

# **ST ANGELA'S URSULINE SCHOOL**

**A DCSF Designated Specialist School &  
Leading Edge School**



**St George's Road, Forest Gate, London, E7 8HU**

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**Website: [www.stangelas-ursuline.co.uk](http://www.stangelas-ursuline.co.uk)**

**Chair of Governors: Mr Tony Kieran**

**Headteacher: Mr Mark Johnson BSc**

**School Roll: 1287**

**Single Sex 11-16**

**Mixed 6<sup>th</sup> Form 16-19**

## **ADMISSION CRITERIA**

**2021-2022**

## INTRODUCTION

**St Angela's Ursuline School is an 11-18 voluntary-aided girls' school founded by the Ursuline Sisters in 1862 and now under the trusteeship of the Diocese of Brentwood. The primary aim of the school is the education of Catholic children in accordance with its trust deed and St Angela's seeks at all times to foster the growth of pupils' understanding and appreciation of their faith.**

The Governors of St Angela's Ursuline School intends to admit **192 pupils** into Year 7 for the academic year 2021-2022. Applications for places at St Angela's for admission in September 2020 were **392**.

By naming St Angela's as a preference, it is assumed that parents/carers wish their child to receive a Catholic education and support the aims and ethos of the school as described in the school prospectus.

Wherever there are more applicants than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria for 2021 - 2022 listed below.

**In the event of over-subscription applicants will be considered in the following order of priority:**

1. Looked After Catholic Children or Catholic ‘previously Looked After Children’ who have been adopted
2. Baptised Roman Catholic girls whose permanent residence is within one of the following Roman Catholic parish boundaries of the Newham Deanery, and who with their family practise regularly as confirmed by the Certificate of Catholic Reference.

<b>Parish in Newham Deanery</b>	<b>District</b>
Our Lady of Compassion	Upton Park
St Anne’s St Mark’s	Custom House
St Antony of Padua	Forest Gate
St Francis of Assisi	Stratford
St Margaret & All Saints	Canning Town
St Mary & St Edward with St John	Beckton/Silvertown/North Woolwich
St Michael’s	East Ham
St Stephen’s	Manor Park

3. Baptised Roman Catholic girls, who are resident in Newham, but whose level of practice cannot be supported by the Certificate of Catholic Reference.
4. Any other baptised Catholic girls.
5. All other Looked After Children or ‘Previously Looked After Children’ who have been adopted
6. Children of families of another Christian denomination in the following order of priority:
  - Christians who have been Baptised **or** have a ‘service of dedication’ and whose minister can confirm their level of practice as at least monthly.
  - All other Christians whose minister can confirm their level of practice as at least monthly.
  - Any other Christians.
7. Children of families of other faiths residing in Newham whose religious leader can confirm in writing that they are practising at least monthly.
8. Any other applications which are complete – includes all requested evidence.
9. Any other applications that are incomplete.

### ***Tie Break***

Where the offer of a place to all applicants in any of the categories listed above would lead to over subscription the following provision will be applied.

1. The attendance of a sibling at St Angela's Ursuline school on the school roll at the time of enrolment (Years 7 – 11) becomes the highest priority (in distance order) of an application within each category.
2. Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. The distance measurement has been agreed by the Governors as 'the distance from home to the nominated central point of Newham, which is the Front Entrance of Our Lady of Compassion Catholic Church, Green Street, London E13 9AX.
3. In the event of the tie break proving unable to decide between two applicants, an unbiased random allocation will be used to decide the tie break.

**N.B. applicants are requested to note that they MUST complete their Local Authority's Common Application Form (CAF) for their Supplementary Information Form (SIF) application to be considered.**

### **SIXTH FORM ADMISSIONS**

For admissions to the sixth form please refer to St Angela's Ursuline Sixth Form Admission Criteria 2021-2022 available from St Angela's Ursuline School, St George's Road, Forest Gate, London, E7 8HU. Telephone Number: 0208 472 6022.

### **PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEED**

The admission of pupils with a Statement of Special Educational Need or an Education, Health and Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining Statements by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Children with a Statement of Special Education Need or an Education, Health and Care Plan that names St Angela's must be admitted.

Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

## TIMETABLES

To apply for St Angela's Ursuline School in the normal admission round you **must** complete a **Common Application Form** available for the local authority in which you live. You must also complete the **Supplementary Information Form** if you wish to apply under oversubscription criteria.

***Parents will be advised of the outcome of their application on 1<sup>st</sup> March 2021, National Offer Day, or the next working day by the local authority on our behalf.***

### **Late Applications**

Late applications after the closing date will be considered but not to prejudice the allocation of places already made in criteria order. Late applications will be placed into category 9 'any other applicants', in sibling and distance order, **after** all on time category 9 applicants. You are encouraged to ensure that your application is received on time.

## ACCURACY

All offers are made on condition that the information received by the Governing Body is entirely accurate. The governing body reserve the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

## APPEALS PROCEDURE

Parent(s)/Carer(s) should complete the Local Authority Appeal Form on their website  
Parent(s)/Carer(s) may appeal to Chair of Governors in writing, within 14 days of receiving a letter letting them know they are unsuccessful in their application, stating their grounds for the appeal.

Parent(s)/Carer(s) must also complete the Local Authority Appeal form

The appeal will be heard by an independent appeal panel, which will be made up of three people, none of whom have any connection with the school and one of whom will be a lay person. The lay person is someone who is aware of educational issues but is not directly involved with education.

The Appeals Panel will accept representation from any interested parties in writing or in person at the appeal hearing.

