

# ARCHBISHOP McGRATH CATHOLIC HIGH SCHOOL

Bramble Close  
Brackla  
Bridgend  
CF31 2PQ

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## APPLICATION FOR TRANSFER FROM ANOTHER SCHOOL

CAIS AM FYNEDIAD

*'Christ at the Centre'*

(Version 1 - February 2013)

## Applying for Transfer to Archbishop McGrath

Archbishop McGrath Catholic High School is an English medium, mixed, voluntary aided secondary school in Bridgend County Borough. It serves the parishes of Our Lady's and St Patrick's (Maesteg), St Robert's (Aberkenfig), St Mary's (Bridgend), Our Lady Star of the Sea (Porthcawl) and St Joseph of Arimathea (Pyle).

The Schools Standards and Framework Act 1998, section 86, gives parents the right to express a preference as to which school their children attend.

The Governing Body of the School is responsible for determining and administering the Policy relating to the admission of pupils to the School. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan trustees and its duty to the School and the Catholic community.

In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the Governing Body has delegated responsibility for determining admissions to its 'Admissions Panel', a sub-committee of the Board of Governors. The Admissions Panel will consider all applications without reference to the race, gender, ability, disability, social background or aptitude of the child.

**This form should be used where a parent / guardian seeks a transfer to Archbishop McGrath Catholic High School from another school.** You should not make an application using this form unless you have already discussed your intentions to transfer your child to Archbishop McGrath Catholic High School with the Head Teacher of the school your child currently attends / most recently attended. Once completed, the form should be sent, together with a letter outlining your reasons for seeking the transfer, and a certificate of baptism in the case of Catholic applicants, to "The Admissions Panel, Archbishop McGrath Catholic High School" at the address below.

You will then be invited to attend an informal meeting with the Head Teacher (and possibly a member of the Governing Body) where the detail of your application, including your reasons for seeking a transfer, and the suitability of Archbishop McGrath Catholic High School in terms of meeting your child's needs, will be discussed. The Governing Body's Admissions Panel will consider each application with reference to the published Oversubscription Criteria (below) and any specific recommendation from the Head Teacher. The applicant will be notified in writing of the decision of the Admissions Panel within 14 days of application.

In arriving at its decision, the Panel will be mindful of the current number of pupils in the school year concerned. Currently, this is limited to 124 in agreement with BCBC and the Wales Government. If there is no place available at the time of application, the name of the applicant will be added to our Waiting List unless you request otherwise. In the event that a place becomes available at a later date, the applications on the Waiting List will be reviewed and the available place allocated with regard to the School's oversubscription criteria below. A prospective pupil's name will remain on the Waiting List until the end of the academic year, when the list will be cleared. If you wish the name to be added to the Waiting List for the following year, you will need to reapply.

### Oversubscription Criteria and Order of Priority

Where the number of applicants for admission would exceed the Admission Number of **124**, places will be allocated in the following order of priority:

1. Looked After Baptised Catholic Children<sup>1</sup>
2. Baptised Catholic children.<sup>1</sup>
3. Other Looked After Children
4. Siblings of children who are currently attending Archbishop McGrath Catholic High School.<sup>2</sup>
5. Other children for whom parents/guardians seek a specifically Christian education.

### Notes

1. Evidence of baptism must be submitted with the application form.
2. In this context, "siblings" would share a common mother or father, adopted mother or father, or form part of an established family unit. When allocating places if the last place is offered to a multiple birth child (eg a twin or triplet), the School will also admit the other sibling(s).

In circumstances where, for reasons of capacity, it is not possible to admit all the children within a given criterion, preference will be given those whose homes are closest to the school as determined by the shortest practicable walking route; this is determined using the current BCBC approved GPS system.

Notwithstanding the foregoing, and recognising the School's principal responsibility is to serve the Catholic population, it should be noted that the Governing Body reserves the right to admit Catholic applicants irrespective of the School Number.

Parents have a **right of appeal** against a refusal by the Governing Body to admit their child. If they wish to do so, they should put their appeal in writing to the Clerk to the Governors at the School within 14 days (10 working days) from the notification date. Appeals will be arranged, with an independent panel and conducted in accordance with the Schools Admissions Appeals Code.

Data Protection:

For all successful applications, the data contained in the application form will be stored on the school management information system and used for purposes outlined in the 'fair processes order'. Every effort is made to secure the accuracy and security of personal data held by the School. Under the Data Protection Act, individuals have the **right of access to personal information** held about them, and also the right for any errors to be corrected.

**Please send application form (and all supporting documentation) to:**

The Admissions Panel  
Archbishop McGrath Catholic High School  
Bramble Close  
Brackla  
Bridgend  
CF31 2PQ

PLEASE ENSURE YOU HAVE READ THIS DOCUMENT IN ITS ENTIRETY **BEFORE** COMPLETING THIS FORM, AND THAT BOTH SECTIONS ARE COMPLETED.

**SECTION 1 – Family Details**

**Child's Full Name:** \_\_\_\_\_ **Male / Female**  
(Block Capitals)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please indicate to whom correspondence should be addressed:

**Mr&Mrs/Mr/Mrs/Miss/Ms** (Delete as applicable)

(A) Parents'/Guardians' Name & Address:

(B) Father/Mother's Name & Address: (If different from A)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel. (Day): \_\_\_\_\_

Tel. (Day): \_\_\_\_\_

Tel. (Eve): \_\_\_\_\_

Tel. (Eve): \_\_\_\_\_

email: \_\_\_\_\_

email: \_\_\_\_\_

Please indicate child's address (A or B):  If child resides at both addresses, please indicate how much time at each address.

**I wish to apply for my son/daughter to transfer to Archbishop McGrath Catholic High School, commencing** \_\_\_\_\_ (Proposed date of admission).

**I wish to apply under criterion number**

**SECTION 2 - Information relating to the child**

Name of school currently attending / most recently attended: \_\_\_\_\_

Have you discussed your request to transfer with the head teacher at your current / latest school? **YES / NO**

Is the child in the care of the Local Authority? **YES / NO**

Does the child have a sibling already studying at Archbishop McGrath? **YES / NO**

If so, please provide the name and form of this pupil: \_\_\_\_\_

Signature of Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please print name (in capitals): \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE GOVERNING BODY**

Student to be accepted: Yes  No  (please tick) Date application received: \_\_\_\_/\_\_\_\_/\_\_\_\_

If 'no', reasons why: \_\_\_\_\_

\_\_\_\_\_

Signature of Governing Body Representative: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If you need help to complete this form, please contact the School.