



Information for Parents
2021-2022



Greg McClarey
Headteacher

Philip Carney
Chairman of Governors



Loving

Prayerful

Hopeful

Kind

Respectful

Honest

Grateful

Just

Giving

Knowledgeable

Curious

Resilient

September 2020

Dear Parent

Thank you for considering Blessed Edward Oldcorne Catholic College for the next stage of your child's education. The choice of secondary school is a crucial one and we are fully aware of the trust our parents put in us to deliver a first class education. I trust that this prospectus coupled with a visit will give you a strong sense of what our college values and support you in making an informed choice.

We are a confident, outward looking Catholic College which welcomes people of all faiths. Our mission statement is "For the greater glory of God". If you send your child to our college we will endeavour to ensure they leave in five years time with a keen sense of them self and their place in the world. Our aim is to support you in helping your child; gain a worthy sense of who they are, find their direction in life and grow as people of good character. They will also leave having experienced personal academic success.

Our students in 2020 achieved another outstanding set of results. Students constantly achieve a high percentage of good pass grades in English and Maths. It is this consistency which sets us apart from other schools in Worcester City. We are once again one of the top performing schools in Worcestershire. What we are most proud of is that students of all abilities experience success which enables them to move onto the next phase of their education with confidence and optimism.

Unlike other schools we still give our students a choice of three GCSE options in Year 9. So while many schools are narrowing the number of GCSEs they offer, because of school performance tables, we continue to offer a broad and balanced curriculum. Subjects such as Art, Music, Photography and ICT remain an integral part of our college curriculum. I know that students, parents and staff value this ongoing commitment.

At Blessed Edward Oldcorne Catholic College we recognise that high quality relationships are key to a successful school. We know our students and treat them with respect and kindness and expect them to do the same in return. We set the bar high in terms of behaviour and standards of uniform. They are key parts of our culture of high expectations. We recognise that while parents want their child to achieve academically, they also want them to feel safe at school and be happy. Young people today experience pressures from many sources, such as social media and we place a great emphasis on student wellbeing.

Our popularity with parents has never been higher. The steep rise in applications over the last few years is testament to their belief in what we are doing at Blessed Edward Oldcorne Catholic College and the exciting future we have in front of us. I feel privileged to lead a warm and vibrant college community that offers our students enormous opportunities and I look forward to working with our parents to ensure the best for every child.

Yours sincerely,

Greg McClarey
Headteacher

MISSION STATEMENT

A.M.D.G.
For the Greater Glory of God

*for the
greater
glory
of God*
ad maiorem dei gloriam

At Blessed Edward Oldcorne Catholic College everything that we do is 'For the Greater Glory of God', therefore our core purpose is to develop virtuous young people of good character.

Students will leave our college with the capacity to fulfil their vocation and play their part in building a better world. Our ambition is to share the joy of learning with our students and guide and challenge them to love and seek the Truth.

We recognise that knowledge has the power to transform us and that it is the birthright of all our students irrespective of their starting point or background. At our college students will know that they are loved.

Catholic Life of Our College

We are a Christian community and part of the worldwide Catholic Church based in the Archdiocese of Birmingham. We take Jesus Christ as our example in living our lives. This is why we should care for one another as Jesus did and why we encourage all members of our community to participate in prayer and retreat and to worship in various ways.

The Catholic life of our college is developed through:

- Daily Liturgical assembly
- Act of Worship daily in Tutor Groups at registration time
- Weekly Voluntary Mass celebrated by our college chaplain – Fr. Andrew Berry
- Welcome Masses
- Year group masses on Feast Days
- College Mission
- Ash Wednesday Services
- Advent Foyer Liturgies
- Carol Service
- Lenten Foyer Liturgies
- Penitential Services
- College Daily Prayer Book
- Charitable activities and fund-raising
- Year 11 Celebration Mass
- Chaplaincy Team meetings
- Chaplaincy Prefects meetings
- SVP Meetings

The college has three priests who work closely with our students during their time at the college.

