



**The John Fisher School**  
**Admissions Policy**  
**For Admissions to Year 7 and the Sixth Form**  
**in September 2022**

**Responsible:** Governors' Admissions Committee

**Next Review Date:** October 2021

Nurturing young Catholic gentlemen  
Aspiring for Academic, Cultural & Sporting Excellence

## Admissions to Year 7 in September 2022

The John Fisher School is a voluntary aided, all-ability, Catholic school for boys. The school is conducted as a Catholic school in accordance with the Code of Canon Law promulgated by the Apostolic See and teachings of the Catholic Church. The Governing Body, acting through its Admissions Committee, will admit 180 boys each year at age 11 without regard to aptitude or ability. The Governors, in applying this Admissions Policy, will ensure that it conforms to the requirements of the Equality Act 2010, the SEND Code of Practice 2015 and the Children and Families Act 2014.

In this policy '**Candidate**' means the boy for whom a place at The John Fisher School is being sought; '**Applicant**' means a parent/carer of the Candidate; '**Baptised**' means baptised in accordance with the rite of the Roman Catholic Church or in accordance with the rite of another Church that is in full communion with the See of Rome (see Appendix I). 'Catholic' means the Roman Catholic Church or another Church that is in full Communion with the See of Rome (see Appendix I).

The John Fisher School is part of the Pan London Coordinated Admissions Scheme for secondary admissions. Applicants must complete their Home Local Authority Common Application Form (CAF) and return it to their Home Local Authority by the closing date. Sutton's CAF is available in Sutton's Transfer from Primary to Secondary School booklet or online at <https://www.sutton.gov.uk> . If an applicant wishes to apply for a place, The John Fisher School must be named as one of the preferences on the CAF. **Applicants should also complete The John Fisher School Supplementary Information Form (to enable the Governors to apply their admission criteria)**, which is available from the school, [the school's website](#) and from the London Borough of Sutton on their website. The Supplementary Form must be returned to the school by **31 October 2021**. If an applicant completes the Supplementary Information Form but does not name the school on the CAF it will not be treated as a valid application. Without the Supplementary Information Form, the Governors can only consider the application after all those with Supplementary Information Forms have been considered.

## Over-subscription Criteria

Where applications exceed the number of places available, after allowing for places allocated to candidates with an Education, Health and Care Plan (EHCP) naming the School, or who the Admissions Committee reasonably believes will receive such an EHCP before 1 September in the year of intended admission, priority will be given as follows:

The Governors, as part of the Pan London Co-ordinated Admissions Scheme, are required to place into rank order all candidates and submit the ranked list to Sutton Local Authority. The Governors will rank candidates in category A before candidates in category B.

Within **category A** the Governors will rank candidates in order, i.e.: Sub-section 1 (Looked After Boys), followed by Sub-section 2 (Siblings), followed by sub-sections 3 and 4. In sub sections 3 and 4 the Governors will rank Candidates in the following sub-category order **a, b, c, d, e**, (see Table 1 below).

Within **category B** the Governors will rank candidates in order, i.e.: Sub-section 1 (Looked After Boys), followed by Sub-section 2 (Siblings), followed by Sub-sections 3 and 4.

## Category A Candidates (Baptised Roman Catholic Boys)

150 places will be awarded under categories 1-3 and an additional 30 places within category 4 as follows:

- 1 Looked After Boys (See Appendix V)
- 2 Candidates with an older sibling at the school in September 2022.
- 3 Candidates who do not have an older sibling at the school in September 2022.

**Applications in this category will be placed within one of the following sub-categories as shown in Table 1 by reference to the Supplementary Information Form and Priest's Reference form, attached to this policy document.**

**Table 1**

	<b>Baptism</b>	<b>Mass Attendance</b>
<b>a</b>	<b>Baptised Catholic</b>	<b>Weekly for at least three years</b>
<b>b</b>	<b>Baptised Catholic</b>	<b>Weekly for at least one year</b>
<b>c</b>	<b>Baptised Catholic</b>	<b>Fortnightly for at least three years</b>
<b>d</b>	<b>Baptised Catholic</b>	<b>Fortnightly for at least one year</b>
<b>e</b>	<b>All other Baptised Roman Catholic candidates</b>	

- 4 Thirty additional places will be awarded to candidates in sub-category 3 who are living in the Roman Catholic Sutton Deanery, who meet the criteria in Table 1, and who have not ranked in the first 150 places under sub-categories 1-3 above. Candidates will be ranked according to Table 1 and the subsequent notes. Should there be insufficient remaining candidates from Roman Catholic Sutton Deanery to fill these 30 places, remaining places will be offered to candidates in sub-category 3 followed by category B.

