



## **Admissions Policy and**

### **Procedures**

**2023 - 2024**

St John Bosco College is a voluntary aided Catholic school for girls and boys in the Diocese of Southwark. It is in the joint trusteeship of the Salesians of Don Bosco and the Diocese of Southwark. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed the Instrument of Government, and the educational principles of St John Bosco and always seeks to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community in the Wandsworth Catholic parishes and Catholic<sup>1</sup> children have priority of admission. However, subject to the availability of places, the Governing Body welcomes all applications, particularly from those of other denominations and faiths who support the religious ethos of the school.

The admission of pupils to the school shall be the responsibility of the Governing Body who intend to admit up to 150 girls and boys (Published Admissions Number) in Year 7 each year, without reference to ability or aptitude.

In determining the roll, the Governors will not admit pupils in excess of this number where such admissions would prejudice the provision of effective education or the efficient use of resources. Where the number of applications exceeds 150, the Governors will offer places using the following criteria in the order stated:

1. Looked After Catholic Children<sup>2</sup>, or Previously Looked After Catholic Children<sup>3</sup>; or Looked After Children in the care of Catholic carers.
2. Baptised Catholic children who live in the Wandsworth and Mortlake Catholic Deaneries (see appendix 3). Evidence of Baptism will be required
3. Other Baptised Catholic children. Evidence of Baptism will be required.
4. Other Looked After Children and Previously Looked After Children 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.
5. Children who attend a Roman Catholic Primary School in the London Borough of Wandsworth.
6. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
7. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
8. Children who are members of other Christian<sup>4</sup> denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
9. Children of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.

## 10. Any other children whose parents wish them to attend Saint John Bosco College

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications:

1. For Category 2 and 3 above - The strength of evidence of commitment to the faith as demonstrated by the level of the child's Mass attendance on Sundays.<sup>5</sup> This evidence must be provided by the parents/carers on the Supplementary Information Form<sup>6</sup> and be endorsed by a priest<sup>7</sup> at the church where the child normally worships.
2. The child is a boy/girl with a professionally supported exceptional medical or social need for a place at the school, as decided by the Governing Body.<sup>8</sup>
3. The child has a brother or sister<sup>9</sup> on the school roll of St. John Bosco College in September 2023. Evidence of the relationship may be required.
4. Where the number of available places is less than the number of applicants within the relevant category, a system of random allocation will be used to determine priority.<sup>10</sup>

<sup>1</sup> Catholic children include members of Churches which are in full communion with the Roman Catholic Church; a full list of such Churches is at Appendix A.

<sup>2</sup> A Looked After Child is a child in the care of the Local Authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989.

<sup>3</sup> A Previously Looked After Child is a child who has been looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). An adopted child is defined by Section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by Section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. A special guardianship order is defined by Section 14A of the Children Act 1989.

<sup>4</sup> A full list of members of Churches Together in England is at Appendix B

<sup>5</sup> Priority will be given to children whose nominated priest confirms that they are in regular attendance at Mass (i.e. weekly); then to those in occasional attendance at Mass (i.e. at least once a month); then to those whose attendance is irregular (i.e. less than once a month).

<sup>6</sup> The Supplementary Information Form provided by parents/carers will be sent by the school to the nominated parish priest. Parents/carers should not themselves ask their parish priest to endorse the form.

<sup>7</sup> If the parish priest is new to a parish, he may wish to seek assistance from a deacon or parish sister in providing evidence. The parish priest should countersign evidence endorsed by a deacon or parish sister.

<sup>8</sup> Applications made on exceptional medical grounds must be supported by a current letter from a specialist health professional. Applications on exceptional social grounds must be supported by a current letter from a social worker or other care professional working with the family. Such letters must give reasons why the child's condition or circumstances make it necessary for the child to attend the school and the difficulties that would be caused if they had to attend an alternative school. If this information is not provided by the closing date for applications, the application will not be considered under this criterion.

<sup>9</sup> A brother/sister is defined as a full brother/sister, a step or half-brother/sister living at the same address, a child who is living at the same address by reason of a court order, or a child who has been placed with foster-carers as a result of being looked after by a local authority.

<sup>10</sup> The system of random allocation will involve the names of all remaining applicants in the relevant category being anonymised, drawn and recorded by an independent source.

## **Admissions Procedure**

Applications for year 7 places at St John Bosco College in September 2023 should be made by completing the **Common Application Form (CAF)** supplied by the Local Authority.

Roman Catholic applicants and those from other Christian denominations or different religious faiths, should **also** complete a Supplementary Information Form (SIF), available from the school website, or from the booklet "Choose a Wandsworth School". This should be completed and sent to the Headteacher at the school not later than the 31.10.2022.

Completion of a Supplementary Information Form (SIF) is not mandatory; however, if one is not received the Governors will not be able to apply their admission criteria and the application will be considered under the 'any other applicants' category.

Parents of Catholic children can provide a certificate of Catholic practice form, signed by their parish priest, instead of completing section two of the supplementary information form, should they choose to do so.

Offers of places will be sent to parents by the Local Authority on the national offer date, 1 March 2023.

## **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85 (3) of the School Standards and Framework Act 1998.

Appeals must be made in writing and must set out the reasons on which the appeal is made.

Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

## **Fair Access**

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2012. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

## **Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan:**

The admissions of pupils with a Statement of Special Educational Needs or with an EHC Plan are dealt with by a separate procedure. The procedure is integral to the making and maintaining of Statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a Statement or EHC plan naming the school will be admitted without reference to the above criteria.

## **Waiting Lists:**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until the end of the academic year, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol<sup>1</sup> they will take precedence over those children already on the list.

### **Late Applications:**

Any late applications for entry to year 7 in September 2023 must be made using the Local Authority Common Application Form.

They will be considered by the Governing Body, in the event of there being any available places, using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their son/daughter's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### **Admission of Children Outside their Normal Age Group**

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Any such request should be made in writing the headteacher at the school at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of the case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of medical and/or education professionals, as appropriate.

### **In-Year (Casual) Admissions**

Applications for a place at the school in-year, must be made directly to the Local Authority in the first instance although parents will be requested to complete a Supplementary Information Form (SIF) to enable the Governors to rank the application in the event of there being more than one application for a place. The same criteria to rank these applications as those listed above will be used.

The decision to offer an in-year place is delegated by the governing body to the Headteacher. An offer on an in-year place will be made by the school, on behalf of the governors. In the event of a decision that a place cannot be offered, the school will inform the local authority who will communicate this to the parents. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

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<sup>1</sup> The School participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the Schools Admissions Code 2012. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

## **Appendix A: Oriental Rite Churches in union with Rome**

Alexandrian Coptic Catholic Church  
Ethiopian Catholic Church ('Gheez rite') (Includes Eritrean Catholic Church)  
Antiochean (West Syrian) Syrian Catholic Church  
(Syro-)Maronite Catholic Church  
Syro-Malankar Catholic Church  
Armenian Catholic Church  
Chaldean (East Syrian) Chaldean Catholic Church  
Syro-Malabar Catholic Church  
Constantinopolitan (Byzantine)  
Albanian (Byzantine) Catholic Church  
Belarussian Catholic Church  
Bulgarian (Byzantine) Catholic Church  
Georgian Catholic Church  
Greek (Hellenic) Catholic Church  
Greek-Melakite Catholic Church  
Hungarian (Byzantine) Catholic Church  
Italo-Albanian (Byzantine) Catholic Church  
Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church) Macedonian  
Catholic Church  
Romanian (Greek) Catholic Church  
Russian Catholic Church  
Ruthenian (Byzantine) Catholic Church  
Slovak (Greek) Catholic Church  
Ukrainian (Greek) Catholic Church

## Appendix B: Members of Churches Together in England

Antiochian Orthodox Christian Archdiocese of the British Isles + Ireland (2005)  
Apostolic Church UK (2019)  
Apostolic Pastoral Congress (2011)  
Armenian Orthodox Church (2013)  
Assemblies of God (2012)  
Baptist Union of Great Britain (1990\*)  
Calvary Church of God in Christ (2017)  
Catholic Bishops' Conference of England and Wales (1990\*)  
Church of England (1990\*)  
Church of God of Prophecy (2005)  
Church of Scotland (Presbytery of England) (1993)  
Churches in Communities International (2010)  
Congregational Federation (1990\*)  
Coptic Orthodox Church (2003)  
Council of African and Caribbean Churches UK (1990\*)  
Council of Lutheran Churches (1990\*)  
Council of Oriental Orthodox Churches (temporarily defunct) (1990\*)  
Elim Pentecostal Church (2009)  
Evangelical Lutheran Church of England (2011)  
Evangelische Synode Deutscher Sprache in Großbritannien (2007)  
Free Church of England (2010)  
Free Churches Group (1990\*)  
Ground Level (2012)  
Ichthus Christian Fellowship (1998)  
Independent Methodist Churches (1990\*)  
International Ministerial Council of Great Britain (1990\*)  
Ixthus Church Council (2016)  
Joint Council of Churches for All Nations (1990\*)  
Malankara Orthodox Syrian Church (Indian Orthodox Church) (2013)  
Mar Thoma Church in Europe (2009)  
Methodist Church (1990\*)  
Moravian Church  
New Testament Assembly (1990\*)  
New Testament Church of God (2006)  
Oecumenical Patriarchate (1990\*)  
Order of St Leonard (2018)  
Pioneer (2012)  
Presbyterian Church of Ghana in England (2019)  
Redeemed Christian Church of God (2007)  
Religious Society of Friends (Quakers in Britain) (1990\*)  
Ruach Network of Churches (2014)  
Russian Orthodox Church (Moscow Patriarchate) (1990\*)  
Salvation Army (1990\*)  
Serbian Orthodox Church (2018)  
Transatlantic Pacific Alliance of Churches (2005)  
Unification Council of Cherubim + Seraphim Churches (Europe Chapter) (1990\*)  
United Kingdom World Evangelism Trust (2015)  
United Reformed Church (1990\*)  
Wesleyan Holiness Church (1990\*)  
Wesleyan Reform Union (2019)

## **Appendix C**

### List of parishes in Wandsworth Deanery

Balham  
Battersea Park  
Battersea West  
Clapham Common  
Earlsfield  
Tooting  
Tooting Bec  
Wandsworth  
Wandsworth East Hill

### List of parishes in Mortlake Deanery

Barnes  
East Sheen  
Ham  
Kew  
Mortlake  
Putney  
Richmond  
Roehampton  
Wimbledon Common

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