




Christ the King College

Document Title	Admissions Policy
Review frequency	Annual

Signature	
Name	Elizabeth Burden
Capacity	Chair of Governors
Date	06/11/2021

Christ the King College Admissions Policy 2023 - 2024

Christ the King College is a joint Church of England and Catholic Voluntary Aided college. It is in the Trusteeship of the Church of England and Catholic dioceses and maintained by the Isle of Wight Council. The College received statutory approval to become a College for students aged 11 to 19 years with effect from September 2010.

In a voluntary aided school, the governing body, the majority of whom are appointed by the Church authorities, are responsible for determining and applying the admissions policy. The Local Authority is responsible for co-ordinating the admissions process across the Island and the College is included in the co-ordinated process.

The College is founded on a formal 'ethos statement', agreed by the Church of England Diocese of Portsmouth and the Catholic Diocese of Portsmouth. It defines the nature and purpose of the College. In particular, religious education and religious worship are in accordance with:

- i. the tenets, teaching and practice of the Church of England;
- ii. the tenets, teaching and practice of the Catholic Church.

Co-ordination of admissions on the Island

The Local Authority is responsible for co-ordinating the admissions process across the Island and the College is included in the co-ordinated process. Details of the co-ordinated scheme can be found in the Isle of Wight composite booklet on admissions "Educating Your Child 2023-2024", online at www.iwight.com/schooladmissions. The booklet also contains the timetable for the admission process for September 2023, together with all the necessary deadlines for completion of forms.

Timetable

The timetable for the admission process for September 2023, together with all the necessary deadlines for completion of forms, is given in the Isle of Wight composite booklet on admissions "Educating Your Child 2023-2024".

THE POLICY FOR ADMISSIONS TO THE COLLEGE

The governing body will admit 180 pupils to Year 7 in September 2023.

Should there be more applications than the 180 places available, each application will be considered equally and strictly in accordance with the College's policy irrespective of the order of preferences expressed on the Authority's Common Application Form.

The Policy

The College policy includes 3 sets of categories: A, B and C. Criteria set out in Category A have been determined in agreement with the Catholic Diocese of Portsmouth for 80 places; those in Category B have been determined in agreement with the Church of England Diocese of Portsmouth for 80 places; Category C represents the 20 places available to children of families of no Christian or faith tradition.

Once all applications have been received, the first stage will be to consider all applicants in both lists A and B. All applicants will be treated equally. Those in list A will be ranked in priority order according to the criteria set out for A. The same applicants will also be ranked in priority order according to the criteria set out for B. Those with no Christian or faith tradition will only be ranked in priority order under category C. The next stage will be to allocate the 180 places. The 180 places offered at the College will be made up of the 80 highest ranking applicants from list A, the 80 highest ranking applicants from list B and 20 applicants from list C. Should it be possible to offer an applicant a place under category A and category B, the highest ranking place will be offered. As applicants are allocated a place, their position in the other list will be freed up, allowing other applicants to move up. This process continues until all 180 places have been allocated. In the case of a tie, the oversubscription criterion will be applied.

Children with an Education Health and Care Plan.

The regulations on the admission of children with an Education Health and Care Plan (EHCP). Under these regulations, children who have an EHCP, naming the College in the EHCP, must be admitted to the College. This is not an over-subscription criterion. However, these placements count towards the published admission number. Where children can be identified with either of the categories A or B, they will count towards the admission number for that category. Otherwise, they will count towards the admission number for category C.

Children with a disability

Under the Disability Discrimination Acts 1995 and 2005, it is unlawful to discriminate against any child with a disability. In respect of admission to Christ the King College any application for a child with a disability will be considered alongside all other applicants strictly in accordance with the policy set out below.

