the Catholic Church (e.g. First Holy Communion Certificate). The date of baptism or reception into the Catholic Church must be prior to the date of application. Failure to provide these documents may disadvantage your application.
- **Catholic** means a baptised member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches.
- **Looked After Child** has the same meaning as in Section 22 of the *Children Act 1989* and means any child in the care of the Local Authority or provided with accommodation by them (e.g. children with foster parents).
- **Catechumen** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
- **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
- **Other Christian Girls from other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures and, in obedience to God's will and in the power of the Holy Spirit, commit themselves to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

- **Girls from other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 4 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God. Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.
- **Resident** a girl is deemed to be resident at a particular address when she resides there for 50% or more of the school week.

Information about the aims, values and expectations of the school is set out in the Instrument of Governance for the school and in the school's *Mission Statement*, the current school Prospectus and school policies, all of which are available from the school.

In the context of the Admissions Policy, 'sibling' means brother (if in the Sixth Form) or sister, to include adopted brothers and sisters, half brothers and sisters or stepbrothers and sisters. A sibling relationship does not apply when the older child will leave the school, before the younger one starts.

If a parent applies for entry into the same year group for more than one child and there is only one place available, the Governors will admit both/all children even if it would mean exceeding the PAN [*Published Admission Number*] of 120.

Any **significant** medical or social need on the part of a prospective girl which can only be met by the school rather than any other school, must be substantiated to the satisfaction of the Governing Body by compelling written professional documentation, e.g., from a doctor, social worker, or educational psychologist at the time of application and not retrospectively. It is the needs of the child for a place at this school which will be considered by the Governors and not those of other family members.

E-ADMISSIONS FORM AND SUPPLEMENTARY INFORMATION FORM

All applicants **MUST** complete:

- the e-admissions form. This is available from your child's primary school or Home Local Authority. **It must be returned to the child's Home LA by 31 October 2024. If you do not name La Sainte Union as a choice on the e-admissions form, the Governing Body will be unable to offer your child a place.**
- the school's own Supplementary Information Form. This is available on the school's website and should be returned electronically to the school **by 31 October 2024. Without the Supplementary Information Form, Governors will be unable to consider your application fully and your child may not get a place at the school as the application will be considered under criterion 5.**

Applicants applying as a Baptised Catholic Girl must upload a scanned copy of their daughter's Baptism Certificate, or proof of reception into the Catholic Church, with their electronic application form or provide the Admissions Officer with a copy of the child's Baptism Certificate by the closing date.

If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school

OTHER INFORMATION

Supporting documentation must be provided by **Friday 22nd November 2024 at the latest.**

Applicants who send their documents by post are responsible for ensuring there is sufficient postage on the envelope, taking into account weight and size. If you do not provide sufficient postage, it is possible that supporting documentation will be received by the school after the closing date. The school will **NOT** be responsible for obtaining documents should this occur. **The school will not be responsible for the loss of original documentation.** Parents are advised to either send copies of documentation via 'Recorded Delivery' or to hand-deliver them to the school.

LATE SUBMISSION OF SUPPLEMENTARY INFORMATION FORMS (SIF)

Any Supplementary Information Form received by the school after the closing date of **31 October 2024** will be considered as late and will be processed after all Supplementary Information Forms received by the school on time and candidates may not be allocated a place at the school, in the first instance. Late applications will only be considered on time where there is a genuine and compelling reason for a form to be late, which can be substantiated to the satisfaction of the Governing Body, by the submission of strong and independent documentary evidence at the time the form is received. For these forms to be considered, they **must** be received **by Friday 22nd November 2024** so that they can be processed before the Governors meet to make their decisions.