Admissions Policy (2028-29)

Ellesmere Port Catholic High School

Approved by:	**UNDER CONSULTATION UNTIL 3rd DECEMBER 2026**



Through our Admissions policy, we are ensuring that every pupil has the chance to be a member of our school community and contribute towards the common good. Our Admissions policy also ensures that we are working together, as a school, and as a community for the common good, to ensure that all pupils have access to high-quality education, no matter their background or ability level.

Ellesmere Port Catholic High School

Admissions Policy 2028-29

Ellesmere Port Catholic High 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 always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its academy company (Our Lady Help of Christians Academy Trust) 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 these admission arrangements.

Our Lady Help of Christians Academy Trust is the admission authority and has delegated full responsibility for admissions to the Local Governing Body. The local authority undertakes the co-ordination of admission arrangements during the normal admission round (excluding admission to Year 12). The admission authority has set the school's Published Admissions Number (PAN) at 180 pupils to Year 7 and 100 for external applicants to Year 12 in the school year which begins in September 2028.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Admission to the Sixth-Form

The school operates a sixth form for a total of 200 pupils. 100 places overall will be available in Year 12. While the admission number is 100 if fewer than 100 of the school's existing pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 100.

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. These are that pupils will have achieved at least 5 9*- 4 GCSE passes.

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 1 and 3-7 set out below.

Where there is a space in Year 13 i.e. where there are fewer than 100 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria 1 and 3-7 set out below

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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

At any time 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 and previously looked after children. (see note 2&3)
2. Catholic children who attend a feeder Catholic primary school, namely Our Lady Star of the Sea Catholic Primary School, St Bernard's RC Primary School, St Mary of the Angels Primary School and St Saviour's Catholic Primary and Nursery School. (see notes 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see notes 6&7)
7. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) The attendance of a brother or sister at the school 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 8)

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG) (using Cheshire West and Chester's computerised measuring system). Proof of address may be required to verify place of residence. 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

To apply for a place at this school in the normal admission round, 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 or 6. The Supplementary Information Form should be returned to **The Admissions Officer** by **31st October 2027**.

The Year 12 application procedure can be found in the 6th Form Admissions Policy.

You will be advised of the outcome of your application on 1st March 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, together with all supporting documentation, your child may not be placed in criteria 1 to 3 or 5 or 6, and this may 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 31st October 2027.

Late Applications

Late applications will be administered in accordance with Cheshire West and Chester 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 school Admissions Officer at the same time as the admission application is made. The admission authority 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 admission authority 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. The waiting list will be held open until the last day of the summer term 2029.

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 normal admission round and the child will be admitted where there are available places. Application should be made to Ellesmere Port Catholic High School by contacting the Admissions Officer in school or via the school website https://www.epchs.co.uk/page/admissions/168029

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power even where admitting the child would mean exceeding the PAN.

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

Notes (these notes form part of the oversubscription criteria)

1. 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' 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 a 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 an application to the school.

   A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the Our Lady Help of Christians Academy Trust) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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 living with a family where at least one of the parents is Catholic.

   For a child to be treated as Catholic, evidence of Catholic 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 law 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 CYTÛN 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. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:

   (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, 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 home address as the child who is the subject of the application.

9. 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.

10. 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 Common Application Form ("CAF"). 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 given in the CAF, provided that the child resides at that address for any part of the school week.

Appendix 1 – Supplementary Information Form

ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

Supplementary Information Form – Entry September 2028

Confidential

Please complete both sides in CAPITALS and return to the School

Please note: This is **NOT** an Admissions Form. You will have to make a formal application via the local authority: via Cheshire West and Chester.

You can do this on-line: www.cheshirewestandchester.gov.uk/admissions or via a paper application in their Admissions Booklet.

Child's Surname:	
Child's Forename(s):	
Child's Date of Birth:	
Gender:	Male/Female *(delete as appropriate)
Child's Address:	Postcode:
Home Telephone Number:	

Parental Contact Name:	Relationship:
Address:	Postcode:
Telephone Number:	
Email Address:	

Parental Contact Name:	Relationship:
Address:	Postcode:
Telephone Number:	
Email Address:	

Is the child baptised Roman Catholic? You are asked to enclose a copy of the baptismal certificate with this form or evidence of formal reception into the Roman Catholic Church. If this is not possible explain below.	Yes/No Date of Baptism: _ Church: _ Location (Town/City): _ Certificate enclosed: Yes/No

ELLESMERE PORT CATHOLIC HIGH SCHOOL

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Name and Address of Current School:	Postcode:

Names of any siblings currently attending the School *A sibling means the brother, sister, stepbrother or stepsister, half brother or half sister living together as part of one household.*	Name(s): Year Group(s) as of September 2028:
Children of staff employed by the school.	Name of Staff:
Additional Information which you may wish to supply:	

Signature: _____

Relationship to Child: _____ Date: _____

CLOSING DATE FOR RECEIPT OF INFORMATION BY: 31st October 2027

Office Use Only

Baptismal Certificate Seen: Yes/No Signature: Date:

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ
Tel: 0151 355 2373
Email: admin@epchs.co.uk www.epchs.co.uk
Acting Headteacher: Mrs L. Henderson
Executive Headteacher: Mr T. Beesley