



BRENTWOOD URSULINE CONVENT HIGH SCHOOL ADMISSION POLICY 2025

Brentwood Ursuline Convent High School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its academy company 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 the admission arrangements.

Admission to Year 7

The academy company is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round¹ (excluding admission to year 12). The academy company has set its Published Admissions Number (PAN) at 175 pupils to year 7 in the school year which begins in September, 2025. At least 158 Year 7 places will be offered to girls without reference to academic ability.

In view of the school's tradition of excellence in music the academy company will admit girls with musical aptitude, up to a maximum of 17 places without undermining the Catholic ethos of the school. Musical aptitude will be determined on the basis of a music aptitude assessment. Priority will be given to those who show the most aptitude on assessment. Additional music training and activities will be provided by the school and these students will be expected to participate in these activities. Music aptitude assessment tests will take place in the Autumn term and you will be informed, before the school application deadline whether your daughter has passed. Please note that a pass does not equate to a guarantee of a place at the school.

Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below.

¹This is for admission to the school at the start of the school year in September and not for applications made in-year.



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

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 Children (LAC) and Previously Looked after Children (PLAC) and Children Previously Looked after from outside England (IPLAC). (see notes 2&3)
- 2) Catholic children who are resident in the local parishes of:
 - Brentwood – Cathedral Church of St. Mary & St. Helen with Holy Cross and All Saints (Warley)
 - Hutton – St. Joseph the Worker
 - Ingatestone – St. John the Evangelist & St. Erconwold
 - Ongar – St. Helen
 - Gidea Park – Christ the Eternal High Priest
 - Harold Hill 1 - Most Holy Redeemer
 - Harold Hill 2 – St. Dominic's
 - Billericay – Most Holy Redeemer.(see note 3)
- 3) Other Catholic children. (see note 3)
- 4) Other Looked after Children (LAC) and Previously Looked after Children (PLAC) and Children Previously Looked after from outside England (IPLAC). (see note 2)
- 5) Catechumens and members of an Eastern Christian Church. (see notes 4&5)
- 6) Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
- 7) Any other children.

Within each of the categories listed above, the following provision will be applied:

- (i) The attendance of a sibling at the school in Years 7 to 11 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 7).



Music Places and Music Scholars

The school offers a very lively and varied musical education of a high standard to all its students.

Up to 17 of the Year 7 places are offered on the basis of musical aptitude. Parents wishing to apply for this should submit the appropriate form and send it to the school before **18th July 2024**. Applicants should indicate which instrument(s) they play. Children who have good singing voices may also apply.

Applicants for Music Places and Scholarships need not be from the priority areas or be Catholic, but would be expected to respect the Catholic ethos of the school and take an active part in its musical and liturgical life. It would be expected that students receiving a music place at the School follow a music curriculum at the school to the conclusion of KS4.

Failure to receive a music place would not prevent a student from receiving an offer of a place in the normal way.

Music Scholars

Music Scholars: Each year scholarship benefits may be offered to some students who have been offered a Music Place. These applicants would usually be gifted in music and be performing pieces at the aptitude assessment of a standard of Grade 3 or above.

All Music Scholars are expected to participate fully in the musical life of the School and are encouraged to reach their full potential with a regular mentoring and support programme. Scholarship benefits may be withdrawn if the Music Scholar has not maintained a satisfactory level of commitment to tuition and participation within the wider musical life of the School.



Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the address point (see below) of the child's home address (including the community entrance to flats) and the address point of the school. For admissions purposes the Local Authority uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the co-ordinates of each individual property (the home address) which are referred to as address points. 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

The application for a Music Place / Scholarship must be sent to the school by **Thursday 18th July 2024**. The music aptitude assessment tests will take place in the Autumn term and parents will be advised of the outcome of this test before the School application deadline.

