



**Ursuline**  
**High School**  
WIMBLEDON

# **Admissions Policy**

## **2025**

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## **Ursuline High School Wimbledon 2025 Admissions Policy**

Ursuline High School is a voluntary aided Roman catholic secondary school in the Diocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body also welcomes applications from those of other denominations and faiths or of no faith who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the governors intend to admit, in September 2025, up to 210 pupils to Year 7, the published admission number (PAN), without reference to ability or aptitude.

Where the number of applicants exceeds the number of places available the governors will offer places using the following criteria in the order stated:-

1. Looked after<sup>i</sup> Catholic Girls and all previously looked after Catholic Girls who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Catholic girls who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
2. Baptised Catholic girls, in possession of a Certificate of Catholic Practice. Both a baptismal certificate or evidence of reception into the Catholic Church and the Certificate of Practice<sup>v</sup> must be provided.
3. Baptised Catholic girls who do not have a Certificate of Catholic Practice<sup>iii</sup>. A baptismal certificate or evidence of reception into the Catholic Church must be provided.
4. Other Girls who are looked after children and all previously looked after<sup>i</sup> girls who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Girls who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
5. Girls enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
6. Girls who are members of Eastern Orthodox Churches<sup>iv</sup>. Evidence of Baptism will be required.
7. Girls who are members of other faiths, Churches and denominations. Evidence of Baptism/dedication or evidence of membership required.
8. Other Girls.

### **Fair Access Protocol**

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admissions Code 2021. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

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## **Priorities applied in case of oversubscription within the above categories.**

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.

- i. Girls who will have a sister on the school roll or a brother on 6<sup>th</sup> Form Roll<sup>vi</sup> as well as girls with a brother on the school roll of Wimbledon College, at the time of admission<sup>ii</sup>. Evidence of the relationship may be required. Sisters at Ursuline High School are checked against the school's data management system. Brothers are confirmed by the Admissions Officer at Wimbledon College. The governors will, where logistically possible, admit twins and all siblings from multiple births where one of the girls is the last child ranked within the school's published admissions number.
- ii. Girls whose parent is a member of staff, where the member of staff has been employed at the school for more than one year at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- iii. Social, pastoral and medical needs which makes Ursuline High School particularly suitable for the girl in question. Strong and relevant evidence must be provided, at the time of application, by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).
- iv. Proximity to the school from the girl's home<sup>vii</sup> address, the distance measured in a straight line from the School entrance on Crescent Road by the London Borough of Merton using a geographical computerised information system. Evidence of residence may be required. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

## **Admissions procedure for Year 7**

Girls transferring from Year 6 at Primary School to Year 7 at Secondary School must do so through the London-Wide Co-ordinated Admissions Scheme. All applicants must submit the Common Application Form (CAF) to the girl's Local Authority, as well as submitting the Supplementary Information (SIF) to the Admissions Officer at the Ursuline high School no later than the national closing date for secondary schools (31 October 2024).

If the Supplementary Information Form is not submitted, the governing body of the school will only be able to consider the application after all applicants have submitted the Supplementary Information Form. Offers of places will be sent to parents by the girl's home local authority on National Offer Day, 1 March 2025.

**The deadline for the Year 7 Supplementary Information Form is by 31<sup>st</sup> October 2024.**

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### **Waiting Lists**

Parents of girls 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 will be operated using the same admissions criteria listed above. The waiting list for Y6 to Y7 transfers is co-ordinated by the London Borough of Merton on behalf of the school as part of the London-wide co-ordinated admissions system until the end of December. Thereafter, the Ursuline High school operates the waiting list.

Parents who wish their child's name to be included on the Y7 waiting list after December must inform the school in writing or by email. The waiting list is maintained for one school term. Parents wishing their child's name to remain on the waiting list after that time must inform the school in writing or by email before the beginning of each term. A child's place on the waiting list may go down as well as up.

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 they will take precedence over those children already on the waiting list.

### **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 94 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. The decision of the Appeal panel is final.

An appeal can only be upheld in the following limited circumstances:

- the appeals panel finds that the admission arrangements did not comply with admissions law or had not been correctly and impartially applied, and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- it finds that the admission of additional children would not prejudice the provision of efficient education or efficient use of resources.
- it considers that the appellant's case outweighs the prejudice to the school.

### **Girls with an Education, Health and Care Plan [EHCP]**

The admission of girls with an Educational Health Care Plan<sup>ii</sup> is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHCPs by the girl's home local authority. Details of this separate procedure are set out in the SEND code of practice. Girls with an EHC plan naming the school will be admitted without reference to the above criteria.

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### **Looked after children**

The law requires the school to give priority to the admission of girls who are looked after children or who were previously looked after children.

A looked after child has the same meaning as in section 22 (1) of the Children Act 1989 that is a child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. This will include children who appear (to the admission authority) to have been in state care outside of England as a result of being adopted.

Catholic girls who are looked after children are given first priority and non-Catholic girls who are looked after children are admitted after places have been offered to Catholic girls but before other girls.

