



## BRENTWOOD URSULINE CONVENT HIGH SCHOOL ADMISSION POLICY 2024

**Brentwood Ursuline Convent High School** was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

### **Admission to Year 7**

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup> (excluding admission to year 12). The governing body has set its admission number at 175 pupils to year 7 in the school year which begins in September, 2024. At least 158 Year 7 places will be offered to girls without reference to academic ability.

In view of the school's tradition of excellence in music the governors will admit girls with musical aptitude, up to a maximum of 17 places without undermining the Catholic ethos of the school. Musical aptitude will be determined on the basis of a music aptitude assessment. Priority will be given to those who show the most aptitude on assessment. Additional music training and activities will be provided by the school and these students will be expected to participate in these activities. Music aptitude assessment tests will take place in the Autumn term and you will be informed, before the school application deadline whether your daughter has passed. Please note that a pass does not equate to a guarantee of a place at the school.

Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below.

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<sup>1</sup>This is for admission to the school at the start of the school year in September and not for applications made in-year.

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:*

- 1) Catholic Looked after Children (LAC) and Previously Looked after Children (PLAC) and Children Previously Looked after from outside England (IPLAC). (see notes 2&3)
- 2) Catholic children who are resident in the local parishes of:
  - Brentwood – Cathedral Church of St. Mary & St. Helen with Holy Cross and All Saints (Warley)
  - Hutton – St. Joseph the Worker
  - Ingatstone – St. John the Evangelist & St. Erconwold
  - Ongar – St. Helen
  - Gidea Park – Christ the Eternal High Priest
  - Harold Hill 1 - Most Holy Redeemer
  - Harold Hill 2 – St. Dominic's
  - Billericay – Most Holy Redeemer.(see note 3)
- 3) Other Catholic children. (see note 3)
- 4) Other Looked after Children (LAC) and Previously Looked after Children (PLAC) and Children Previously Looked after from outside England (IPLAC). (see note 2)
- 5) Catechumens and members of an Eastern Christian Church. (see notes 4&5)
- 6) Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
- 7) Any other children.

*Within each of the categories listed above, the following provision will be applied:*

- (i) The attendance of a sibling at the school in Years 7 to 11 at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 7).



## **Music Places and Music Scholars**

The school offers a very lively and varied musical education of a high standard to all its students.

Up to 17 of the Year 7 places are offered on the basis of musical aptitude. Parents wishing to apply for this should submit the appropriate form and send it to the school before **14<sup>th</sup> July 2023**. Applicants should indicate which instrument(s) they play. Children who have good singing voices may also apply.

Applicants for Music Places and Scholarships need not be from the priority areas or be Catholic, but would be expected to respect the Catholic ethos of the school and take an active part in its musical and liturgical life. It would be expected that students receiving a music place at the School follow a music curriculum at the school to the conclusion of KS4.

Failure to receive a music place would not prevent a student from receiving an offer of a place in the normal way.

### Music Scholars

Music Scholars: Each year scholarship benefits may be offered to some students who have been offered a Music Place. These applicants would usually be gifted in music and be performing pieces at the aptitude assessment of a standard of Grade 3 or above.

All Music Scholars are expected to participate fully in the musical life of the School and are encouraged to reach their full potential with a regular mentoring and support programme. Scholarship benefits may be withdrawn if the Music Scholar has not maintained a satisfactory level of commitment to tuition and participation within the wider musical life of the School.

## Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school. For admissions purposes the Local Authority uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the co-ordinates of each individual property (the home address) which are referred to as address points. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

## Application Procedures and Timetable

The application for a Music Place / Scholarship must be sent to the school by **Friday 14<sup>th</sup> July 2023**. The music aptitude assessment tests will take place in the Autumn term and parents will be advised of the outcome of this test before the School application deadline.

To apply for a place at this school in the normal admission round<sup>1</sup>, you **must** complete a Common Application Form (excluding admission to year 12) available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 6. The Supplementary Information Form should be returned to Miss Lester, Admissions Officer, Brentwood Ursuline Convent High School, Queen's Road, Brentwood, Essex CM14 4EX by the closing date – see below.

You will be advised of the outcome of your application on 1<sup>st</sup> March 2024 or the next working day by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date of 31<sup>st</sup> October 2023, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 6, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31<sup>st</sup> October 2023.**

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<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

Further information on the Common Application form can be obtained via the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) or your home local authority website. Appeals Information can be obtained via the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

### **Admissions in 2023**

Last year 516 applications were received. 175 places were offered in March and there were 7 lodged appeal. Successful applicants were drawn from oversubscription criteria 1 to 6.

### **Late Applications**

Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Outside their Normal Age Group**

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the Admissions Officer at the School address at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year 2024-25. The waiting list will be held and maintained only for the academic year 2024-25. If parents wish for their daughter to join or to remain on the waiting list for the following year after that date, they need to contact the school in writing to request this by the end of September 2025. **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round. Application should be made to the school using the form available on the school web-site. A copy of the form can also be obtained by

contacting the school address. We will inform you of the outcome of your in-year application in writing within 15 school days.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

#### **Note:**

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

### **Admission to the Sixth-Form**

The governing body has set its admission number at 30 for external applicants to year 12 in the school year which begins in September, 2024.

The school operates a sixth form for a total of 340 pupils. 170 places overall will be available in year 12. While the admission number is 30, if fewer than 140 of the school's existing pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 170.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form.

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.





When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the oversubscription criteria set out above.

Where there is a space in year 13 i.e. where there are fewer than 170 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria set out above.

