

## ADMISSIONS CRITERIA for SEPTEMBER 2019

At any time where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. Looked after Catholic children and previously looked after Catholic children <sup>1</sup>
2. Catholic children  
*Catholic denotes a member of any Catholic Church that is in full communion with the See of Rome. A supplementary information form must be completed by the parent/carer and sent to the College with a copy of the baptismal certificate or equivalent proof of Catholicity <sup>2</sup>*
3. Looked after children and previously looked after children <sup>1</sup>
4. Children who are stated by their Parish Priest to be catechumens.  
*A supplementary information form must be completed by the parent/carer and sent to the college with a statement from the relevant Parish Priest to confirm that the child is a catechumen <sup>2</sup>*
5. Children who are members of Eastern Christian Churches  
*A supplementary information form must be completed by the parent/carer and sent to the college with a baptismal certificate or equivalent proof of Christianity <sup>2</sup>*
6. Christian children  
*A supplementary information form must be completed by the parent/carer and sent to the College with a copy of the baptismal certificate or equivalent proof of Christianity <sup>2</sup>*
7. Any other applicants.

Children with an Education Health Care Plan that names St Benedict's are required to be admitted.

<sup>1</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. Previously looked after children are children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

<sup>2</sup> Supplementary Information Forms must be returned to the college by the closing date for applications, to be considered in applying the admission criteria. **The closing date for applications is that published by Essex LA for their coordinated admissions.** Examples of 'equivalent proof' include a letter signed by the relevant Parish Priest / Minister of Religion – further information can be obtained by contacting the College's Admissions Officer [admissions@stbenedicts.essex.sch.uk](mailto:admissions@stbenedicts.essex.sch.uk)

In each of the above categories a prior preference will be given to those children who, at the time of application, have an older sibling attending the College in years 7 to 10. Sibling is defined as children who live as brother or sister, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters irrespective of place of residence.

Shortest straight-line distance from the College to the home address (measured using the Local Authority's Geographical Information System) will be used as a tiebreak when determining priority within any single category.

Where applications are for September admission to Year 7, **180** candidates will be offered places and a waiting list will be operated in strict accordance with the admissions criteria. Any applications received after the closing date will be added to the waiting list at the appropriate place in accordance with the admissions criteria, if the LA determine that they could not reasonably have applied by the closing date. The waiting list will be held until the end of the Summer Term

For mid-year applications to year 11 a supplementary information form must be completed and candidates will be considered in accordance with the admissions criteria up to a maximum of 168 in any year group. For mid-year applications for years 7-10 a supplementary information form must be completed and candidates will be considered in accordance with the admissions criteria up to a maximum of 180. A waiting list may be held and applicants will be added at the appropriate place in accordance with the admissions criteria. Names are normally removed from the list after 3 months and a new application must be made if the place is still wanted. Applications should be sent directly to St Benedict's College using the mid-year application form which can be obtained from Essex admissions website ([www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)) or by emailing [admissions@stbenedicts.essex.sch.uk](mailto:admissions@stbenedicts.essex.sch.uk)

Statutory right of appeal: Where applicants are refused a place at the college, the letter of refusal will detail their right to appeal to an independent panel.

# St Benedict's Catholic College



## SUPPLEMENTARY INFORMATION FORM 2019 - 2020 FOR CATHOLICS AND CATECHUMENS

Please return this form with a copy of the baptismal certificate (or equivalent proof of Catholicity) to the college marked for the attention of the admissions officer

### SECTION 1

**To be completed by the parent/carer**

Name of child \_\_\_\_\_

Date of birth \_\_\_\_\_

Name of parent/carer \_\_\_\_\_

Home address [including postcode] \_\_\_\_\_  
\_\_\_\_\_

Contact telephone No. \_\_\_\_\_

Primary school \_\_\_\_\_

Copy of baptismal certificate enclosed Yes/No [please delete as appropriate]

Other evidence of Catholicity enclosed Yes/No [please delete as appropriate]

*If documentation other than a baptismal certificate has been provided as evidence of Catholicity please provide a brief description below<sup>1</sup>*

\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> Examples of 'other documentation' include a letter signed by the relevant Parish Priest. Further information can be obtained by contacting the College's Admissions Officer.

# St Benedict's Catholic College



## SUPPLEMENTARY INFORMATION FORM 2019 - 2020 FOR CHRISTIANS OTHER THAN CATHOLICS

Please return this form with a copy of the baptismal certificate (or equivalent proof of Christianity) to the college marked for the attention of the admissions officer

**To be completed by the parent/carer**

Name of child \_\_\_\_\_

Date of birth \_\_\_\_\_

Name of parent/carer \_\_\_\_\_

Home address [including postcode] \_\_\_\_\_  
\_\_\_\_\_

Contact telephone No. \_\_\_\_\_

Primary school \_\_\_\_\_

Copy of baptismal certificate enclosed Yes/No [please delete as appropriate]

Other evidence of Christianity enclosed Yes/No [please delete as appropriate]

*If documentation other than a baptismal certificate has been provided as evidence of Christianity please provide a brief description below<sup>2</sup>*

\_\_\_\_\_

<sup>2 2</sup> Examples of 'other documentation' include a letter signed by the relevant Minister of Religion. Further information can be obtained by contacting the College's Admissions Officer