Within each category and sub-category where there are medical or other special reasons why a candidate should be admitted to the school and not to any other school for which the Candidate may be eligible, the Governors will give priority to the Candidate above others in that category or sub-category. Supporting evidence from a doctor, social worker or educational welfare officer must be supplied at the time of application or subsequently, but before the closing date for applications. Although the Admissions Committee may, at its discretion, make enquiries to satisfy itself as to the matters referred to in the material supplied, it will not be required to make any independent investigation and it will be entitled to rely entirely on the material supplied by the Applicant.

Within each category and sub-category candidates will be ranked according to proximity to the school from the Candidate's home address. The point within the school to be used in any distance calculation will be the main entrance to the school building. Distances will be measured in a straight line from the candidate's home address using the GIS system maintained by Sutton's School Admissions team, with those living closer to the school receiving the higher priority.

Where two or more candidates share priority for a place, e.g., where two or more candidates live equidistant from the School, and where there is only one place remaining, the candidate to be allocated will be selected by the drawing of lots.

Where a parent/carer applies for entry into the same year group for more than one candidate and it is not possible to offer a place to all of them, the names of the candidates who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other candidates.

**Note: The School is normally over-subscribed by Category A Candidates.**

## Category B Candidates (Other Boys)

- 1 Looked After Boys in the care of families or, previously Looked After Boys who have been adopted or who have become the subject of a residence or guardianship order.
- 2 Candidates with an older sibling at the school in September 2022.
- 3 Candidates from other Christian denominations, including Eastern Orthodox.
- 4 All other candidates.

Within each category, applications will be ranked according to proximity to the school from the Candidate's home address. The point within the school to be used in any distance calculation will be the main entrance to the school building. Distances will be measured in a straight line from the candidate's home address using the GIS system maintained by Sutton's School Admissions team, with those living closer to the school receiving the higher priority.

### Withdrawal of Offer

The Admissions Committee reserves the right to verify any information supplied and to require further evidence including evidence that the address given is the normal weekday address of the Candidate. Where fraudulent or deliberately misleading or incorrect information has been supplied and that information has led to a place being offered which would not otherwise have been offered, the Admissions Committee reserves the right to withdraw the offer.

### Right of Appeal

Where a candidate's application for a place has been unsuccessful, the applicant(s) will be notified of the decision which will include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal.

### Waiting List

Where there are more candidates than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a candidate's name was added to the waiting list. Waiting lists for Year 7 admission will be kept open until the end of the Autumn term 2022. Any parents/carers who want their child to remain on the list after this date must write to Sutton Local Authority by 31 December 2022 stating their wish and providing the child's name, date of birth and the name of their current school. After 31 December 2022, parents/carers whose children are not already on the waiting list but who wish them to be so, must apply for mid-term admission through their Home Local Authority. Waiting lists for other year groups will be reviewed at least twice a year.

### Please note:

Applications received after the closing date will be dealt with in accordance with the above over-subscription criteria and with the London Borough of Sutton Co-ordinated Scheme Policy on late applications.

Those applying for admission outside the normal admissions cycle, for example those moving into the area during the course of the year, will be considered under the same criteria as those applying for entry at the usual time.

After the start of the academic year, applications for mid-term admissions and waiting lists will be managed in accordance with the London Borough of Sutton's co-ordinated scheme for mid-term admissions. Applications for admission to Year 7 after 1 September 2022 and for admission into Years 8 to 11 in 2022/23 must be made to your Home Local Authority on their mid-term or in-year application form. If you wish to apply for a place at this school, you must name the school as one of your preferences on the application form.

Managed moves are treated on a case by case basis.