Looked After and Previously Looked After Children

A 'looked after child'¹ or a child who was previously looked after but immediately after being looked after became subject to an adoption, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted, or became subject to a child arrangements order or special guardianship order. 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 (see the definition in section 22(1) of the Children Act 1989.) at the time of making an application to a school. All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted

¹A '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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

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 organization, or any other provider of care whose sole or main purpose is to benefit society.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

This is not an over-subscription criterion and is the first and highest category for admission to the College as set out in the policy below. Where children can be identified with any of the criteria in categories A or B, they will be offered a place under one of those categories. Otherwise they will be offered a place under category C.

In-Year Admissions

Upon receipt of an In-Year application, the Admission Authority, should aim to notify the parents of the outcome of their application in writing within 10 school days, but they must be notified in writing within 15 school days.

Applications for In-Year Admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance with the local authorities Fair Access Protocol.

Fair Access Protocol

The Isle of Wight Council has a fair access protocol which gives priority to admissions for certain categories of school age children. This protocol relates to admissions throughout the year. The protocol will take priority above the school's admission policy for those on a school's waiting list and the local authority may require schools to admit above their published admissions number. The policy can be found by following the link on the link below:-

<https://www.iow.gov.uk/azservices/documents/1380-IW-Fair-Access-Policy-updated-2018.pdf>

Church Attendance

“In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship”.

Criterion order and prioritisation for the allocation of places, including supporting documentation required for submission with the College's Supplementary Information Form

Category A – Catholic

Criterion 1

Child who is in or has previously been in local authority care - letter of confirmation from the Local Authority and a copy of the Baptismal certificate of the child (or letter from Parish priest confirming child is a catechumen).

Criterion 2

Baptised Catholic child– The definition of membership of the Catholic Church is Baptism or reception into full communion with the Church, evidenced by a baptismal certificate or statement from the parish in which the reception took place. Either of the following is evidence of membership of the Catholic Church:

- (a) a certificate of baptism from a Catholic church.
- (b) a certificate of reception into full communion with the Catholic Church.

Criterion 3

Children attending a Catholic primary school in the following priority order:

3(i) Child of at least one baptised Catholic parent – *Copy of Baptismal certificate of parent*

3(ii) Sibling(s) of child on the College roll at the time of entry - *The names and year groups of the sibling(s) who will already be on roll at the College must be provided in the form.*

3(iii) Child of other Christian denomination or other faith tradition - *Letter from Vicar confirming child's membership of Christian tradition; or copy of child's Baptismal certificate; or Letter of dedication; or Letter from faith leader confirming membership of the faith tradition.*

3(iv) Child who does not fall into 3(i), 3(ii), 3(iii).

Criterion 4

Children attending other primary schools in the following priority order:

4(i) Child of at least one baptised Catholic parent – *Copy of Baptismal certificate of parent*

4(ii) Sibling(s) of child on the College roll at the time of entry - *The names and year groups of the sibling(s) who will already be on roll at the College must be provided in the form.*

4(iii) Child of other Christian denomination or other faith tradition - *Letter from Vicar confirming child's membership of Christian tradition; or copy of child's Baptismal certificate; or Letter of dedication; or Letter from faith leader confirming membership of the faith tradition.*

Other Christian denominations should be defined as: 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 credal 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 CYTUN 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.

4(iv) Child who does not fall into 4(i), 4(ii), 4(iii).

Criterion 5

Child who does not fall into the above criteria.

Category B – Church of England

Criterion 1

Child who is in or has previously been in local authority care - *Letter of confirmation from the Local Authority and a statement on the supplementary information form signed by Vicar, Church Warden or Rural Dean (as for B2 category); or letter from Vicar stating child is from Church of England tradition; or letter from Vicar confirming membership of Christian tradition; or Baptismal certificate of that tradition; or certificate of dedication in the Christian tradition; or letter from faith leader that child belongs to the faith tradition.*

Criterion 2

Children of Church of England worshipping families, not including school organised services, attending for a period of one year up until 31st October 2020 in the following priority order:

2(i) At the Heart of the Church - Child attending a Church of England Church weekly or more – *the Criterion must be initialled and the declaration in the supplementary information form must be signed by the Vicar.*