They are:

Fr. Stephen Squires – College Chaplain from Holy Redeemer Pershore

Canon Brian McGinley – St. George's Worcester

Fr. Michael Amalados – St Joseph's Worcester

College Prayer

*God our Father,
You filled Blessed Edward Oldcorne
with the strength and courage to be a
witness to Christ,
and in doing so he became a martyr.
Grant us a share in that same strength,
that we may daily take up our cross
and follow you.
Amen.*

Governing Body's Statement on Sex Education

Throughout their time at Blessed Edward Oldcorne students are given teaching and guidance in social and health education. Sex education is founded on Christian principles. As the students grow up through the college their sex education is geared to their stages of development. It concerns itself not simply with the basic facts but enables the students to develop an awareness of themselves, their place in society and their relationships with others. As students mature, a wider range of sexual issues will be brought to their attention. Parents are always kept informed of this process and if anything of a specific nature is discussed, either in class or by outside agencies, then parents have a right to withdraw their child if they wish to do so.

Implementation

The Headteacher is employed by the Governing Body as its principal professional, charged with the implementation of the curriculum outlined above. The Headteacher is a practising Catholic who shares the same fundamental spiritual values as the Governors. The Headteacher, not the Governing Body, has the professional skills necessary to determine the detailed implementation of policy.

The normal working relationship between Headteacher and the Governing Body is based on mutual trust and respect. The Governing Body, therefore, normally will have sufficient confidence in the professional judgement of the Headteacher for it to accept and adopt the Headteacher's professional advice on educational issues.

Key Stage 3 Curriculum

Religious Education	3 hours
English	3 hours
Mathematics	3 hours
Science	3 hours
Modern Foreign Languages	3 hours
Humanities (inc. History, Geography)	3 hours
Creative Arts	2 hours
Art	1 hour
Music	1 hour
I.C.T	1 hour
Physical Education	2 hours
Personal development and welfare	1 hour

Key Stage 4 Curriculum

In Years 10 and 11 students study a core curriculum of:

Religious Education	2 ½ hours
English	4 hours
Maths	4 hours
Science	5 hours
Physical Education	1 hour

(The majority of students will also study English Literature as part of the taught English programme).

Students choose 3 subjects from the following list of options:

- Geography
- History
- Fashion and Textiles
- Food Preparation and Nutrition
- Systems and Control
- Graphics
- Childcare, learning and Development
- Fine Art
- Resistant Materials
- Photography
- Business Studies
- Music
- Performing Arts
- Physical Education
- Creative iMedia
- Computer Science
- French
- German
- Spanish
- Triple Science (counts as one option)

2020 Examination Performance

	All pupils
Students achieving a standard pass both in English and Maths	83%
Students achieving a strong pass both in English and Maths	61%
Attainment	56.73
Students achieving a standard pass in English	91%
Students achieving a standard pass in Maths	86%
Students achieving a strong pass in English	66%
Students achieving a strong pass in Maths	74%

**Examination Performance data for 2018/19 is available at:
www.education.gov.uk/schoolsperformance**

Special Educational Needs Statement

The college aims to develop the potential of all its students. Students who have special educational needs and are recognised as being able to cope with the rigours of mainstream college are most welcome, and include those who require consideration in respect of intellectual, sensory, physical or emotional aspects of their development. Evaluation of need is a continuous process initially using primary school information. Our Special Education Needs Co-ordinator (SENCO) oversees the progress of all our students with special educational needs. .

High Prior Attaining Students

Departments make special provision for students with high prior attainment. This involves differentiation in the curriculum incorporating extension work, which includes challenging opportunities for these students at a level beyond that which is considered appropriate for the large majority of students. It may also involve a number of approaches such as setting, use of resources, teaching techniques and taking part in national competitions.

Students with Learning Difficulties

Students with learning difficulties are supported in the classroom by skilled teachers. This involves differentiation in the curriculum incorporating supplementary support work. Teaching Assistants are used to provide extra support. The SENCO also runs extra support sessions for students who require help with basic behaviour skills, language development, study skills and coursework support. Reading and numeracy schemes give assistance and support to identified students. In Years 7 - 9 Sanctuary courses are provided for selected students who need specific support in terms of self-esteem and wellbeing.

The Code of Practice requires a staged approach to be followed for students with special educational needs. This involves subject teachers adapting the content of their teaching to comply with the child's ability and needs, setting attainable targets and contributing to reviews at designated intervals. If the review at the end of Stage 3 indicates that referral is necessary, further external assessment is requested and advice is given for continued support of the individual. Parents are kept informed at all stages. The support services mentioned above also meet parents to explain and discuss their recommendations. The Learning Support Co-ordinator is closely involved at all stages.

