



**ST HILDA'S**  
CE HIGH SCHOOL

## 2024 Admissions Policy for entry in September 2024

Governor Committee: 24<sup>th</sup> November 2022

Date agreed and determined by governing body: 24th November 2022

Date for next review (annual/2 yearly): September 2024



# ST HILDA'S

## CE HIGH SCHOOL

VALUE		THE POLICY		
Wisdom	Hope	Community	Dignity	Equality
<p>We aim to develop excellent standards of performance and conduct to deliver excellence in all that we do.</p> <p>The policy is designed to identify the procedure for applying for a place for your child at St Hilda's CE High School.</p> <p>The guiding principal of the policy is to treat each other fairly and reasonably, with respect and courtesy at all times, no matter what the circumstances, consistent with our values.</p>				

St Hilda's is a Christian school founded within the Church of England and admits pupils on this basis. Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership at parish and diocesan level.

The admission number of pupils to be admitted into Year 7 to the school in **September 2024 is 170.**

The admission number of external pupils to be admitted into Year 12 to the school in **September 2024 is up to 50.** If spaces remain on appropriate courses for other external students this number may be exceeded.

## **FOR ADMISSION INTO YEAR 7**

### **How do I apply for a place for my child at St Hilda's?**

St Hilda's online supplementary information form may be accessed on the school website. The forms should be submitted online on the school website by the closing date of 31st October 2023. When completing the supplementary information form parents/carers should ensure they give full and accurate answers.

### **A carer is defined as someone who has parental responsibility for the child.**

Under the system of co-ordinated admissions arrangements, parents/carers must complete and submit a local authority common application form to their home local authority. St Hilda's must be entered as a preference on this local authority form.

**Parents/carers applying to St Hilda's should complete both the local authority common application form and the school's supplementary information form.**

The School Admissions Code allows schools to withdraw the offer of a school place if parents give fraudulent or intentionally misleading information and the Governors reserve the right to verify information given to them by applicants.

Each pupil is considered as an individual. There are several admission criteria into Year 7. A parent/carers may apply under more than one criterion.

Applications for children outside the normal age group are considered in accordance with the School Admissions Code; please contact the Headteacher in writing.

## **CRITERIA A: EDUCATION, HEALTH & CARE PLAN**

A place will be offered to any pupil who is in possession of an education, health & care plan which names St Hilda's following consultation with the Local Authority.

## **OVERSUBSCRIPTION CRITERIA**

### **CRITERIA B: CHILDREN IN CARE AND PREVIOUSLY LOOKED AFTER CHILDREN**

Looked after children<sup>1</sup> and all previously looked after children, including those children 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<sup>2</sup>. Previously looked after children are children who were looked after but ceased to be so because they were adopted<sup>3</sup> (or became subject to a child arrangements order<sup>4</sup> or special guardianship order<sup>5</sup>).

<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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

<sup>2</sup> A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

<sup>3</sup> This includes children who were adopted 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).

<sup>4</sup> Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>5</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **CRITERIA C: CHILDREN OF STAFF AT THE SCHOOL**

A place will be offered to any child of staff employed at the school for 2 reasons:

- a) Where the member of staff has been directly employed by the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage and/or there is a clear need to retain staff in that area.

## **CRITERIA D1: CHRISTIAN (UP TO 150 PLACES)**

Subject to the number of places allocated under criteria A, B and C, St Hilda's admits up to 150 Christian pupils. If places are offered for pupils in criteria A, B and C it will reduce the number of places available in criterion D1.

Church worship attendance will be established by information provided on the supplementary information form completed by the parent/carer.

Worship must be confirmed by their vicar/priest/minister/ lay Eucharistic minister/catechist/ deacon or church warden. Parents/carers must forward the 2024 Confirmation of Christian Worship Form, available on St Hilda's website, to their church/es for the church/es to complete and return direct to St Hilda's using the official church email address.

If there is a discrepancy between the information provided by the parent/carer on the supplementary information form and the information on the 2024 Confirmation of Christian Worship Form then we will use the information on the 2024 Confirmation of Christian Worship Form.

Where applications for admission exceed the number of places available, a points system will decide which pupils will be offered a place and will take into account variability of church attendance year on year.

The period specified for attendance at worship for 2024 admissions is 2021, 2022 and 2023.

During the period specified for attendance at worship churches have been closed or limited capacity for public worship has been in effect, so it is not possible to calculate fairly or accurately the points available for attendance at worship therefore no points are available for any applicant for 2021.

### **Allocation of points for the Criteria D1: Christian**

The scoring system below will be applied separately to the child's attendance and the parent/carer's attendance and will take into account variability of church attendance year on year.