## **Admissions to the Sixth Form (Year 12) in September 2022**

Candidates for the Sixth Form may be in Year 11 at The John Fisher School or following courses at other schools. All candidates, both internal and external, will be invited to discuss course options in the Sixth Form. For acceptance on a particular course candidates would be expected to meet the minimum requirements for the course (see separate sixth form prospectus). For some courses there is a limit on the number of students that can be accepted on them. **The school reserves the right to not run a particular course should insufficient students apply for places on it.**

The total number of places made available each year will normally be 150. A minimum of five places are available for external candidates: more places may be available depending on the uptake of places by internal candidates. External candidates who meet the course requirements are usually admitted without having to apply oversubscription criteria. However, this can only be a guideline and will depend on the number of applications. In the event of oversubscription, the same criteria will be applied as for entry to Year 7. A student of Sixth Form age may make their own application without the consent of his parents/carers. Applicants have a statutory right of appeal if a place is not offered.

### **Students already attending The John Fisher School**

A student who attends The John Fisher School in Year 11 is guaranteed a place, subject only to:

1. The achievement of the academic requirements for the courses contained in the Sixth Form prospectus; and,
2. Consultation to ascertain the suitability of the Level 3 course to the needs of the Student.

### **Students applying from schools other than The John Fisher School**

The Governors warmly welcome applications for sixth form entry from students from other schools. Places will be allocated to those candidates who meet the criteria set out below:

1. The achievement of the academic requirements for courses contained in the Sixth Form prospectus, (available from the School); and,
2. Consultation to ascertain the suitability of the Level 3 course to the needs of the student.

### **Oversubscription**

In the event that more candidates meet the required criteria than the total course or subject places available, the Governors will, in each case, apply priority as follows:

1. The criteria for entry to Year 7.
2. Proximity to the school from the Candidate's home address. The point within the school to be used in any distance calculation will be the main entrance to the school building. Distances will be measured in a straight line from the candidates' home address using the GIS system maintained by Sutton's School Admissions team.

# Appendices and Explanatory Notes

## APPENDIX I

**Churches in communion with the See of Rome.** In the context of school admissions, Catholic Children are defined as Children who are baptised or received into the Catholic Church, Children baptised or received into the Eastern Churches in union with Rome and Children of members of the Ordinariate.

## APPENDIX II

### Notes on Catholic Practice

Extracts from the current Code of Canon Law:

#### Baptism

Canon 867: Parents/carers are obliged to see that their infants are baptised within the first few weeks.

As soon as possible after the birth, indeed even before it, they are to approach the parish priest to ask for the sacrament for their child, and to be themselves duly prepared for it.

#### *Explanatory notes:*

Catholic practice, as outlined in Canon Law, obliges parents/carers to see that their child is baptised as soon after birth as possible. The applicant should complete Section B on the Supplementary Information form. Documentary evidence from a Catholic priest should be provided. Priority will be given in the order given in Table 1 of this policy.

**Please Note:** Any Certificate of Baptism, that does not include written English, should be provided with a translation.

#### Mass Attendance

Canon 1247: On Sundays and other holy days of obligation, the faithful are obliged to participate in the Mass.

#### *Explanatory notes:*

Catholic practice refers to the Candidate's attendance at Mass on either Saturday evening or on Sunday.

The Governors will seek confirmation from both the Supplementary Information Form (section C) and Parish Priest's Reference that Mass attendance has been sustained over a period of time. The Governors consider that Mass attendance should be for a minimum of three years unless parents/carers can provide reasons why this may not have been possible. Applicants who cannot provide evidence of three years' Mass attendance by the candidate will be placed in the lower category of Mass attendance – one year. Applicants who cannot provide evidence of any Mass attendance by the Candidate will be placed in the lowest category available. **It is the responsibility of applicants to provide evidence of duration of Mass attendance by the Candidate.**

Where a candidate regularly attends Mass at more than one parish, or has done so during the past three years, it is important that this is confirmed by the Priests at each parish in order that he can be placed in the correct category or sub-category. Priority will be given in the order given in Table 1.

#### **Note due to COVID-19**

The suspension of the obligation to attend Sunday Mass was announced on 18th March 2020 by the Bishops Conference of England and Wales.

If a candidate attended Mass at a certain frequency, at a parish (or parishes) prior to 18th March 2020 then they will be considered to have attended Mass in that parish (or parishes) with the same frequency since that time.

This will remain the case until the Sunday obligation is reintroduced by the Bishops.