Disability Equality Policy

The college seeks to fully comply with the Equality Act 2010 within financial constraints. The college welcomes all students with disabilities and seeks to provide them with full access to the curriculum and to extra curricular activities that are offered within the college. Lifts within the college provide access to all but two classrooms.

HOME/COLLEGE AGREEMENT

The Parents

I/We shall:-

- Send my child to college regularly in correct college uniform, on time and properly equipped.
- Let the college know about any concerns or problems that might affect my child's work or behaviour and attendance.
- Support the college's policies, systems and guidelines for behaviour.
- Support my child in homework and other opportunities for home learning.
- Attend Parents' Evening and discussions about my child's progress.
- Take an interest in my child's life at the college.
- Contact college whenever there is anything that I/we are worried about or do not understand.
- Inform the college of any changes to contact details.
- Support the Christian ethos of the College.

2. The Student

I shall:-

- Do my best at all times.
- Complete my homework to the best of my ability.
- Have a positive attitude and maintain high expectations for myself.
- Abide by the college rules of respect, honesty and kindness.

3. The College

a) What you can expect from us:-

- A caring college community which seeks constantly to renew itself in the light of Gospel values.
- A safe, orderly learning environment with a positive classroom ethos.
- A college in which staff as well as students are regarded as learners, and encouraged to continually improve their practice.

Please note that the college accepts no responsibility for student mobile phones that are lost, damaged or stolen on college premises or while students are travelling to and from college.

b) The College will:-

- Contact parents if there is a problem with uniform, attendance, punctuality or equipment.
- Let parents know about any concerns or problems that affect their child's work or behaviour.
- Set, mark and monitor homework and provide facilities for children to do homework in college if required.
- Send parents a report on their child's progress at appropriate intervals.
- Arrange Parents' Evenings at which progress will be discussed.
- Keep parents informed about college activities through our newsletter and website.

CHARGING AND REMISSIONS POLICY

Charging Policy

Contents:

- Voluntary Contributions
- College Trips & Visits
- Examination Entries
- Materials & Textbooks
- Music Tuition
- Out of College Activities
- Damage/Loss of Property
- Lettings
- College Minibus Travel
- Other Charges
- Remissions Policy

We believe in the highest quality of provision for our students and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved.

In accordance with the Education Reform Act of 1988 and in accordance with Sections 449-462 of the Education Act 1996 no charges are made to any registered student for any books, materials, equipment or apparatus used during college hours. We apply the charging policy in line with Section 457 of the Education Act 1996 which e.g. allows charges to be made for residential college trips and artefacts made in college and taken home.

Questions and queries about this policy or discussions regarding the application of the policy to an individual student can be addressed by contacting the main college office and enquiries will be dealt with in confidence by a senior member of staff.

Voluntary Contributions

'Where the college cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the college, the college may request or invite parents to make a contribution towards the cost of the trip or activity. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will not take place.'

We believe that no student should be disadvantaged as a result of home or family background circumstances and apply a remissions policy. The Principal and Governors may remit some charges in part or in full as reasonable in particular individual circumstances.

The charging remissions policy is an integral part of our inclusive arrangements for students and is applied equally to all students.

In normal cases, letters sent out when a charge is made (e.g. for a trip) will be accompanied by a clear verbal instruction by the organiser that arrangements may be available to support parents/families who are eligible for remissions. The college has a Pupil Premium fund which can be used to help students suffering financial hardship which is administered by the College Manager, following a recommendation for support by the Principal or Deputy Principal.

Faculties can seek support for students via their line manager for activities which would normally incur a charge according to the policy.

Specific examples of how this policy may be applied:

College Trips & Visits

Day trips: No charge will be levied in respect of day trips that take place during college hours or are part of the curriculum.

Residential Trips – Essential: For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied for board and lodging.

Residential Trips – Non-essential: For residential trips which are not essential to be the National Curriculum, statutory RE or in preparation for prescribed examinations:

- a) If the amount of college time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip;
- b) If the amount of college time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Examination Entries

A charge will be levied in respect of examination entries for students where the college has not prepared the student for examination.

A charge will be levied in respect of examination entries for students, where the college has prepared the student for the examination and it, considers that for educational reasons the student should not be entered and student's parent/carer wishes the student to be entered (or the student him/herself when over 18 years old). In these circumstances, if the student subsequently passes the examination, the college may refund the cost.

