

Admissions Policy for entry from September 2009

Notre Dame Catholic College Admissions Policy and Arrangements for 2009

1. Notre Dame Catholic College is a Voluntary Aided Catholic Comprehensive School for girls aged 11-19, with provision for mixed education in the Sixth Form. It is in the trusteeship of the Sisters of Notre Dame and is situated in the Archdiocese of Liverpool being maintained by the Liverpool Children's Services.
2. The Governing Body of the college is responsible for determining the policy relating to the admission of students to the college. It is guided in that policy by:
 - (a) the requirements of the law;
 - (b) the advice of the Archdiocese and Sisters of Notre Dame Trustees on the nature and purpose of its duties;
 - (c) its duty towards the college and the Catholic community it serves;
 - (d) the Catholic character of the college and its Mission Statement;
 - (e) recognition of the parish boundaries.
3. The college serves in the first instance Baptised Catholic girls who are looked after children and those living in the Parishes of Holy Cross, Our Lady Immaculate, Our Lady of Reconciliation, St Alphonsus, St Francis Xavier, St John, St Mary Highfield Street, St Mary of Angels(The Friary) and St Sylvester's.
4. Having consulted with Liverpool Children's Services and others and in accordance with the requirements of the law, the Governing Body has published its admissions limit at 185 students for the college year commencing September 2009.
5. Applications to Notre Dame Catholic College are part of the co-ordinated admission arrangements operated by Liverpool Children's Services. Parents seeking a place at the College must complete both Liverpool Children's Services preference form and the Notre Dame Catholic College application form. Notre Dame Catholic College must be one of the three named schools on Liverpool Children's Services preference form. The closing date for applications will be the same as the closing date for the common application form in the co-ordinated admission arrangements for September 2009.
6. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee which will consider all applications made in accordance with the criteria set out over the page, without reference to the ability or aptitude of the child.

Admissions Criteria

Each year it is intended to admit 185 girls at the age of 11. It is the Governors' policy to award places in two main categories.

Category A

In the first instance, 167 places will be awarded using the following over-subscription criteria in the event of the number of applications exceeding the number of places available.

To be replaced by:-

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria.

1. Baptised Catholic girls who are in the care of Children's Services ('Looked After Children')
2. Baptised Catholic girls living in the designated Parishes named in paragraph 3 above.
3. Baptised Catholic girls who have a sister or brother at the college at the likely time of admission. This includes full, half or step sisters or brothers, adopted and foster sisters or brothers who are living at the same address and as part of the family unit.
4. Baptised Catholic girls living in other Catholic parishes.
5. Girls who are in the care of Children's Services ('Looked After Children') other than Catholic.
6. Girls who are other than Catholic who have a sister or brother at the college at the likely time of admission. This includes full, half or step sisters or brothers, adopted and foster sisters or brothers who are living at the same address and as part of the family unit.
7. Children who are members of other Christian denominations.
8. Children who are members of other faiths.
9. Girls whose parents express a preference for a place at the college.

In the event of any over-subscription in the number of applications made under any of the categories above then the Admissions' Committee will offer places first to girls living nearest to the college measured in a straight line distance by the shortest walking distance from the front door of the house/flat to the front door of the college as measured by Liverpool Children's Services using public highways.

NOTE

The Governing Body reserve the right to admit girls with proven and exceptional medical and social needs where admission to the college might best help to satisfy those exceptional needs, providing that such application is submitted with appropriate evidence or reports from a doctor or social worker. This is no longer on the recommended form.

Category B

As a Specialist School for the Arts with Performing Arts status the Governing Body chooses to exercise its right to admit up to 18 places (10% of the total) of the students by aptitude in the college's specialisms (Dance, Drama and Music).

If the number of applicants exceeds the number of places available in Category B then an audition may be used to determine whether or not aptitude has been demonstrated.

Students will be informed if they have been unsuccessful in the audition by 1st January

2009. If more girls demonstrate aptitude than there are places, the scores in the audition

will be used to determine who is admitted. In the event of identical scores the students will

be ranked against the criteria in Category A with priority given to the student meeting the

highest criteria including when necessary the girl who lives the shortest walking distance

by public highways to the college.

If fewer than 18 places are awarded in Category B, the unfilled places will revert to Category A, where they will be allocated via the usual criteria for Category A.

Applicants may apply to both categories. Dual applications will first be considered as Category A and then as Category B.

Notre Dame Catholic College

Admission Arrangements

1. All applications will be considered at the same time and after the closing date (detailed on the preceding page) agreed by the Admissions Committee.
2. Parents will be informed, by letter, of the decision of the Admissions Committee by Children's Services. If their application has been successful they are required to confirm acceptance of the offer of a place within the timeframe specified by Children's Services.
3. If application has not been successful the letter will give reasons for the decision, will inform parents of their right of appeal and give guidance on how that appeal should be made.
4. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria; parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the first term of Year 7.

Notes

1. For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Church will be required.

A Baptised Catholic is one who has been baptised into full communion with the Catholic Church by the Rites of baptism of one of the various ritual Churches in communion with the See of Rome (CF. Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal registers of the church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or reception is to include: full name, date of birth, date of baptism or reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest, who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not).

2. The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with the appropriate evidence or reports from a doctor or social worker.
3. The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required – eg. child benefit payment address.
4. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.
5. Late applications (those received after the closing date) will only be considered alongside those received by the closing date under the following circumstances:
 - the family were unable to complete an application form before the closing date because they moved into the school's parish area after the issue of application forms OR
 - the family were unable to conform with admissions timetable because of exceptional circumstances which prevented the applications arriving on time – the circumstances must be given in writing and attached to the application form.

Applications received after the notification date (after places are offered) will be added to the school's waiting list in admission criteria order.

PARENTS MUST COMPLETE THE LOCAL AUTHORITY COMMON APPLICATION FORM AND WHERE APPLICABLE THE SCHOOL SUPPLEMENTARY FORM.