2(ii) Attached to the Church – Child attending a Church of England Church at least once a month – *the Criterion must be initialled and the declaration in the supplementary information form must be signed by the Vicar.*

Criterion 3

Sibling(s) of child on the College roll at the time of entry - *The names and year groups of the sibling(s) who will already be on roll at the College must be provided in the form.*

Criterion 4

Children of Church of England worshipping families, not including school organised services: Known to the Church – Child attending a **Church of England Church**, for at least special services and family occasions - - *the Criterion must be initialled and the declaration in the supplementary information form must be signed by the Vicar.*

Criterion 5

Child of other Christian denomination or other faith tradition – *Catholic Baptismal certificate of child (or letter from Parish priest confirming child is a catechumen). Letter from faith leader confirming child's membership of Christian tradition; or Baptismal certificate of child; or Letter of dedication.*

Other Christian denominations should be defined as: 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 credal 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 CYTUN 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.

Criterion 6

Child who does not fall into the above criteria.

Category C – Child of no Christian or faith tradition

Criterion 1

Child who is in or has previously been in local authority care - *letter of confirmation from the Local Authority and the Declaration on page 4 of the Supplementary Information Form must be signed.*

Criterion 2

Child of no Christian denomination or other faith tradition – *sibling(s) of child on the College roll at the time of entry - The names and year groups of the sibling(s) who will already be on roll at the College must be provided in the form and the declaration on page 4 of the Supplementary Information Form must be signed.*

Criterion 3

Child of no Christian denomination or other faith tradition - *Declaration on page 4 of the Supplementary Information Form must be signed.*

Oversubscription criterion

In the case of a tie in categories A, B or C above, places will be offered on the basis of a fair, transparent random selection within each criterion.

In the case of oversubscription in categories A, B or C, all places will be offered on the basis of a fair, transparent random selection within each criterion, in line with the Admissions Code of Practice (2014) paragraph 2.23.

In the case of oversubscription, children of staff may be given priority where a member of staff has been employed at the College for two or more years at the time at which the application for admission to the College is made, or if a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Explanatory notes

Catholic – The definition of membership of the Catholic Church is Baptism or reception into full communion with the Church, evidenced by a baptismal certificate or statement from the parish in which the reception took place. Either of the following is evidence of membership of the Catholic Church:

- (a) a certificate of baptism from a Catholic church.
- (b) a certificate of reception into full communion with the Catholic Church

Catechumens – A Catechumen is a person undergoing preparation for baptism into the Catholic Church and has been accepted into the Order of Catechumens.

Christian denomination or other faith tradition –

Other Christian denominations should be defined as: 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 credal 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 CYTUN 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.

Parent – parent, guardian or other who has actual care of the child and whose address appears on the child benefit book or other legal agreement confirming the care of the child.

Sibling(s) – a brother or sister including half-brother, half-sister, stepbrother or stepsister, or any child who lives in the home as part of the family.

Home - must be the address where the child usually lives. Children who have parents with shared responsibility will have the address of the parent who is in receipt of child benefit.

Families Relocating - Places cannot be offered on the basis of a possible future move. Places can only be offered on the basis of future moves, on the basis of:-

- (i) If you are moving to the Island from the mainland, under Inter-Authority working you will need to apply for a place at an Island school via your current local authority. They will inform our local authority who will inform us of the application.
- (ii) in the case of UK service personnel and Crown servants, an official MOD, FCO or GCHQ letter declaring a relocation date to the area.

How to apply

Applications are welcomed from all parents who wish for their child to attend the Church of England and Catholic college. In the case of oversubscription, priority will be given to applicants of the Church of England and Catholic traditions. 20 places will be available for children of no Christian or faith tradition, but whose parents wish for their child to have an education in a Christian based environment.

