



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

# **Admissions Policy**

## **2024**

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# Ursuline High School Wimbledon

## 2024 Admissions Policy

Ursuline High School is a voluntary aided 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 welcomes all applications, particularly from those of other denominations and faiths who support the religious ethos of the school.

### Admissions to Year 7 2024 Criteria

There are a maximum of 210 places in Year 7, which includes pupils with an Education, Health and Care Plan (EHC). If the number of applicants exceeds the number of places the Governors will apply the following criteria selection in the order stated.

#### Criterion 1

Looked after <sup>(1)</sup> Catholic girls or looked after girls in the care of Catholic families, looked after Catholic girls who have been adopted or who have become the subject of a residence or guardianship order and 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.

➤ *Parents/carers should submit:*

- a) *A certificate of baptism or evidence of reception into the Catholic Church for their child.*
- b) *A letter from the relevant Local Authority confirming the legal status of the child, a copy of the care order, or a copy of the special guardianship order.*

#### Criterion 2

Girls who are Baptised and Practising Catholics. <sup>(2)</sup>

➤ *Parents/carers should submit:*

- a) *A certificate of baptism or evidence of reception into the Catholic Church for their child.*
- b) *Religious Practice Reference. If an applicant has moved parish within the last 3 years or practices in more than one Parish; A reference for each parish is required.*

#### Definition of Practising Catholic

- a. The applicant is a baptised Catholic / has been received into the Catholic Church.
- b. For at least the last three years the applicant has regularly attended mass on Sunday / Saturday Evening [as a minimum, three out of four] and regularly on Holy Days of Obligation [as a minimum 3 out of four] except in times of sickness or for other urgent reasons.

**Girls will be ranked according to Mass attendance as follows:**

2A	Weekly attendance [as a minimum 3 out of four] for at least 3 Years
2B	Fortnightly attendance for at least 3 Years
2C	Monthly attendance for at least 3 Years
2D	Weekly attendance less than 3 years
2E	Fortnightly attendance less than 3 years
2F	Monthly Attendance less than 3 years
2G	Occasional Attendance (Less than Monthly attendance)

Girls who never attend Mass, or who are not known to their priest will not be considered under Category 2, but in the final Criterion 7 'all other applicants'.

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### **Evidence of Catholic Practice**

On the advice of the Education Commission of the Archdiocese of Southwark the governing body of Ursuline High School has agreed the following statement in order to clarify how its faith-based oversubscription criteria will be interpreted.

“The suspension of the obligation to attend Sunday Mass was announced on 18th March 2020 by Bishops’ Conference of England and Wales. If a student attended Mass at a certain frequency at a particular parish (or parishes) prior to 18th March 2020 then she will be considered to have attended Mass in that parish (or parishes) at the same frequency since that time until the 4<sup>th</sup> June 2022.

As of the 5<sup>th</sup> June 2022, Pentecost, the Bishops of England and Wales reinstated the obligation to attend Mass on Sundays and Holy Days. Parents applying for a place at Ursuline High School under a Roman Catholic faith based criteria will need to complete a Religious Practice Supplementary Information Form. Evidence of practice will be measured by frequency of attendance at Mass as validated by either a priest, as was the case prior to 18<sup>th</sup> March 2020. These arrangements applied to the admissions round for 2023 and subsequent rounds.

### **Criterion 3**

Looked after girls<sup>(1)</sup>, looked after girls who have been adopted or who have become the subject of a residence or guardianship order and 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.

- *Parents/carers should submit a letter from the relevant Local Authority confirming the legal status of the child, a copy of the care order, or a copy of the special guardianship order with the Ursuline Supplementary Information.*

### **Criterion 4**

Girls enrolled and registered in the Catechumenate <sup>(3)</sup>

- *Parents/carers must submit a letter from the parish priest to confirm acceptance into the catechumenate*

### **Criterion 5**

Girls who are baptised and verified Practising *Eastern Christian Churches including Orthodox churches, the Coptic Orthodox, Greek Orthodox*, other Christian denominations that are part of Churches Together in England. A full up to date list of Churches that are members of Churches Together in England (CTE) can be accessed from the CTE website. [Churches Together in England \(ctc.org.uk\)](http://ctc.org.uk)

- *Parents/carers must submit a Certificate of Baptism or Dedication and*
- *A letter from their religious leader on headed paper confirming their child is a practising member of the applicable church.*

### **Criterion 6**

Girls who are Practising Other Faiths

- *Parents/carers must submit a reference on headed paper from the family’s minister of religion / Faith Leader stating their child is a member of the relevant faith.*

### **Criterion 7**

All other applicants i.e., applicants who do not meet the criteria above.