The closing date for Sixth Form applications is **Friday 8<sup>th</sup> December 2023** and applications should be made direct to the School address using the Application Form included in the Sixth Form Prospectus, which is available from the School and on the School web-site.

**Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. 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\* 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).

\*An adoption order is an order 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). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. 'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the





power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis

7. 'sibling' includes:
  - (i) all natural siblings, half siblings, adopted siblings, step-siblings, foster siblings, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
8. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

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| Authorised by Resolution of the Governing Body of the Brentwood Ursuline Convent High School<br>Date: 12 <sup>th</sup> October 2022<br>Signature .....<br>Effective date of the policy: 12 <sup>th</sup> October 2022<br>Review date of policy: Annually |
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# BRENTWOOD URSULINE CONVENT HIGH SCHOOL

Queen's Road, Brentwood, Essex CM14 4EX

Tel: 01277 227156 Email: [admin@buchs.co.uk](mailto:admin@buchs.co.uk)

Headteacher: Dr R J Wilkin

## BRENTWOOD DIOCESE CATHOLIC SCHOOLS BUCHS SUPPLEMENTARY INFORMATION FORM 2024 INTAKE

**(PLEASE COMPLETE IN BLOCK CAPITALS)**

If you are expressing a preference for a place for your child at **Brentwood Ursuline Convent High School**, a Catholic Academy in Essex **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

The completed Supplementary Information Form, together with all supporting documentation (see Notes overleaf), should be **returned to the admissions officer, Miss C. Lester at Brentwood Ursuline Convent High School** by the Local Authority closing date: 31<sup>st</sup> October 2023.

If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.

**If you do not provide the information required in this form and return it to the academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.**

Remember – you **must** also complete the Common Application Form by 31<sup>st</sup> October 2023.

CHILD'S SURNAME: .....

FORENAME/FIRST NAMES: .....

DATE OF BIRTH: .....

RELIGION: .....

HOME ADDRESS: .....

..... POSTCODE: .....

CURRENT SCHOOL: .....

**FULL NAMES OF PARENTS (OR GUARDIANS):**

**CONTACT DETAILS:**

FATHER: .....

Home Tel: .....

ADDRESS: .....

Mobile Tel: .....

.....

Work Tel: .....

EMAIL ADDRESS: .....

MOTHER: .....

Home Tel: .....

ADDRESS: .....

Mobile Tel: .....

.....

Work Tel: .....

EMAIL ADDRESS: .....

**FOR OFFICE USE ONLY**

Distance from school:

Category:

Date application received

**PLEASE NAME ANY SISTERS WHO WILL BE ATTENDING BRENTWOOD URSULINE IN YEARS 7-11 AT THE TIME OF ENROLMENT (SEPTEMBER 2024)**

NAME: ..... FORM: .....

**NOTE: When completing the Common Application Form, it is important that you provide details of any siblings who will be attending the Catholic academy in Years 7 to 11 at the proposed time of admission. If this information is not provided the admission authority of the Catholic academy may not be able to place the application within the correct criteria.**

Please read the academy Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

**PLEASE BE ASSURED THAT ALL APPLICATIONS ARE WELCOMED**

**ENCLOSED DOCUMENTATION TO SUPPORT FAITH CRITERION – See Notes Overleaf**

| Criteria  | Tick Box                 | Evidence  |
|---|--------------------------|---|
| 1, 2 3 Baptised Catholic                                    | <input type="checkbox"/> | <b>Copy of Baptism Certificate</b>  |
| 5: Catechumen /<br>Member of an Eastern Christian<br>Church | <input type="checkbox"/> | <b>Certificate of acceptance into the Order of Catechumens /<br/>Copy of Baptism or Reception Certificate</b>   |
| 6: Children of other Christian<br>denominations             | <input type="checkbox"/> | <b>If available copies of each of:<br/>Baptism/Christening Certificate; and / or<br/>A Letter from minister or religious leader of commitment to<br/>Christian faith and/or active involvement.</b> |

Catholic Parish/Deanery in which your child lives:

**DECLARATION**

**I confirm that I have read the Admissions Policy of Brentwood Ursuline Convent High School and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.**

DATE: ..... SIGNED: ..... PARENT/GUARDIAN

**Checklist:**

Have you enclosed (where applicable):

- Copy of baptism or certificate of reception;
- Certificate of acceptance into the Order of Catechumens;
- Letter/Evidence confirming membership of a Christian denomination or other faith

Have you completed and returned your local authority's Common Application Form?

**THIS FORM MUST BE RETURNED DIRECTLY TO:  
The Brentwood Ursuline Convent High School  
CLOSING DATE FOR THE SIF FORM: 31<sup>st</sup> October 2023**

The data on this form will only be used within the academy admissions system, and will not be divulged to any third party outside the academy admissions system in accordance with current Data Protection legislation.

## **Notes**

### **1, 2 + 3: Evidence of Catholic Baptism**

If application is being made for a place at the school for a Catholic child, evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. 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. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.

### **5: Evidence for Catechumens**

If application is being made for a place at the school for a catechumen, evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

### **Or: Evidence of Membership of an Eastern Christian Church**

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

### **6: Evidence for Other Christian Denominations**

If application is being made for a place at the school as a member of another Christian denomination, a Baptism/Christening Certificate and / or, a letter confirming membership of that Christian denomination and signed by the appropriate minister of religion will be required. The Certificate and / or letter should be provided at the same time as this form is returned to the school.