The maximum possible score for attendance for 2024 admissions would be:

- 72 points for two years' weekly attendance at an Anglican church (the total maximum possible score for attendance would be 72 for child and 72 for parent = 144).
- 48 points for two years' weekly attendance at a Christian church which is not Anglican (the total maximum possible score for attendance would be 48 for child and 48 for parent = 96).
- The minimum score would be 0 for no attendance at any church.

Christian applicants – child/parent/carers

- a) Children/parent/carers who are worshippers in Anglican churches.
- b) Children/parent/carers who are worshippers in other Christian churches (non-Anglican).

	a) Anglican church worship	b) Other Christian church worship
<b>1 year's attendance</b>		
Weekly attendance	36	24
Attendance 3 times a month	27	18
Fortnightly	18	12
Monthly	9	6
Occasionally	2	2
Never	0	0
<b>2 years' attendance</b>		
Weekly attendance	72	48
Attendance 3 times a month	54	36
Fortnightly	36	24
Monthly	18	12
Occasionally	4	4
Never	0	0

**Worship is deemed to be attendance at public worship on Sundays or other days of the week which is open to the public and which is free to attend.**

We define a Christian church as any congregation that believes in the Trinitarian God (God the Father, God the Son and God the Holy Spirit) and that affirms the beliefs and doctrine of the Apostles' Creed.

Should a tiebreaker be needed for pupils of equal scores then the following tiebreakers will be used:

1. Applicants who, on the date of admission, will have a sibling at St Hilda's. Siblings who are former pupils of the school are excluded. Siblings are full brother or sister, half brother or sister, step brother or sister, legally adopted brother or sister, foster brother or sister who live at the same address and are part of the same family unit. Evidence of the sibling relationship or address (correspondence address for child benefit) may be requested.

Then if a further tiebreaker is needed;

2. Random allocation which is supervised by the Local Authority. A fresh round of random allocation will be used each time a child is to be offered a place from a waiting list.

Where multiple applications are received from one family e.g. twins, triplets or other multiple births (but not other siblings), for remaining places in the oversubscription criteria, the school will admit both/all the children even if it means going over the indicated admission number.

### **CRITERIA D2: OTHER WORLD FAITHS – MUSLIM (UP TO 10 PLACES)**

There are up to 10 places for Muslim children and worship must be confirmed by the faith leader; parents/carers must forward the 2024 Confirmation of Other World Faiths Worship Form, available on St Hilda's website, to their place of worship for completion/return direct to St Hilda's using the official place of worship's email address.

Where applications for admission exceed the number of places available, confirmed worship on the Confirmation of Other World Faiths Worship Form will decide which pupils will be offered a place.

Should a tiebreaker be needed for pupils of equal scores then the following tiebreakers will be used:

1. Applicants who, on the date of admission, will have a sibling at St Hilda's. Siblings who are former pupils of the school are excluded. Siblings are full brother or sister, half brother or sister, step brother or sister, legally adopted brother or sister, foster brother or sister who live at the same address and are part of the same family unit. Evidence of the sibling relationship or address (correspondence address for child benefit) may be requested.

Then if a further tiebreaker is needed;

2. Random allocation which is supervised by the local authority. A fresh round of random allocation will be used each time a child is to be offered a place from a waiting list.

Where multiple applications are received from one family e.g. twins, triplets or other multiple births (but not other siblings), for remaining places in the oversubscription criteria, the school will admit both/all the children even if it means going over the indicated admission number.

### **CRITERIA D3: OTHER WORLD FAITHS (UP TO 10 PLACES)**

There are up to 10 places for other world faiths children and worship must be confirmed by the faith leader; parents/carers must forward the 2024 Confirmation of Other World Faiths Worship Form, available on St Hilda's website, to their place of worship for completion/return direct to St Hilda's using the official place of worship's email address.

Where applications for admission exceed the number of places available, confirmed worship on the 2024 Confirmation of Other World Faiths Worship Form will decide which pupils will be offered a place.

Should a tiebreaker be needed for pupils of equal scores then the following tiebreakers will be used:

1. Applicants who, on the date of admission, will have a sibling at St Hilda's. Siblings who are former pupils of the school are excluded. Siblings are full brother or sister, half brother or sister, step brother or sister, legally adopted brother or sister, foster brother or sister who live at the same address and are part of the same family unit. Evidence of the sibling relationship or address (correspondence address for child benefit) may be requested.

Then if a further tiebreaker is needed;

2. Random allocation which is supervised by the local authority. A fresh round of random allocation will be used each time a child is to be offered a place from a waiting list.

Where multiple applications are received from one family eg twins, triplets or other multiple births (but not other siblings), for remaining places in the oversubscription criteria, the school will admit both/all the children even if it means going over the indicated admission number.

