

# Admissions 2021

## Policy



Ursuline High School  
**Crescent Road**  
**Wimbledon SW20 8HA**

**For enquiries please contact:**

Ms Julia Waters BSc (Hons) MA  
Headteacher

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 2021 Criteria

There are a maximum of 210 places in Year 7. If the number of applicants exceeds the number of places the Governors will apply the following criteria selection in the order stated.

1. 'Looked After' and previously 'Looked After' <sup>(iii)</sup> Baptised Catholic <sup>(i)</sup> girls in the care of Catholic families.

➤ *Parents/carers should submit:*

- a) *A certificate of baptism or evidence of reception into the Roman Catholic Church for their daughter with the Ursuline Supplementary Form.*
- 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 with the Ursuline Supplementary Information Form.*

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

➤ *Parents/carers should submit:*

- a) *A certificate of baptism or evidence of reception into the Roman Catholic Church for their daughter with the Ursuline Supplementary Form.*
- b) *The information required of them on the Religious Practice Form. If an applicant has moved parish within the last 3 years or practices in more than one Parish; one form for each priest who will be providing a reference should be completed.*

### Definition of Practising Catholic

- a. The applicant is a baptised Roman 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:

	<b>Mass Attendance</b>
A	Weekly attendance [as a minimum 3 out of four] for at least 3 Years
B	Fortnightly attendance for at least 3 Years
C	Monthly attendance for at least 3 Years
D	Weekly attendance between 1- 3 years
E	Fortnightly attendance between 1- 3 years
F	Monthly Attendance between 1-3 years
G	Weekly attendance for less than 1 Year
H	Fortnightly attendance for less than 1 Year
I	Monthly Attendance for less than 1 Year
J	Less than Monthly Attendance

Girls who never attend Mass, enrolled in the Catechumenate or who are not known to their priest will not be considered under Category 2, but in Category 5 'all other applicants'.

3. Other Looked After and previously Looked After <sup>(ii)</sup> girls.

- *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 Form.*

4. Girls who are Practising Christians and those of Other Faiths

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

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

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

Within each criteria and sub-criteria priority will be given to girls in the following order:

1. Girls who will have a sister at the Ursuline or a brother at Wimbledon College in September 2021 <sup>(iii)</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.
  - *Parents/carers should submit a letter from HR confirming the applicant's parent has been employed at the school for two years or more 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 particular 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 Form (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 2020.**

### **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.

### **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.

### **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 2021. Parents, who wish their daughter's name to remain on the list from September 2021, must inform the Admissions Officer in writing or by e-mail. A new list will commence in September 2021. 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.

### **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.

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

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 London Borough of Merton School Admissions [admissions@merton.gov.uk](mailto:admissions@merton.gov.uk). This may be done at any time. If a place is available it will be given at the earliest opportunity. If the Year Group is full, a place will not be offered because the school's accommodation and resources are limited. Applicants should also complete the School's Supplementary Information Form to enable the governors to rank the application in the event of there being more than one application for a place; if no supplementary form is completed, applicants will only be ranked against the final 'Other applicants' category. Supplementary Information Forms must be sent directly to The Ursuline High School. The governors will use the same criteria to rank the application as that listed above. In the event of the governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. The offer of a place will be made by the school on behalf of the governors. The school will inform the Local Authority of any offers made. This does not prevent parents from exercising their right to appeal against the decision not to offer a place following the set out procedure above.

## 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 on the basis of 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 submit an application 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.

## 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 obtained from the Admissions Officer.

---

*<sup>i</sup>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.*

*Eastern Orthodox churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches **are not** in communion with the See of Rome.*

*<sup>ii</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 was looked after, but ceased to be so because the child was adopted under the terms of the Adoption and Children Act 2002 or became subject to a residence order or special guardianship order under the terms of the Children Act 1989.*

*<sup>iii</sup>Brothers and sisters include blood siblings, and also siblings by marriage (step-brothers 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.*

## **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 20 places in the Sixth Form for either internal or external applicants for the Digital T level Course.

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.

## **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.

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.