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### **Oversubscription *within each Criterion***

Where more than one Candidate has the same category of ranking under the above criteria, those Candidates will be further ranked within each criterion and sub-criterion in the following order:

1. Girls who currently have a sibling at Ursuline High School or a brother at Wimbledon College who will continue to be enrolled at the school in September 2024. Sisters at Ursuline High School are checked against the school's data management system. Brothers are confirmed by the Admissions Officer at Wimbledon College. <sup>(4)</sup>
2. A girl whose parent is a member of staff, where the member of staff has been employed at the school for two years at the time at which the application for admission is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Girls who have a strong social or compassionate need which makes the school particularly suitable.
  - *Governors will assess strong and relevant evidence. **A letter must be provided by the present school and an appropriate authority** (e.g., qualified medical practitioner, education welfare officer, social worker, priest). This must be submitted with the Supplementary Information Form; otherwise, it will not be possible to take the need into account.*
4. Girls who live nearest to the Ursuline. The distance will be measured by the London Borough of Merton on behalf of Ursuline High School using a GIS system from the girl's homes to the main gates in Crescent Road.
5. 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.

### **Applications 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) directly to the School. If an applicant names the school on the CAF but the school does not receive the SIF, the application will only be ranked against the final 'Other applicants' category.

**The deadline for the Year 7 Supplementary Information Form is by 31<sup>st</sup> October 2023.**

### **Pupils with an Education, Health and Care Plan (EHCP)**

The admission of pupils with an EHC Plan is 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.

### **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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### **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 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. The Waiting List will be maintained until the end of August 2024. Parents, who wish their child's name to remain on the list from September 2024, must inform the Admissions Officer in writing or by e-mail. A new list will commence in September 2024. It is possible that when a child is directed under the local authority's fair access protocol, they will take precedence to some members of that faith.

### **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 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 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.

### **Applications to Year 8 to 11 (In-Year Casual Admissions)**

Parents of girls wishing to apply for a place in Years 8 – 11 at the Ursuline High School, or who are already in Year 7 at a secondary school, can do so by contacting the school's Admissions officer to enquire about potential vacancies and the applications process, including completing the Ursuline High School Supplementary Information to enable the governors to rank the application according to our Admissions Policy. If no supplementary information is completed, applicants will only be ranked against the final 'Other applicants' category. The governors will use the same criteria to rank the application as that listed above.

They will also need to contact Merton School Admissions [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 a place cannot be offered because the school's accommodation and resources are fully committed, 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 following the procedure above.

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### **Fair Access Protocol**

The school participates in Merton local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for a relevant year group and ahead of any waiting list. A copy of the Fair Access Protocol can be requested from the Admissions Officer.

### **Applications Outside Normal Age Group**

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The Governors will decide whether or not the individual child's circumstances make this appropriate, taking into account of the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to submit a request, parents should visit the school. The teachers will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have.

Decisions will be made 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.

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.

Parents requesting admission to an age group below the child's actual age should apply for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused by the Governing Body. Parents will be informed of the outcome of their request prior to offer day.

### **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 2024 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.

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### **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.

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.

### EXPLANATORY NOTES

1. A 'Looked after child' is:

- a. a child who is (a) in the care of a local authority, or
- b. (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).

2. *Catholics include Latin Rite Catholics (Roman Catholics) and Oriental Rite Catholics in communion with the See of Rome: the Maronite and Italo-Albanian Catholic Churches; the Chaldean and Syro-Malabar Catholic Churches; the Armenian, Coptic, Ethiopian, Syrian and Syro-Malankara Catholic Churches; the Melkite, Ukrainian, Ruthenian and Romanian Catholic Churches; the Greek Catholic Church, the Byzantine Catholics in former Yugoslavia, the Bulgarian, Slovak and Hungarian Catholic Churches and the Eastern Catholic Communities (Russian, Belarussian, Georgian and Albanian) without hierarchies. Baptised children of parents who are members of the Ordinariate established under The Apostolic Constitutions Anlicanorum Coetivus of November 4<sup>th</sup> 2009.*

3. 'Catechumen' is a person who wishes to be baptised and has been accepted into the Order of Catechumens through the appropriate liturgical rite. 'Enrolled and registered in the Catechumenate' means formally registered as undergoing instruction leading to baptism into the Catholic Church.

4. *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.*