The Local Authority's Common Application Form

For a place at the College, **parents must** complete the Local Authority's Common Application Form. This form requires parents to list their selection of schools in their preferred order. Parents need name the College only once on the Authority's form. This form must be submitted to:

**School Admissions & Transport,
Directorate for Children's Services
County Hall,
Newport,
Isle of Wight
PO30 1UD**

The deadline for submitting the Common Application Form is:

Sunday 31st October 2022 at midnight.

The College's Supplementary Information Form

The Governing Body always considers the information given on the Supplementary Information Form. Therefore, parents are required to complete this second form.

This form asks for additional information to assist governors to prioritise applications against the College's admission policy in the case of over-subscription. Failure to complete and submit the Supplementary Information Form and supporting documentation means that the governing body are unable to consider the application.

It is important that all faith applicants complete the Supplementary Information Form and tick the boxes relevant to them under both A and B. Those of no Christian or faith tradition should tick the relevant box under C.

It is important that a Supplementary Information Form is completed even if the College is not listed as the first choice on the Local Authority Common Application Form. For details of the supporting documentation required please refer to the relevant section below.

The Supplementary Information Form should be completed and submitted with the required supporting documentation to:

'Admissions 2023'
Admissions Officer
Christ the King College
Wellington Road
Carisbrooke,
Newport,
Isle of Wight
PO30 5QT

The deadline for submitting the Supplementary Information Form is:

Sunday 31st October 2022 at midnight.

Applying online Parents can apply for a College place online (www.iwight.com/schooladmissions) by completing the Isle of Wight Common Application Form. However, parents using this method of applying for a College place must complete the College's Supplementary Information Form and return it to the College. Failure to complete and submit the Supplementary Information Form and supporting documentation means that the governing body are unable to consider the application.

To ensure your application is valid, please complete both forms and return by the deadline.

Date of notification of the outcome of the application

The local authority's admissions office team will post a letter to all parents notifying them of the result of their application on 1st March 2023 (national offer day). Alternatively if the application was made online and a response was requested by this method, the result will be emailed to the parent/s.

Late applications

Late applications will be considered in accordance with the Isle of Wight co-ordinated scheme for admissions. Details can be found in the Isle of Wight composite booklet on admissions "Educating Your Child 2023-2024".

Waiting lists

In the event of the College being oversubscribed, a waiting list will be maintained. It is for the parent to request, in writing, that the child be placed on the waiting list. A child on the waiting list is not guaranteed a place at the College. The waiting list will comprise of 3 lists, A, B and C. Each child will be allocated a place on one of the lists A, B or C. In drawing up lists A, B and C, all applicants will first be ranked in priority order against the 2 sets of criteria under A and B, or C. As a vacancy occurs in any one of the lists A, B or C, the child at the top of the relevant list A, B or C will be offered the place.

Should a vacancy occur under category A and no child was on the waiting list for A, then the place would be offered to the child at the top of list B. Similarly, if a vacancy should occur under category B and there was no child on the waiting list for B, the place would be offered to the child at the top of list A. Children in list C will only be offered a place if a vacancy occurs under category C.

It should also be noted that the position on the waiting lists may alter if new applications are received and are allocated a higher place. A place on the waiting list does not remove the right of appeal.

Admissions to the Sixth Form at Christ the King College

Students on the roll of the College will be considered for a place in Year 12 of the Sixth Form. Consideration will be given to external candidates.

Students will be expected to fully support the Christian ethos of the College.

Admissions will be subject to:

- (i) The availability of places on the various courses and in the various subjects offered by the College.
- (ii) The academic requirements for entry to individual courses as detailed in the Sixth Form prospectus; and
- (iii) Consultation to ascertain the suitability of the course to the needs of the student.

Right to Appeal

In accordance with the Schools Standards and Framework Act 1998 (as amended by the Education Act 2002) parents, whose child is refused admission to the College, have the right of appeal. The appeal, using the appropriate form supplied with the letter of refusal, should be made within 20 days of the date of posting of the local authority's letter or receiving an email if the application was made online. An information booklet giving further details on the appeals process will also be enclosed.