



ADMISSIONS POLICY 2013-14

The planned admission number (PAN) for entry in Year 7 in 2013-14 is 140. In applying our admission criteria:

If you want to apply for a place at Notre Dame RC School you should complete and return not only the Local Authority Common Application Form (CAF), but also the school's own Supplementary Information Form, in the forms section of the Next Step Booklet (for Plymouth LA), available on request from the school or downloaded from the school's website.

If you only complete the Local Authority form your application will be valid, but the school may not be able to rank your application against their admission criteria. If you only complete the school's form your application will not be valid and will not be considered.

Children with Statements of Special Educational Need will be admitted before any other child ranked by the criteria below.

All other applications will be ranked on the criteria listed below:

1. A Looked after child (see note)
2. Girls who are baptised Roman Catholic.
This should be evidenced by a baptism certificate *or* by the Supplementary Information Form being signed by their RC Parish Priest to confirm baptism or that the child is enrolled as a catechumen.
3. Girls who are baptised or recognised members of a Christian denomination or other faith.
This should be evidenced by a baptism certificate *or* by the Supplementary Information Form being signed by a Christian Minister/Priest/Senior Leader of their faith community to confirm baptism. Where a faith community does not recognise or carry out baptisms, the form must be signed by the faith leader to confirm membership of the community.
4. Girls of no particular faith tradition whose parents/guardians nonetheless wish their child to receive faith-based schooling within the Catholic Christian tradition.
5. Other applicants who do not fall into the above categories.

In the event of oversubscription within any criterion, the allocation of places will be decided by:

- a) Girls with siblings who are still attending Notre Dame RC School, Plymouth, at the time of their admission. ("Siblings" means brothers or sisters. They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address).
- b) Within each category, children of multiple birth (including those born within the same academic cohort) where an application is submitted for the admission of all children of that multiple birth will be placed at the top of that admission category. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which should be allocated the place(s).
- c) Girls attending a Feeder Primary School, as specified in the Plymouth LA "The Next Step" booklet or attending another RC school.
- d) "The basis of distance between home and school. Measurements are taken by a straight line on a map using the Council's electronic mapping system – the shorter the distance the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor or location."



Definitive tie-breaker; in the event of there still being a tie in any of the categories, there will be a random ballot using an electronic random number generator.

Note: Looked after child: a 'Looked after child' or a child who was previously Looked after but immediately after being Looked after became subject to an adoption, residence, or special guardianship order. 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).



SIXTH FORM ADMISSION ARRANGEMENTS FOR 2013-2014

Introduction

The planned/published admissions number for Year 12 in 2013-4 is 15. This only applies to students being admitted to the school for the first time.

All those seeking admission to Year 12 must achieve the necessary grades for access onto the courses they have chosen.

In applying our admissions criteria:

If you want to apply for a place in the 6th Form at Notre Dame RC School you should complete and return the 6th Form application form available on the website or from the school.

Priority will be given to existing students

Admission to the Sixth Form

Those not at Notre Dame RC School who seek to join us for Sixth Form study will be admitted using the following criteria:

1. A Looked after Child (see note)
2. Students who are baptised Roman Catholic.

This should be evidenced by a baptism certificate *or* by the Supplementary Information Form being signed by their RC Parish Priest to confirm baptism or that the child is enrolled as a catechumen.

3. Students who are baptised or recognised members of a Christian denomination or other faith.

This should be evidenced by a baptism certificate *or* by the Supplementary Information Form being signed by a Christian Minister/Priest/Senior Leader of their faith community to confirm baptism. Where a faith community does not recognise or carry out baptisms, the form must be signed by the faith leader to confirm membership of the community.

4. Students of no particular faith tradition whose parents/guardians nonetheless wish their child to receive faith-based schooling within the Catholic Christian tradition.
5. Other applicants who do not fall into the above categories.

All students must be willing to accept the whole course including the RE programme

In the event of over subscription within any criterion the allocation will be decided by

1. Students with siblings who are attending Notre Dame RC school at the time of admission (siblings means brothers or sisters.) They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address.
2. Students attending another Roman Catholic School



3. "The basis of distance between home and school. Measurements are taken by a straight line on a map using the Council's electronic mapping system – the shorter the distance the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor or location."

