

## Upton Hall School FCJ Admission Policy for September 2024

*Upton Hall School FCJ is a Roman Catholic Grammar School for girls aged 11-18. It is situated in the Diocese of Shrewsbury and is under the Trusteeship of the Society of the Faithful Companions of Jesus. The Academy Trust is the Admissions Authority and is responsible for decisions on admissions to the School. The co-ordination of admission arrangements is undertaken by the Local Authority. For the school year commencing September 2023, the published admission number based on net capacity is 156.*

### Admission to the School in Year 7

An Admissions Committee of the Academy Trust will determine admission to the school for those girls **who have achieved 236 in the Entrance Examination** consisting of two closed NFER tests in Verbal Reasoning.

If there are more than 156 girls who satisfy the requirements stated, places will be offered strictly in accordance with the order of merit based on the results achieved in the Entrance Examination and according to the following priorities:

- (1) Baptised Roman Catholic girls (including any girl who was baptised a Christian and can demonstrate that she has subsequently been admitted to the Roman Catholic Church). Within this group priority will be given to those applicants who were Looked After or Previously Looked After Children (this includes those who, prior to adoption, were in state care outside of the UK).
- (2) Girls, who have not been baptised into the Roman Catholic Church, whose parents wish them to have a Roman Catholic education. Within this group priority will be given to those applicants who were Looked After or Previously Looked After Children (this includes those who, were prior to adoption, in state care outside of the UK).

In the event of oversubscription in any of the above categories, places will be allocated in order of merit based on the score in the Examination. If there are several candidates at the 156th place with equal marks in the order of merit, priority will be given to those girls whose homes are nearest the School.

#### Notes:

- a. All applicants will be considered at the same time and after the closing date for admissions which is 31 October 2023.
- b. A *Baptised Roman Catholic girl* means a girl who has been baptised into the Roman Catholic Church prior to application to sit the Entrance Examination and who can produce a baptismal certificate.
- c. *Nearest to the School* means the shortest available safe walking distance as measured by the Local Authority computer mapping system.
- d. *Home* means the home address of the child (for children who are resident with both parents this means the home address of the parent with whom the child spends more than 50% of the week).
- e. There are clear published dates by which applications and evidence of SEN (available in the arrangements for admission to Upton Hall School document) must be submitted for candidates to sit the Entrance Examination for Year 7 Admission the following September. This is necessary because of the volume of administrative work which takes place. Candidates whose applications or SEN evidence is received after the published deadline will be offered a date in November to sit the Entrance Examination. These applications will be treated in accordance with the Local Authority procedure as they allocate secondary places. Detail of this can be found on their website <https://www.wirral.gov.uk/secondary-education-information-parents>.

#### f. In-year admissions

The school is responsible for co-ordinating its own in-year admissions.

An application can be made for a place for a child at any time outside the normal admissions round.

The school holds two sittings of the in-year examination which forms part of the application process. These will be held in November 2023 and March 2024.

An application will be considered 'in-year' if it is submitted on or after the first day of the first term of the relevant admission year. For Upton Hall School, this is year 7 or year 12. If the applicant meets the entry criteria and passes the applicable test she will be admitted by the school governors where there are available places

Enquiries and an application form may be obtained at the school office or by emailing [inyeartransfer@uptonhall.org](mailto:inyeartransfer@uptonhall.org). In the event when there are places available but we receive more applications than places, the published oversubscription criteria, as set out above, will be applied.

The school will process any applications forwarded on from the Local Authority in accordance with the above arrangements.

You will receive written confirmation of the receipt of your application and a date for the next sitting of the entrance examination.

You will be advised of the outcome of your application in writing within 15 school days of your daughter sitting the entrance examination.

You have the right of appeal to an independent appeal panel if an offer of a placement is not made. Details of our waiting list arrangements are set out below.

If your application is successful we will make arrangements for your daughter to start school as soon as possible.

**g. Request to be admitted outside of the normal age group**

Parents have the right to request that their child is admitted outside of the normal age. In the event that you wish to make such a request please contact the Clerk to Governors with a written request including the following information:

1. the normal age group that the pupil would be admitted to (e.g. Year 7) and the year group which you are requesting your child be admitted to;
2. the reason(s) for your request;
3. your views on why the admission outside of the normal year group should be made;
4. information and evidence about your child's academic, social and emotional development as supported by professionals;
5. confirmation as to whether your child has been educated outside of the normal age group previously; and
6. if relevant to the request, a medical history and the views of medical professionals about the request for being educated outside of the normal age group.

The Headteacher will be given the opportunity to consider the information and, along with your application, submit the information to the Governors' Admissions Committee to make a determination. If the request for entry outside of the normal age group is made in-year and granted, the child will be offered a place. If the application is not granted and no place is offered by the Admissions Committee, Parents will have the right to appeal the decision to an independent appeal panel.

If the application is made during the normal admissions round, and Governors agree that an admission outside of the normal age group is acceptable, then the application will be processed in accordance

with the admissions scheme as co-ordinated by Wirral Council, and will still be subject to our oversubscription criteria. A grant of the application does not receive any priority under our oversubscription criteria.

If the application for entry outside the normal age group is rejected by the Governors' Admissions Committee during the normal admissions round, the application for a place at the school will still be subject to our oversubscription criteria but for admission into the normal age group.

For the avoidance of doubt, if a place is offered but for the normal age group there will be no Parental right of appeal.

**h. Waiting Lists**

A waiting list for girls who have not been offered a place in Year 7 and who are eligible, will be kept and will be ranked according to the Admissions Criteria. Parents will be informed of their daughter's position on the waiting list. The waiting list will be maintained until 31 December 2024. For the avoidance of doubt, the school does not maintain waiting lists for any other year group.

**i. Appeals**

If an application for admission has been refused by the Admissions Authority, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 school days of the refusal. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Admissions Authority.

- j. The Admissions Authority reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, place of residence or any other information in order to seek a place at the school.

## **Admission to the School in Year 12 (Sixth Form)**

In addition to places available for students already in the School, the Admissions Authority will make available a further 30 places for students from other schools. The required minimum standard for all students wishing to obtain a place in the Sixth Form is five GCSE passes at grade 5 or above including English and Mathematics, with at least grade 6 in subjects to be studied at Advanced Level, with the exception of those students wishing to study Advanced Level Mathematics who will be required to have a grade 7 at GCSE. Should the School receive more external applications for the Sixth Form than can be accommodated, then the criteria applied for entry in Year 7 will be used to determine admissions but without reference to the Governors Entrance Examination or gender.

### **Notes:**

- a. If an application for admissions from either internal or external candidates has been turned down by the Admissions Authority then an appeal can be made to an Independent Appeals Panel. Parents and students are able to appeal jointly or separately against any decision refusing a young person admission and, where they appeal separately the appeals must be heard together. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 days of refusal. Reasons for the appeal must be given in writing and the decision of the Appeals Panel is binding on the Admissions Authority.
- b. The Admissions Authority expects that all students specifically selecting a Roman Catholic Sixth Form education will wish to be both fully involved in the ethos and spiritual life of the school, and in achieving the aims set out in its Mission Statement.