



## All Saints Admission Criteria

### **ALL SAINTS CATHOLIC SCHOOL ADMISSION POLICY FOR ACADEMIC YEAR 2023/24**

All Saints Catholic School was founded by the Catholic Church to provide an education for children of Catholic families. If there are more applications than places available, priority will always be given to Catholic children in line with our admission criteria.

As a Catholic school, we aim to provide a Catholic education, and Catholic beliefs and practice to every aspect of our school's activities for all our pupils. It is essential that the Catholic character of the school's education is fully supported by all families in the school. We hope that all parents will fully and positively support the aims and ethos of the school. This does not affect the rights of any child who is not Catholic who applies for or is given a place at our school in line with our admission arrangements.

#### **Admission criteria**

If there are more applications than there are places available at the school, we will use the admission criteria in the following priority order, to decide who to offer places to.

1. Catholic looked-after and previously looked-after children. (See notes B and C.)
2. Catholic children with a certificate of Catholic practice. (See notes C and D.)
3. Other Catholic children. (See note C.)
4. Other looked-after and previously looked-after children. (See note B.)
5. Children who will have a parent employed at All Saints Catholic School (either as teaching or support staff) on the date they are enrolled at the school. (See note G)
6. Any other children.



### **Tie-break**

If two or more children have an equal claim to a place in any one category, we will give priority to the child who lives closest to the school, measured in kilometres in a straight line (as the crow flies). The Barking and Dagenham School Admissions Team measure all distances using a geographical information system from the centre of the child's home to the school's main gate. Some addresses have different entry points and so they will use the designated co-ordinates provided from Local Land and Property Gazetteer (LLPG). If you live outside the area, they will use the same system to measure distances.

If two or more children have an equal claim to a place because the measurements from their homes to the school are the same (for example, because they live in a block of flats), we will use a lottery system (random allocation) to offer places to children. This process will be supervised by a person independent of the school. All the pupils' names will be put into a hat and the appropriate number of names will be drawn out.

### **Important notes**

- A. We first process applications from pupils with an education, health and care plan (EHCP) or a statement of special educational needs (SEN), as these applications are dealt under a completely separate procedure. If an EHCP or SEN names our school, we must offer the child a place. After we have given these pupils a place we will offer the remaining places to other applicants, using our admission criteria.

An EHCP made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision a child needs. An EHCP is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision a child needs.

- B. A 'looked-after child' has the same meaning as in section 22(1) of the Children Act 1989. It means any child who is in the care of a local authority or is being provided with accommodation by them in line with their social services duties (for example, children with foster parents) at the time of their application for a school place. A 'previously looked-after child' is a child who was in the care of a local authority but is no longer in their care because he or she was adopted or a child arrangements order or special guardianship order has been put in place. A 'looked after child' also includes a child who was in state care with an overseas care agency and was immediately adopted.



- C. 'Catholic' means a member of a church in full communion with the See of Rome. This includes the Eastern Christian Churches including Orthodox. Members of the Catholic Church will normally have a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, 'Catholic children' includes looked-after children who are part of a Catholic family if a letter from a priest states that the child would have been baptised or received into the Catholic Church if they were not a looked-after child (for example, a looked-after child who is in the process of being adopted by a Catholic family).  
For a child to be treated as Catholic, we will need evidence that they have been baptised or received into the Catholic Church. If you have difficulty getting written evidence of your child's baptism, contact your parish priest. He will consult the relevant diocese and decide how written evidence will be produced in line with the laws of the Church.
- D. 'Certificate of Catholic practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form set by the Bishops' Conference of England and Wales. A priest will issue a certificate if he is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) has (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if this is a shorter time). The priest will also issue a certificate if the family's practice has been continuous since they were received into the Church if that was less than five years ago. It is expected that most certificates will be issued based on the family's attendance at church. The priest may also issue a certificate if the family is not able to attend church regularly due to exceptional circumstances. (For more details of these circumstances, please see the guidance that is issued to priests at [www.dioceseofbrentwood.net/wp-content/uploads/2017/11/Guidance-for-Clergy-2017.pdf](http://www.dioceseofbrentwood.net/wp-content/uploads/2017/11/Guidance-for-Clergy-2017.pdf).)
- E. Within each category we will give priority to children who have a (sibling) brother or sister at the school (Years 7 to 11) at the time of admission. 'Brother or sister' includes:
- (i) all full brothers or sisters, half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters, and foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner if, for at least part of the week, that child lives in the same family unit at the same address as the child the application relates to.



F. A 'parent' means all natural parents, any person who is not a parent but who has parental responsibility for a child, and any person whose care the child is in.

G. Priority will be given to children of staff who:

- have been employed at the school for two or more years at the time of the application for admission to the school; or
- have been recruited to fill a vacant post for which there is a skill shortage.

### **Extra documents for All Saints Catholic School**

All Saints Catholic School is a voluntary-aided secondary school and there are extra steps which Catholics applicants must take. Do not attach your cover note, CCP and other documents All Saints ask for online with your CAF – you must send them direct to the school.

**Common application form (CAF)** – you must fill in the CAF and list All Saints Catholic School as one of your preferences. You must return the form to your home local authority by the closing date.

The co-ordinated admissions system operated by all local authorities in England works by offering an applicant one place only, which, if available, will be at the highest preference school on your CAF that has a place to offer your child under its criteria. If you want to have a Catholic education for your child, you need to put All Saints high up on your list of preferences to avoid being offered a place at a higher preference school that is not Catholic.

**Cover note** – You must fill in our cover note (on page xx) if you want to apply under our admission criteria 1, 2 or 3. You should fill in one cover note for each child, and send the notes, with either or both of the documents listed below, to The Admissions Officer, All Saints Catholic School, Terling Road, Dagenham RM8 1JT by 31st October 2023.

**Baptism documents** – If you want your child to be recognised as a Catholic (under our admission criteria 1 to 3) you should send All Saints a photocopy of your child's baptism certificate (or certificate of reception into the Catholic Church) by 31st October 2023. If you want to be recognised as a practising Catholic, your local priest must also fill in a CCP form. Please see the 'Certificate of Catholic practice' section below.

**Certificate of Catholic practice form (CCP)** – If you want to be considered as a practising Catholic (under our admission criteria 1 and 2), you must arrange to meet with your parish priest in time to request a CCP which you must send with the baptism certificate straight to All Saints Catholic School to confirm whether your child meets the definition of a practising Catholic by 31st October 2023. If your priest is not local and is unfamiliar with these requirements, please ask him to contact the All Saints' Admissions Officer on 020 8270 4242 (Extension 1330).



**AllSaints**  
CATHOLIC SCHOOL

### **Important information**

- If you miss our deadlines, we will class your application as late.
- If you are applying through another borough and miss their deadlines, we will class your application as late.
- We will not deal with any late applications until after 1 March 2024. We will then place your child on the school's interest list along with other children whose applications were late, and if places become available we will offer them using the admission criteria. Your local authority will tell you which school has offered your child a place.