Admission Procedures for entry into Year 12 in September 2013

- Sixth Form prospectus and application form will be available from the Sixth Form office from **the day of the Sixth Form Opening Evening**
- The Sixth Form Open Evening will be in November 2012
- The deadline for applications will be **the end of the Autumn Term**
- Applicants will be invited to interview to discuss course choices between January and March 2013
- Letters of offer will be sent by the end of the Spring Term 2013
- Letters which inform students of an unsuccessful application will also advise parents of the opportunity to request an independent appeal.
- Late applications may be considered up to the **end of August 2013**

Note: Looked after child: a 'Looked after child' or a child who was previously Looked after but immediately after being Looked after became subject to an adoption, residence, or special guardianship order. 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).



IN-YEAR ADMISSIONS POLICY FOR EXISTING YEAR GROUPS 2013-14

IN-YEAR ADMISSIONS TO YEARS 7-11

The following criteria will apply:

Admissions to Years 7 – 11 will follow the Year 7 Admissions Criteria with the following amendment. The first decider in the oversubscription criteria for each category will give priority to those moving into the Plymouth local authority who are not already registered with a school in the Authority. The Admissions Policy for entry to the school in Year 7 for 2013-14 is:-

ADMISSIONS POLICY 2013-14

The planned admission number (PAN) for entry in Year 7 in 2013-14 is 140. In applying our admissions criteria:

- If you want to apply for a place at Notre Dame RC School you should complete and return not only the Local Authority Common Application Form (CAF) but also the school's own supplementary information form, at the back of Next Step Booklet (for Plymouth LA), available on request from the school or downloaded from the school's website.
- If you only complete the Local Authority form your application will be valid but the school may not be able to rank your application against their admission criteria. If you only complete the school's form, your application will not be valid and will not be considered.
- Children with Statements of Special Educational Need will be admitted before any other child ranked by the criteria below.

All other applications will be ranked on the criteria listed below:

1. A Looked after Child (see note)
2. Girls who are baptised Roman Catholic.

This should be evidenced by a baptism certificate *or* by the Supplementary Information Form being signed by their RC Parish Priest to confirm baptism or that the child is enrolled as a catechumen.

3. Girls who are baptised or recognised members of a Christian denomination or other faith.

This should be evidenced by a baptism certificate *or* by the Supplementary Information Form being signed by a Christian Minister/Priest/Senior Leader of their faith community to confirm baptism. Where a faith community does not recognise or carry out baptisms, the form must be signed by the faith leader to confirm membership of the community.

4. Girls of no particular faith tradition whose parents/guardians nonetheless wish their child to receive faith-based schooling within the Catholic Christian tradition.
5. Other applicants who do not fall into the above categories.

In the event of oversubscription within any criterion, the allocation of places will be decided by:

- a) Girls with siblings who are still attending Notre Dame R C School, Plymouth, at the time of their admission. ("Siblings" means brothers or sisters. They are defined as children with at



least one natural or adoptive parent in common, living at the same or a different address)

- b) Within each category, children of multiple birth (including those born within the same academic year cohort) where an application is submitted for the admission of all children of that multiple birth will be placed at the top of that admission category. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).
- c) Girls attending a Feeder Primary School, as specified in the Plymouth LA "The Next Step" booklet or attending another RC school.
- d) "The basis of distance between home and school. Measurements are taken by a straight line on a map using the Council's electronic mapping system – the shorter the distance the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor of location."

Definitive tie-breaker: in the event of there still being a tie, in any of the categories, there will be a random ballot using an electronic random number generator.

Those making in-year admissions will be directed to do this through the local authority and by completing the school's Supplementary Information Form for Years 7-11.

IN-YEAR ADMISSIONS TO YEARS 12 AND 13

Admissions to Years 12 and 13 will follow the Year 12 Admissions Criteria with the following amendment. The first decider in the oversubscription criteria for each category will give priority to those moving into the Plymouth local authority who are not already registered with a school in the Authority. The Admissions Policy for entry to the school in Year 12 for 2013-14 is:-

SIXTH FORM ADMISSIONS POLICY 2013-14

Introduction

The planned/published admissions number for Year 12 in 2013-14 is 15. This only applies to students being admitted to the school for the first time.

All those seeking admission to Year 12 must achieve the necessary grades for access onto the courses they have chosen.