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

A request may be made for a child to be exceptionally admitted outside their 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 to the Admissions Officer at the school at the same time as the admission application is made. All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time. Such requests will only be agreed in exceptional circumstances.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. 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,

### **Late Applications**

Any late applications will be considered by the Governors' Ethos and Admissions Committee, 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 child'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. Parents should be aware the Local Authority have their own rules and procedures for late applications and may refuse some late applications.

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### **In year admissions - Applications for Years 8 to 11**

Parents of girls wishing to apply for a place in Years 8-11 at The Ursuline High School, or who are already in Y7 at a secondary school, should do so by contacting the school's Admissions Officer Mrs Barcellona *to enquire about potential vacancies and the application process, including completing and submitting the Ursuline High School Supplementary Information to us which enables the governors to rank the application in accordance with the admissions policy.*

You will also need to contact *Merton Admissions* by visiting [www.merton.gov.uk/admissions](http://www.merton.gov.uk/admissions) and complete the *In year application for Merton Schools form provided by Merton Council*. Once Merton Council have processed the application, and the Supplementary Information has been submitted to Ursuline High School, the school will notify the applicant of the outcome within 10 school days.

If a place is available, it will be given at the earliest opportunity. The offer of a place will be made by the school on behalf of the governors. If the year group is full, a place will not be offered because the school's accommodation and resources are limited. Applications will be ranked according to our Admissions Policy. If no supplementary information is submitted, applicants will be ranked against the final Other Girls category. This does not prevent parents from exercising their right to appeal against the decision not to offer a place following the procedure above.

### **General Data Protection Regulation**

Admissions data will be retained by the Ursuline High School for one year. It will then be securely destroyed. We share Admissions information with the local authority to facilitate the Admissions process.

Names of Girls who will have a brother at Wimbledon College in September 2025 is shared with the Admissions Officer at Wimbledon College in order to apply the sibling oversubscription criteria.

In order to fulfil our obligation in regard to admission appeals, all information received for appeals will be shared with the members of the independent appeal panel and the Clerk. These papers will be collected and destroyed by the school at the end of the appeals process.

### **Applications to the Sixth Form**

*Please refer to our separate Admissions Information for entry into our Sixth Form on the School website*

### **Admissions to Year 12**

There are 180 places in the Sixth Form, 50 places are for external applicants. If courses are oversubscribed (and many are), priority for places will be given in the following order:

1. Current UHS students who meet the entry requirements as listed in the school Prospectus.
2. External applicants who meet the entry requirements.
3. Current UHS students who do not meet the entry requirements but for whom a workable programme of studies can be arranged.
4. External applicants who do not meet the entry requirements but for whom a workable programme of studies can be arranged.

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If you do not meet the entry requirements for some courses, you may still be offered a place:

- a) If there are places available on a course once those who do not meet the entry requirements have been counted.
- b) If we believe that you are able to meet the academic demands on the course (taking into account your GCSE performance and prior academic achievement).

We will not offer places to current UHS or external applicants who fail to meet the entry requirements and for whom we believe are unable to meet the academic demands of the course.

### **Admissions to T Level Course Year 12**

There are an additional 80 places in the Sixth Form for either internal or external applicants for the Business, Digital, Health, and Science T level Courses (20 places per course available).

Admission is open to both boys and girls in line with the Equality Act 2010

*“Schedule 11 - (3) That assumption is that pupils of the opposite sex are to be disregarded if: — (b) their numbers are comparatively small, and their admission is confined to particular courses or classes.*

*(4) In the case of a school which is a single-sex school by sub-paragraph (3)(b), section 85(2)(a) to (d), so far as relating to sex, does not prohibit confining pupils of the same sex to particular courses or classes.”*

If the course is oversubscribed, priority will be given on the basis of average point score at GCSE.

### **Entitlement to free education**

The government has strict checks on entitlement to free education after the age of 16. You are only entitled to a free place in the Sixth Form if you are an EU Citizen or have a Visa which the Immigration Service has stamped allowing you to access state support in the UK.

If your visa is marked 'no recourse to public funds', we cannot offer you a place in the Sixth Form. Passport checks will be carried out on all Sixth Form applicants on the Year 12 Induction Day.

In accordance with the 'Funding guidance for young people 2021 – 2022, British citizens and certain other people have the right of abode in the UK as follows:

- British nationals
- Irish nationals
- Nationals of EU or EEA countries and Swiss workers (resident in the UK before 1st January 2021 with settled or pre-settled status)
- Students who are children of Turkish workers where the Turkish worker has been lawfully employed in the UK before 1st January 2021
- British Dependent Territory Citizens
- Those whose passports have been endorsed to show they have right of abode in the UK
- Those who have a certificate of naturalisation or registration as a British Citizen
- Those with Hong Kong British National (Overseas) visa who have been given Home Office permission to reside in the UK
- as part of a family entering and residing in the UK under the [Ukraine Sponsorship Scheme or Ukraine Family Scheme](#)

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Students within the following groups are also eligible, aged up to and including the age of 18:

- Those who are accompanying or joining parents who have the right of abode or leave to enter or remain in the UK (or those accompanying or joining relevant family members, usually parents who are UK or Irish nationals), or those who are children of diplomats.
- Those who are dependants of teachers coming to the UK on a teacher exchange scheme.
- Those who are dependants of adults residing legally in the UK who have been given immigration rights as workers to reside in the UK.
- Those who are dependants of foreign students where the accompanying parent or legal guardian has a student visas.
- Asylum seekers
- Those having been granted leave under section 67 of the Immigration Act 2016
- Those having been granted Calais leave to remain.
- Those who are (including unaccompanied asylum seekers) placed in the care of social services or those in receipt of Section 4 support.