## APPENDIX III

The Candidate's home address excludes any business, relative's or childminder's address and must be the candidate's normal place of residence. Where a candidate lives with parents with shared parental responsibility, each for part of a week, the address where the candidate lives is determined using a joint declaration from the parents stating the pattern of residence. If a candidate's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to the school. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address where the Candidate is registered with the doctor, however, all evidence will be taken into account. If the residence is not split equally between both parents, then the address used will be the address where the Candidate spends the majority of the school week. In some cases, where distance is a relevant factor in admissions decisions, a different address may be used if a family unit owns or has access to another property.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks will be conducted by the home Local Authority; where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

All distances will be measured in a straight line from the Candidate's home address using the GIS system maintained by Sutton's School Admissions team. Any offer of a place under this criterion is conditional on the Candidate being resident at the address provided.

The address to be used for the initial allocation of places to Year 7 will be the Candidate's address at the closing date for applications. Changes of address up to 10 December 2021 may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area or has returned from abroad. The address to be used for waiting lists, after the initial allocation, will be the Candidate's current address. Any offer is conditional upon the Candidate living at the appropriate address on the relevant date. Parents/carers have a responsibility to notify the Local Authority of any change of address.

## APPENDIX IV

Sibling refers to brother, half-brother, adopted brother, stepbrother, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. Where a sibling is in Years 11 or 12 at the time of application to start Year 7 in September 2022, they will be deemed as being in the school at the time of admission, unless the parent/carer has specifically expressed that they will not be continuing into the following academic year. If the Candidate will have a sibling at the school in September 2022 it is important that you include the sibling's details in Section A: 4 of the Supplementary Information Form to ensure that, if applicable, sibling priority is given. **NB: You should not name any child who is not a sibling.**

## APPENDIX V

### Looked After Children in Category A – 1

By law, children who are Looked After by a Local Authority receive top priority for a school place. As a Faith School the Governors give priority to Looked After Catholic boys or Looked after boys in the care of Catholic families and previously Looked After Catholic boys who have been adopted or who have become the subject of a residence or guardianship order. Within Category B, Looked After Children are given the highest priority. The Governors may consider non-Catholic Looked After Children in the care of Catholic families within Category A. The Governors will consider the individual circumstances and will seek advice from other agencies where necessary.

*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<sup>91</sup> 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).*

## **APPENDIX VI**

### **Applications for Candidates with an Education, Health and Care Plan (EHCP)**

The admission of students with an Education, Health and Care Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHCPs by the student's home local authority. Details of this separate procedure are set out in the Special Educational Needs and Disability ("SEND") Code of Practice 2015 issued by the Department for Education. Students with an EHCP naming the school will be admitted without reference to the above criteria.

The school welcomes students of all aptitudes and abilities and will work with the Local Authority to ensure that proper provision is made for any student admitted with an EHCP. The Governors and the school will follow the guidance given in the SEND Code of Practice 2015.

Children with an EHCP that name the school will be allocated a place before other applicants are considered. In this way, the number of places to be offered, as set out in first section of this policy, will be reduced by the number of children with an EHCP that have named the school.

## **APPENDIX VII**

### **Applications for Candidates with Disabilities**

The Governors, in applying this Admissions Policy, will ensure that it conforms to the requirements of the Equality Act 2010, the SEND Code of Practice 2015 and the Children and Families Act 2014.

For all students, regardless of disability, the Governors are committed to ensuring full access to the curriculum, the physical environment and information. The school welcomes and makes every effort to accommodate all students as an inclusive school and works closely with parents/carers and students to achieve this. Parents and carers applying for students with any disability are invited to contact the school to discuss further.

Further information can be found in our SEND information report and Disability equality policy on the school website.

## **APPENDIX VIII**

### **Applications for Candidates Outside the Chronological Age Group**

It is the expectation of Sutton Local Authority that a child is educated alongside their age equivalent peers, in almost all cases. It is strongly advised that all candidates enter into their normal Year Group. The responsibility for addressing individual educational needs lies with the School through an appropriately differentiated and enriched curriculum.

Parents/carers may request that the candidate is exceptionally admitted outside their normal age range. The Admissions Committee will consider any extenuating circumstances, but entry will be at the discretion of the school.

## **APPENDIX IX**

### **Fair Access Protocol**

The school participates in the Fair Access Protocols of Sutton and Croydon Local Authorities to allocate places to vulnerable and other children.