In applying our admissions criteria:

- If you want to apply for a place in the 6th Form at Notre Dame RC School you should complete and return the 6th Form application form available on the website or from the school.
- Priority will be given to existing students

Admission to the Sixth Form

Those not at Notre Dame RC School who seek to join us for Sixth Form study will be admitted using



the following criteria:

1. A Looked after child (see note)
2. Students who are baptised Roman Catholic.
This should be evidenced by a baptism certificate *or* by the Supplementary Information Form being signed by their RC Parish Priest to confirm baptism or that the child is enrolled as a catechumen.
3. Students who are baptised or recognised members of a Christian denomination or other faith.
This should be evidenced by a baptism certificate or by the Supplementary Information Form being signed by a Christian Minister/Priest/Senior Leader of their faith community to confirm baptism. Where a faith community does not recognise or carry out baptisms, the form must be signed by the faith leader to confirm membership of the community.
4. Students of no particular faith who wish to receive faith-based schooling within the Catholic Christian tradition
5. All other applicants who do not fall into these categories

All students must be willing to accept the whole course including the RE programme

In the event of over subscription within any criterion the allocation will be decided by

- a) Students with siblings who are attending Notre Dame RC school at the time of admission (siblings means brothers or sisters.) They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address.
- b) Students attending another Roman Catholic School.
- c) The basis of distance between home and school. Measurements are taken by a straight line on a map using the Council's electronic mapping system – the shorter the distance – the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor location.

Note: Looked after child: a 'Looked after child' or a child who was previously Looked after but immediately after being Looked after became subject to an adoption, residence, or special guardianship order. 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).

Admission Procedures for entry into Year 12 in September 2013

- Sixth Form prospectus and application form will be available from the Sixth Form office from the day of the Sixth Form Opening Evening
- The Sixth Form Open Evening will be in November 2012
- The deadline for applications will be the end of the Autumn Term
- Applicants will be invited to interview to discuss course choices between January and March 2013
- Letters of offer will be sent by the end of the Spring Term 2013
- Letters which inform students of an unsuccessful application will also advise parents of the opportunity to request an independent appeal.
- Late applications may be considered up to the end of August 2013



NOTRE DAME R C SCHOOL

Those making in-year admissions will be directed to do this through the local authority and by completing the school's Sixth Form Application form for Years 12 and 13



SUPPLEMENTARY INFORMATION FORM

FOR USE WITH THE LOCAL AUTHORITY COMMON APPLICATION FORM

HAVE YOU COMPLETED THE LOCAL AUTHORITY COMMON APPLICATION FORM?

SURNAME

FIRST NAMES(S)

DATE OF BIRTH

ADDRESS

.....POST CODE.....

HOME TELEPHONE MOBILE NUMBER.....

E-MAIL ADDRESSES.....

SCHOOL NOW ATTENDING

ADDRESS OF SCHOOL

.....

PUPILS RELIGION/DENOMINATION

Roman Catholic Other Christian denomination / Other faith (please state).....

No Religion

EVIDENCE OF BAPTISM/DEDICATION/OTHER

Baptism Certificate attached Form countersigned below by priest/minister/faith leader None

PARISH PRIEST/MINISTER OF FAITH/FAITH LEADER(PLEASE PRINT)

SIGNATURE

FROM(PLACE OF WORSHIP)

SIBLINGS AT THE TIME OF ADMISSION ATTENDING NOTRE DAME R C SCHOOL:

NAME OF SIBLING:

NAME OF SIBLING:

PARENT/GUARDIAN NAME (PLEASE PRINT)

1. TITLE INITIAL..... SURNAME.....

2. TITLE INITIAL..... SURNAME.....



PARENT/GUARDIAN SIGNATURE.....

DATE

Please see overleaf for guidance notes

Guidance Notes for completion of the form

Full admission criteria available at www.ndonline.org and in the Next Step Booklet.

For Girls who are baptised Roman Catholic:

This should be evidenced by a Baptism Certificate

Or

By this form being signed by your RC Parish Priest to confirm baptism or that the child is enrolled as a catechumen.

For Girls who are baptised or recognised members of a Christian denomination or other faith:

This should be evidenced by a Baptism Certificate

Or

By this form being signed by a Christian Minister/Priest/Senior Leader of your faith community to confirm baptism.

Where a faith community does not recognise or carry out baptisms, the form must be signed by the faith leader to confirm membership of the community.

Please do not forget to complete and return the Local Authority Common Application Form TO THE LOCAL AUTHORITY.

This form should be returned to:

**The Admissions Secretary
Notre Dame R C School
Looseleigh Lane
Derriford
PLYMOUTH
PL6 5HN**