### The Honesty of the Application

Any false or deliberately misleading information given on the Common Application Form or Ursuline High School Supplementary Information Form or in supporting papers, or any relevant information withheld, may lead to the withdrawal of a place, even after the child has started at the school.

### Information and Assistance

The Ursuline High School is committed to fairness and transparency in the way it operates its admissions procedures. Parents are invited to contact the school to discuss their situation and to obtain help in applying, especially if they are disabled or have difficulties of language or are unfamiliar with school admissions. Independent advice and assistance can also be obtained from the Local Authority.

Footnotes:

(<sup>i</sup>) 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 at the time of making an application to the school.

*A previously looked after child is a child who, immediately following being looked after, was subject to an adoption, child arrangements, or special guardianship order including those who appear to Merton as 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.*

An adoption order is an order under the Adoption Act 1976 and children who were adopted in accordance with Section 46 of the Adoption and Children Act 2002. A 'child arrangements order' (in accordance with Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014) is an order settling the arrangements to be made as to the person with whom the child is to live. A 'special guardianship order' (in accordance with Section 14A of the Children Act 1989) is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

<sup>ii</sup> This number will include all pupils who have Educational Health Care Plans and are therefore admitted by law.

<sup>iii</sup> Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome

### Churches in union with Rome

**Personal Ordinariate.** Baptised children of parents who are members of the Ordinariate, established under The Apostolic Constitution *Anglicanorum Coetibus* of 4th November 2009, are to be given equal preference to that offered to children baptised in a Catholic church. It is important to note that these children may have been baptised in the Church of England.



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**Eastern Catholic (or Oriental Rite) Churches in union with Rome.** The Holy See's *Annuario Pontificio* gives the following list of Eastern Catholic Churches.

Alexandrian liturgical tradition:

1. Coptic Catholic Church (patriarchate):
2. Eritrean Catholic Church (metropolia):
3. Ethiopian Catholic Church (metropolia):

West Syrian, including Malankara, liturgical tradition (which is part of Antiochene Rite):

1. Maronite Church (patriarchate):
2. Syriac Catholic Church (patriarchate):
3. Syro-Malankara Catholic Church (major archepiscopate):

Armenian liturgical tradition:

1. Armenian Catholic Church (patriarchate):

Chaldean or East Syrian liturgical tradition:

1. Chaldean Catholic Church
2. Syro-Malabar Catholic Church (Major Archepiscopate):

Constantinopolitan (Byzantine) liturgical tradition:

1. Albanian Catholic Church (apostolic administration):
2. Belarusian Catholic Church (no established hierarchy at present):
3. Bulgarian Greek Catholic Church (apostolic exarchate):
4. Byzantine Church of Croatia, Serbia and Montenegro (an eparchy and an apostolic exarchate):
5. Greek Byzantine Catholic Church (two apostolic exarchates):
6. Hungarian Greek Catholic Church (an eparchy and an apostolic exarchate):
7. Italo-Albanian Catholic Church (two eparchies and a territorial abbacy):
8. Macedonian Catholic Church (an apostolic exarchate):
9. Melkite Greek Catholic Church (patriarchate):
10. Romanian Church United with Rome (major archiepiscopate):
11. Russian Catholic Church (two apostolic exarchates, at present with no published hierarchs):
12. Ruthenian Catholic Church (a *sui juris* metropolia, an eparchy & an apostolic exarchate):
13. Slovak Catholic Church (metropolia and an eparchy):
14. Ukrainian Catholic Church (major archiepiscopate):

<sup>iv</sup> There are an equivalent number of Eastern Orthodox Churches with similar names that are not in union with the See of Rome. The general rule is Eastern Rite Churches in union with the See of Rome will have the word Catholic in their titles. Churches with the word Orthodox in their titles are not in union with the See of Rome and children from these Churches should not be considered as Catholic children. Please refer any queries to the Commission.

<sup>v</sup> A certificate of practice

This is a standard form, completed by the pupil's parish priest or recognised Ethnic Minority Chaplain [please refer to the Archdiocese of Southwark Directory for a list of chaplains]. The purpose of the form is to certify that the child and his family are known to the priest and that to the best of the priest's knowledge and belief the child is a practicing Catholic

<sup>vi</sup> *Brothers and sisters include blood siblings, and siblings by marriage (stepbrothers and sisters). The sibling must be in the school at the time of the applicant's admission and live at the same address as the applicant Monday to Friday. It would not include other relatives, e.g. cousins. Where siblings are in Years 11 or 12 at the time of application, they will normally be deemed as being in the school at the time of admission unless they will not be continuing the following year.*

<sup>vii</sup> Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.