

HAGLEY CATHOLIC HIGH SCHOOL

Admission Arrangements for the Academic Year 2025/2026

Hagley Catholic High School is part of the Emmaus Catholic Multi Academy Company. The admissions authority for the school is the Board of Directors of the Emmaus Catholic Multi Academy Company. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of Hagley Catholic High School.

The admissions process for Hagley Catholic High School is part of the Worcestershire Local Authority co-ordinated admissions scheme. To apply for a place at Hagley Catholic High School, the normal admissions round application must be made using the school admission application process of the local authority in which you live. Hagley Catholic High School will provide the application form. Applications need to be made by 8:00 October 2025. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 1).

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 in March 2026 or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means a parent, guardian, 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 Catholic families. Whenever there are more applications than places available, priority will be given to children in accordance with the oversubscription criteria listed below. The selection process is conducted by the Board of Directors as part of the Catholic Church in accordance with its Articles of Association. The school seeks at all times to be a witness to Our Lord Jesus Christ.

Oversubscription Criteria for Year 7

- 1 Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below).
- 2 Baptised Catholic children who will have a brother or sister attending Hagley Catholic High School at the time of admission (see Notes 2 and 4 below)
- 3 Baptised Catholic children (see Note 2 below) currently attending a named feeder school (see Note 3 below).
- 4 Other Baptised Catholic children (See Note 2)
- 5 Non-Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below).
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For the purposes of this policy, a looked after child living with a family where at least one of the carers be considered 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 child being ranked as a 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

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 with ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application to the normal age group in the first instance. Parents must then submit a formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a letter of application outlining the reasons why they wish for their child to be considered to be admitted to 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 Local Governing Body will consider requests for children 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 following factors:

LATE APPLICATIONS

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

An application can be made for a place for a child at any time outside the normal admission round and be admitted where there are places available. Further information regarding instructions on how to apply in the school at any

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate process. Children with an Education, Health and Care Plan that names the school must be admitted. Where this is not the case, before the allocation of places under these arrangements this will reduce the number of places available to other children.

An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children Act 2014, specifying the special educational provision required for a child.

OVERSUBSCRIPTION CRITERIA FOR SIXTH FORM

1. Students (see Note 2 above) who are looked after or previously looked after (see Note 3 above) who achieve the entry requirement.
2. Other students who wish to be considered for a place at Hagley Catholic High School.
3. Students either from Hagley Catholic High School or any other school who do not achieve the entry requirement but request admittance on the grounds of special consideration.

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

1. We are Hagley Catholic High School at Brake Lane, Hagley, Worcestershire DY8 2XL
2. 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 perform our functions.
3. The person responsible for data protection within our school is Mrs Tracey Brown and you can contact them with questions relating to our handling of the data. You can contact them by writing to Hagley Catholic School, Brake Lane, Worcestershire DY8 2XL or via email to trch@emmausmac.com
4. We require the information we have requested for reasons relating to our functions as the admissions authority for the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest 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 other person 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). The 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. Our notice and data protection policies 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 the application for retention policy.
10. Our policies.
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