

# ARCHBISHOP McGRATH CATHOLIC HIGH SCHOOL

Oak Tree Way  
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Bridgend  
CF31 2DN

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**APPLICATION FOR ADMISSION**  
**September 2017**

**CAIS AM FYNEDIAD**  
*'Christ at the Centre'*

## General:

Archbishop McGrath Catholic High School is an English medium, mixed, voluntary aided secondary school. It serves the parishes of Our Lady's and St Patrick's (Maesteg), St Robert's (Aberkenfig), St Mary's (Bridgend), Our Lady Star of the Sea (Porthcawl) and St Joseph of Arimathea (Pyle).

The Schools Standards and Framework Act 1998, section 86, gives parents the right to express a preference as to which school their children attend.

## Oversubscription Criteria and Order of Priority

Where the number of applicants for admission exceeds the Admission Number of **131** places available, places will be allocated to applicants in the under mentioned categories in the following order of priority:

1. Looked After, and Previously Looked After Baptised Catholic Children<sup>1</sup>
2. Baptised Catholic children.<sup>1</sup>
3. Other Looked After Children, and Previously Looked After Children
4. Siblings of Baptised Catholic Children who will be attending Archbishop McGrath Catholic High School at the time of admission.<sup>2</sup>
5. Children who are attending a Catholic primary school at the time of application and for whom the parents/guardians continue to seek a specifically Christian education.
6. Children who are attending a Church in Wales primary school at the time of application and for whom the parents/guardians continue to seek a specifically Christian education.
7. Siblings of other children who will be attending Archbishop McGrath Catholic High School at the time of admission.<sup>2</sup>
8. Other children for whom parents/guardians seek a specifically Christian education.

## Notes

1. Evidence of baptism must be submitted with the application form in all cases.
2. In this context, "siblings" would share a common mother or father, adopted mother or father, or form part of an established family unit. When allocating places if the last place is offered to a multiple birth child (e.g. a twin or triplet), the School will also admit the other sibling(s).

In circumstances where, for reasons of capacity, it is not possible to admit all the children within a particular category, preference will be given those whose homes are closest to the school as determined by the safest practicable walking route; this is determined using the current BCBC approved GPS system.

## Application

Application forms and, where appropriate, supporting documentation, must be returned to the School no later than **26<sup>th</sup> November 2016**. For children attending one of the above Catholic primary schools, the form can be handed into the school. For other applications, the form should be sent directly to the Admissions Panel at Archbishop McGrath Catholic High School.

Applications received by this date will be considered together and places allocated. Letters confirming the outcome of your application will be sent on **1<sup>st</sup> March 2017**.

PLEASE ENSURE YOU HAVE READ THIS DOCUMENT IN ITS ENTIRETY **BEFORE** COMPLETING THIS FORM, AND THAT BOTH SECTIONS ARE COMPLETED.

**SECTION 1 – Family Details**

**Child's Full Name:** \_\_\_\_\_ **Male / Female**  
(Block Capitals)

Please indicate to whom correspondence should be addressed:

**Mr&Mrs/Mr/Mrs/Miss/Ms** (Delete as applicable)

(A) Parents'/Guardians' Name & Address:

(B) Father/Mother's Name & Address:  
(If different from A)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel. (Day): \_\_\_\_\_

Tel. (Day): \_\_\_\_\_

Tel. (Eve): \_\_\_\_\_

Tel. (Eve): \_\_\_\_\_

email: \_\_\_\_\_

email: \_\_\_\_\_

Please indicate child's address (A or B):  If child resides at both addresses, please indicate how much time at each address.

**Name of preferred school in order of preference (for September 2017):**

1) \_\_\_\_\_ 2) \_\_\_\_\_

**I wish to apply for my son/daughter to be admitted to Archbishop McGrath Catholic High School, commencing in September 2017.**

**I wish to apply under criterion number**  Please see Oversubscription criteria

**SECTION 2 - Information relating to the child**

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**If Catholic**, the date & place of Baptism: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_ and enclose evidence of baptism.

Is the child in the care of the Local Authority? **YES / NO**

Does the child have a statement of special educational needs? **YES / NO**

Current school / school last attended: \_\_\_\_\_

If the child has a sibling at the School, please give the name of the sibling: \_\_\_\_\_

Signature of Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please print name (in capitals): \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE GOVERNING BODY**

Student to be accepted: Yes  No  (please tick) Date application received: \_\_\_\_/\_\_\_\_/\_\_\_\_

If 'no', reasons why: \_\_\_\_\_  
\_\_\_\_\_

Signature of Governing Body Representative: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**This form must be received by the School before 26<sup>th</sup> November 2016.** If you need help to complete it, please contact the School.

# Admissions Policy

The Governing Body of the School is responsible for determining and administering the Policy relating to the admission of pupils to the School. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan trustees and its duty to the School and the Catholic community.

In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the Governing Body has delegated responsibility for determining admissions to its 'Admissions Panel', a sub-committee of the Board of Governors. The Admissions Panel will consider all applications made in accord with the criteria set out on page 2 of this document, without reference to the race, gender, ability, disability, social background or aptitude of the child.

Having consulted with the LEA and others in accordance with the requirements of the law, the Governing Body has set its planned admission number at **131** pupils for the school year commencing September 2017. Places in other year groups are also limited to **131**.

Parents/guardians wishing to apply for a place for their child for the **start of the academic year 2017-18** must complete the attached application form in full, and return it to the school no later than the published Closing Date for applications. Please note that ALL applications **must** be submitted on this form and all applications will be considered at the same time

Letters will be dispatched on the published Common Offer Date, informing you of the decision of the Admissions Panel in respect of your application. Where the application is unsuccessful, the reason(s) will be stated clearly in the letter, and you will be provided with information as to how to appeal the decision. Applicants who are not accepted will be placed on the school's Waiting List. Applicants will remain on the Waiting List until the end of the academic year. In the event that places become available, the applicants on the Waiting List will be reviewed against the Oversubscription Criteria and offers made to fill available places.

Applications for **transfer to the school from another secondary school** during the academic year should be made using the specific Schools Transfer Application Form. The Governing Body Admissions Panel will consider each application. If the number requesting transfer exceeds available places, the Oversubscription Criteria will be used to determine successful applicants. Where the particular year group is full, applicants will be placed on the school's Waiting List. Applicants will remain on the Waiting List until the end of the academic year. In the event that places become available, the applications on the Waiting List will be reviewed against the Oversubscription Criteria and offers made to fill the available places.

Parents have a **right of appeal** against a refusal by the Governing Body to admit their child. If they wish to do so, they should put their appeal in writing to the Clerk to the Governors at the School within 14 days (10 working days) from the notification date. Appeals will be arranged, with an independent panel and conducted in accordance with the School Admission Appeals Code.

For all successful applications, the data contained in the application form will be stored on the school management information system and used for purposes outlined in the 'fair processes order'. Every effort is made to secure the accuracy and security of personal data held by the School. Under the Data Protection Act, individuals have the **right of access to personal information** held about them, and also the right for any errors to be corrected.

**Please send application form (and supporting documentation) to:**

The Governors' Admissions Panel  
Archbishop McGrath Catholic High School  
Oak Tree Way  
Brackla  
Bridgend  
CF31 2DN

Relevant dates referred to in the foregoing can be found via the School's website or from the local authority website.

School's website: <http://moodle.bridgend.gov.uk/archbishopmcgrath>

Local Authority website: <http://www.bridgend.gov.uk/web/groups/public/documents/services/004296.hcsp>