## **CRITERIA E: ALL OTHER APPLICANTS**

If there are not enough applications for criteria A to D, places will be allocated to all other applicants whose parents express a preference for the school. Should a tiebreaker be needed for pupils of equal scores then the following tiebreakers will be used:

1. Applicants who, on the date of admission, will have a sibling at St Hilda's. Siblings who are former pupils of the school are excluded. Siblings are full brother or sister, half brother or sister, step brother or sister, legally adopted brother or sister, foster brother or sister who live at the same address and are part of the same family unit. Evidence of the sibling relationship or address (correspondence address for child benefit) may be requested.

Then if a further tiebreaker is needed;

2. Random allocation which is supervised by the local authority. A fresh round of random allocation will be used each time a child is to be offered a place from a waiting list.

Where multiple applications are received from one family eg twins, triplets or other multiple births (but not other siblings), for remaining places in the oversubscription criteria, the school will admit both/all the children even if it means going over the indicated admission number.



## **ADMISSIONS ADMINISTRATION**

### **Acknowledgements**

Online applications will receive an automatic acknowledgement by email.

Confirmation of Christian Worship Forms and Confirmation of Other World Faiths Worship Forms received by email will receive an automatic acknowledgement by email.

Any paper correspondence received by post will be acknowledged if a stamped, self-addressed envelope is included.

### **Late applications**

All applications sent in by the closing date will be dealt with at the same time.

Late applications will normally be dealt with after those received on time. Parents/carers should be aware that a late application could reduce the chance of gaining a place at St Hilda's.

In some cases, when an application is submitted after the closing date it may be considered alongside those applications which were received on time where there is, in the view of St Hilda's Governors, an acceptable reason for the late submission of the application form.

### **Waiting list**

The school will operate a waiting list until the end of the Autumn term. Applicants will be placed in accordance with the points scored and tiebreakers.

## **In-Year Admissions**

In-Year admissions outside the normal admissions round are co-ordinated by the local authority.

For a child currently in a Liverpool secondary school, parents should speak to their school to start the application. For everyone else (new to the city, transferring from another local authority school, home educating, residing in a neighbouring local authority) parents/carers should make an application via Liverpool City Council's website. All parent/carers must also submit an In-Year Admissions Supplementary Information Form direct to St Hilda's (available on school website).

Parents/carers must be notified of the outcome of the application ideally within 10 school days but no more than 15 school days. If the application is for a year group which is already full, the application will be refused and the parent/carer has the right to appeal against the refusal of a place. If the application is for a year group where there is a place available, a place will be given subject to the following:

If more than one application is received for a year group and the number of applications exceeds the number of places available, we will apply the same criteria used for the normal round of admissions with priority given in the following order: criteria B, C, D1, D2, D3 and E.

Places will be awarded to applicants in rank order until the year group is full. Applications will remain on the waiting list until the end of the academic year (31<sup>st</sup> August) and will not follow over to the next academic year.

## **Out of year Admissions**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

For any applications to school parents should wish to make for their child outside of their normal age group, please contact the school directly. Requests of this nature will be considered by the Admissions Committee.

## **CRITERIA FOR ADMISSION IN TO ST HILDA'S SIXTH FORM COLLEGE**

St. Hilda's is a Christian school founded within the Church of England and admits students on this basis. We ask all students applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of students who are not of the Christian faith to apply for and be considered for a place here. The Sixth Form is co-educational.

The admission number in Year 12 for external students is up to 50. If spaces remain on appropriate courses for other external students this number may be exceeded.

Pupils currently at St. Hilda's meet a member of the Senior Leadership Team or Head of House to discuss options and subject preferences to ensure each student is accepted onto a course appropriate to their needs and prior attainment. The admission of external students is by application form and a guidance meeting to ensure that each student is accepted onto a course appropriate to their needs and prior attainment. There are separate entry requirements for each course based on prior attainment; these are detailed in the prospectus.

### **External applicants**

Where the number of external applicants who have reached the minimum entry requirements for a course exceeds the places available then the following criteria will be used to decide the allocation of places:

- Looked after children or children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
- Meeting the specific entry criteria for their chosen programme of study where places are still available on the programme.
- Should a tie breaker be needed for pupils of equal scores then random allocation will be used which is supervised by the Local Authority

When the limit for places is reached, applicants will be placed on a waiting list which will be maintained until the Friday of the second week in September.

Should admission to the Sixth Form be refused, applicants will be provided with details of the statutory appeal procedure. Both applicants and their parents may submit an appeal.

Application form for Sixth Form College can be found in the College section of the school website.