## WAITING LISTS

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the over-subscription criteria set out above and **not** in the order in which applications are received or added to the list.

All waiting lists will be maintained only for the academic year 2021 - 2022. If parents wish the application to join or to remain on the waiting list for the following year after that date, they need to contact the school in writing to request this after the start of the next school year in early September 2022.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

## APPLICATIONS – What you need to do

### Supplementary Information Forms (SIF)

1. SIF forms obtained from St Angela's school website, should be returned **only** to the school. **A copy of your child's Baptism Certificate must be attached to this application form. The closing date for the forms is Friday 30th October 2020 at 5pm.**
2. **Certificate of Catholic Practice** - obtainable ONLY from the Parish church/ Parish Priest. Catholic applicants will be required to support their application with a Certificate of Catholic Practice, which will confirm practice. Non Catholic applicants must also arrange for their minister/faith leader to send a letter confirming that they are practising at least **MONTHLY**.
3. The Governors require parents to submit **TWO** proofs of residence, one from section 1 **AND** one from section 2.

### Section 1

- Council Tax bill for this financial year
- Current housing benefit entitlement letter
- tenancy agreement for your council housing or housing association property
- tenancy agreement for your housing privately rented from a landlord accredited by LBN (for tenancies which started before 1 January 2013) or
- tenancy agreement from a landlord licensed by LBN (for tenancies which started from 1 January 2013)
- letter from the National Asylum Support Service (NASS) telling you of your housing address
- letter from Adult or Children's Services Asylum Team, telling you of your housing address.

### Section 2: dated within the last three months

- gas bill, payment schedule or reminder
- electricity bill, payment schedule or reminder
- water bill, payment schedule or reminder
- Mobile phone or telephone bill or reminder

### **Common Application Forms (CAF)**

**Newham Residents:** CAF provided by Newham's Children and Young People's Services indicating preference of secondary school must be returned to

- online applications via [eadmissions.org.uk](http://eadmissions.org.uk) must be returned by **31st October 2020** no later than 11.59pm or
- the London Borough Newham; Pupil Services, PO Box 69972, London, E16 9DG by **5pm on 30th October 2020**

**Non Newham Residents:** Must apply through their own Local Authority completing their CAF. The CAF should be returned to their own Local Authority's Pupil Service department by **31st October 2020**.

**NO OTHER DOCUMENTS ARE ACCEPTABLE. PLEASE RETURN COPIES OF YOUR SUPPORTING EVIDENCE WITH YOUR SIF. A CONFIRMATION RECEIPT WILL BE GIVEN ON SUBMISSION OF THE SIF.**

*Applicants who do not produce a parish priest's reference or minister's or religious leaders supporting letter with their application will not qualify within their respective category and should not assume an offer of a place.*

<b>DEFINITIONS</b>
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#### **Catholic**

'Catholic' means a member of the Church in communion with the See of Rome. This includes the Eastern Catholic Churches. (See school website for complete list)

#### **Practising Catholic**

The Governors will determine practice of the Catholic Faith with reference to the following criteria:

- Evidence that the child has been baptised in accordance with the disciplines and rites of the Catholic Church.
- A certificate of reception into the catholic church, or letter from the parish priest is required for all those baptised in other faiths who are now practising Catholics
- A copy of the Child's Baptismal certificate is to be attached to the Certificate of Catholic Practice.
- The practice of the faith is confirmed by the Certificate of Catholic Practice.

**Certificate of Catholic Practice** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that

occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests (<http://www.dioceseofbrentwood.net/departments/education/school-admissions/> )

**Children of other Christian denominations** means 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 CYTÛN 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.

**Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

**Siblings** refers to sister, half-sister, adopted sister, step sister, foster sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling, currently attending the school in Year 7-10 at the time of application and who will still be attending the school in the Academic Year 2022 - 2023

A '**looked after child**' or a child who was **previously looked after** but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. 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).

*An adoption order is an order 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). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special*



*guardian (or special guardians).*

**Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

## **IN YEAR ADMISSIONS**

An application can be made for a place at any time outside the admissions round and a child will be admitted where there are available places.

The In-Year Supplementary Information Form (SIF) should be completed and returned to the school with the supporting documents as above. In addition, your Local Authority's In Year Common Application Form must be completed and returned to them to ensure a full application.

You will be advised of the outcome of your application in writing, normally within 10 school days of receiving the SIF. If there are no spaces available, the application will be added to the waiting list which is maintained in order of the over-subscription criteria and not in the order in which applications are received or added to the list.

Where a place is offered and accepted, arrangements will be made for the child to start as soon as possible.

## **FAIR ACCESS PROTOCOL**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place as set out in the School's Admissions Code 2014. Fair Access Protocols should seek to place a child in a school that is appropriate to any particular needs they may have. There is no duty for the admission authority to comply with parental preference when allocating places through the Fair Access Protocol, but parents' views should be taken into account.

Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

Where it has been agreed that a child will be considered under the Fair Access Protocol, a school place must be allocated for that child within 20 school days. Once they have been allocated a school place via the Fair Access Protocol, arrangements should be made for the child to start at the school as soon as possible.

## **SERVICE CHILDREN**

For service children and children of crown servants returning to the UK we will -

- 1) allocate a place in advance of the family arriving in the area, (subject to a place being available) provided the SIF is accompanied by an official letter that declares a relocation date.
- 2) use the address at which the child will live when applying our oversubscription criteria, as long as the parents provide some evidence of their intended address.

We will apply our oversubscription criteria as above to all applications for service children and children of crown servants.