A charge may be levied for students re-sitting an examination.

A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the college paid or agreed to pay the entry fee.

The charge levied above will be the cost of the examination entry, plus any

applicable centre administrative fee.

Material & Textbooks

Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, students usually provide their own ingredients, however if the student forgets, the college provides the ingredients and levies a charge. Textbooks are provided free of charge, however in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

The college levies charges in respect of individual music tuition and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. The cost of peripatetic instrumental instruction is subsidised by the college and charges are explained and agreed via the Area Leader for Music. A further discount is available to students whose families are entitled to free school meals.

Out of College Activities

No charge will be made for activities outside college hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. If a student is prepared, outside college hours, for an examination that is not set out in regulations, a charge will be levied for tuition and other costs. For all other activities outside college hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of college property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Principal. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the college. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Principal.

Lettings

The college will make its facilities available to outside uses at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the College Manager and Principal. For users connected to the college e.g. CSPA, the charge will be based on the site staff overtime costs.

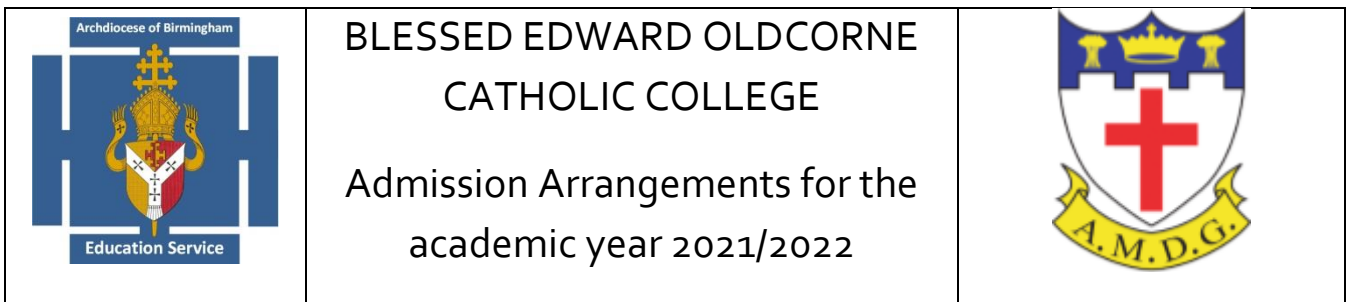
Other charges

The Principal, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED Report.

Remissions Policy

The Principal, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances. Complete remission of any charges for board and lodging for a residential trip will be made if:

- a) The education provided on that trip cannot be changed for; and
- b) The student's parents/carers are in receipt of Income Support, Child Tax Credit
(provided that they are not entitled to Working Tax Credit and have an annual income, assessed by Her Majesty's Revenue & Customs, that does not exceed the rate determined by HMRC), the guaranteed element of State Pension Credit and Income Related Employment & Support Allowance (introduced from 27 October 2008) or Income Based Jobseeker's Allowance.



The admissions process for Blessed Edward Oldcorne Catholic College is part of the Worcestershire Local Authority co-ordinated admissions scheme. To apply for a place at Blessed Edward Oldcorne Catholic College in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming Blessed Edward Oldcorne Catholic College on the application form. Applications need to be made by 31st October 2020. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 1st March 2021, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term 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.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government 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.

The governing body is the admissions authority and has responsibility for admissions to this school. The governing body has set its admission number at 210 pupils to be admitted to Year 7 in the school year which begins in September 2021. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the governing body will give priority firstly to children who will have a brother or sister (see Note 4 below) attending Blessed Edward Oldcorne Catholic at the time of admission and

then secondly to children living closest to the school determined by the shortest distance (see Note 6 below).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <https://www.birminghamdiocese.org.uk/boundary-map> and will be applied to the admission arrangements for the academic year 2021/2022.

Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below)
2. Baptised Catholic children (see Note 2 below) currently attending our Catholic Feeder primary school (see Note 6 below)
3. Other baptised Catholic children. (see Note 2 below)
4. Children who are not Catholic, but who are looked after or previously looked after (See note 3)
5. Siblings of current students at the College at time of admission. (See note 4)
6. Siblings of former students of the College. (See note 5)
7. Children who attend our feeder Catholic Primary Schools as identified above at the time of application.
8. Other children who attend the following primary schools at the time of application:
Claines C of E Primary School Worcester
Redhill C of E Primary School Worcester
St. Barnabas C of E Primary School Worcester
St. Clements C of E Primary School Worcester
St. George's C of E Primary School Worcester
Whittington C of E Primary School Worcester
Broadheath C of E Primary School
Grimley and Holt C of E Primary School
Hallow C of E Primary School
9. Children of any member of staff employed by the Governing Body in the College, including casual staff, where the member of staff:
 - a. Has been employed at the College for 2 or more years at the time at which the application for admission to the College is made; and/or
 - b. Has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
10. Children with specific health or other needs verified by medical or social agencies documentation.
11. Other children.

Where oversubscription occurs in any category, priority will be given to those students who live nearest to the College by straight line measurement.

Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

Please ensure that sibling information is included on the Local Authority Form in the notes section.

Note 5

A former student is a child who has attended the College for at least 12 weeks. Where the college has no record of attendance the parent must provide evidence of attendance such as examination certificates or school reports.

Note 6

The named feeder schools for Blessed Edward Oldcorne Catholic College are:

Holy Redeemer Catholic Primary School, Pershore
Our Lady Queen of Peace Catholic Primary School, Worcester
St George's Catholic Primary School, Worcester
St Joseph's Catholic Primary School, Droitwich Spa
St Joseph's Catholic Primary School, Malvern
St Joseph's Catholic Primary School, Worcester
St Mary's Catholic Primary School, Broadway
St Mary's Catholic Primary School, Evesham

Note 7

Distances are measured in miles in a straight line using the GeoCode Points for each property and the GeoCode point for the school. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the coordinates that are used to plot an address within this system.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Governing Body, allocate the final place by random selection (lottery). Someone totally independent of Worcestershire's Children's Services will supervise this process.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. Parents who wish for their

child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Year 7 in September 2022, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2022 when applications open in the autumn term of 2021. Please note that parents only have the right to re-apply for a place. Where the Governing Body agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

APPEALS

Parents who wish to appeal against the decision of the Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of Governors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Governing Body have offered a place in the normal age group instead.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Governing Body has accepted a

second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

LATE APPLICATIONS

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications received between 1st November 2020 and 31st January 2021 will be considered as being submitted on time only in the following circumstances:

- a) Where a family have just moved address.
- b) Where it is agreed that individual circumstances apply and the delay was reasonable given the circumstances of the case.

In each case independent supporting documentary evidence will need to be submitted with the application.

In all other circumstances, or if the application is not received until after 31st January 2021, late applications (including late changes to on time applications), will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

You are encouraged to ensure that your application is received on time.

CHANGE IN PREFERENCE

Once parents have submitted their preference, they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in circumstances, then the application will be refused.

WAITING LIST

In addition to their right to appeal, children who have not been offered a place at Blessed Edward Oldcorne Catholic College but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2022 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

IN YEAR FAIR ACCESS PROTOCOL

The Governing Body of Blessed Edward Oldcorne Catholic College 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 when admitting the child would mean exceeding the published admission number.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO YEAR 7 CLASS (IN-YEAR ADMISSIONS)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made by contacting Worcestershire local authority's School Admissions Team who will liaise with the school's Governing Body regarding any applications submitted. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

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

Parents will be advised of the outcome of their application in writing and, where the Governing Body's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

APPENDIX

DEFINITION OF A "BAPTISED CATHOLIC"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. 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.)



Blessed Edward Oldcorne
Catholic College
Admission Arrangements for
the academic year 2021/2022



Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government 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 application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname:	
Child's First Name(s):	
Address:	
Contact number:	

Please tick the appropriate boxes below:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes	<input type="checkbox"/>	No*	<input type="checkbox"/>

*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Governing Body to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Application Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Governing Body to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to Blessed Edward Oldcorne Catholic College at Timberdine Avenue, Worcester, WR5 2XD by 31st October 2020.

Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are Blessed Edward Oldcorne Catholic College at Timberdine Avenue, Worcester, WR5 2XD
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Mr Paul Edmunds and you can contact them with questions relating to our handling of the data. You can contact them by emailing office@blessededward.co.uk
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep

a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.

10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by writing to the Clerk to Governors at Blessed Edward Oldcorne Catholic College, Timberdine Avenue, Worcester, WR5 2XD. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at ico.org.uk

I confirm that I have read the Admissions Policy of the 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.

Signed

Date.....

Print Name