To apply for a place at this school in the normal admission round¹, 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 to 6. The Supplementary Information Form should be returned to Miss Lester, Admissions Officer, Brentwood Ursuline Convent High School, Queen's Road, Brentwood, Essex CM14 4EX by the closing date – see below.

You will be advised of the outcome of your application on 1st March 2025 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 of 31st October 2024, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 6, and this is likely to 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 2024.

¹ This is for admission to the school at the start of the school year in September and not for applications made in-year.



Further information on the Common Application form can be obtained via the website www.essex.gov.uk/admissions or your home local authority website. Appeals Information can be obtained via the website www.essex.gov.uk/admissions.

Admissions in 2024

Last year 489 applications were received. 175 places were offered in March and there were 7 lodged appeals. Successful applicants were drawn from oversubscription criteria 2 to 6.

Late Applications

Late applications will be administered in accordance with your home Local Authority 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 Admissions Officer at the School address at the same time as the admission application is made. The academy company 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 academy company 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 2025-26. The waiting list will be held and maintained only for the academic year 2025-26. If parents wish for their daughter to join or to remain on the waiting list for the following year after that date, they need to contact the school in writing to request this by the end of September 2026. **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. Application should be made to the school using the form available on the school web-site. A copy of the form can also be



obtained by contacting the school address. We will inform you of the outcome of your in-year application in writing within 15 school days.

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

Note:

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

Admission to the Sixth-Form

The academy company has set its admission number at 30 for external applicants to year 12 in the school year which begins in September, 2025.

The school operates a sixth form for a total of 340 pupils. 170 places overall will be available in year 12. While the admission number is 30, if fewer than 140 of the school's existing pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 170.

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.

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 set out above.

Where there is a space in year 13 i.e. where there are fewer than 170 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria set out above.

The closing date for Sixth Form applications is **Wednesday 18th December 2024** and applications should be made direct to the School address using the Application Form included in the Sixth Form Prospectus, which is available from the School and on the School web-site.

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 admission authority) 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 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 laws 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. 'sibling' includes:
- (i) all natural siblings, half siblings, adopted siblings, step-siblings, foster siblings, 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 address as the applicant.
8. 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.
9. 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.

Authorised by Resolution of the Academy Company of the Brentwood Ursuline Convent High School Date: 7 th February 2024 Signature Effective date of the policy: 7 th February 2024 Review date of policy: Annually



BRENTWOOD URSULINE CONVENT HIGH SCHOOL

Queen's Road, Brentwood, Essex CM14 4EX

Tel: 01277 227156 Email: admin@buchs.co.uk

Headteacher: Dr R J Wilkin

BRENTWOOD DIOCESE CATHOLIC SCHOOLS BUCHS SUPPLEMENTARY INFORMATION FORM 2025 INTAKE

(PLEASE COMPLETE IN BLOCK CAPITALS)

If you are expressing a preference for a place for your child at **Brentwood Ursuline Convent High School**, a Catholic Academy in Essex **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

The completed Supplementary Information Form, together with all supporting documentation (see Notes overleaf), should be **returned to the admissions officer, Miss C. Lester at Brentwood Ursuline Convent High School** by the Local Authority closing date: 31st October 2024.

If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.

If you do not provide the information required in this form and return it to the academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.

Remember – you **must** also complete the Common Application Form by 31st October 2024.

CHILD'S SURNAME:

FORENAME/FIRST NAMES:

DATE OF BIRTH:

RELIGION:

HOME ADDRESS:

..... POSTCODE:

CURRENT SCHOOL:

FULL NAMES OF PARENTS (OR GUARDIANS):

CONTACT DETAILS:

FATHER:

Home Tel:

ADDRESS:

Mobile Tel:

.....

Work Tel:

EMAIL ADDRESS:

MOTHER:

Home Tel:

ADDRESS:

Mobile Tel:

.....

Work Tel:

EMAIL ADDRESS:

FOR OFFICE USE ONLY

Distance from school:

Category:

Date application received

PLEASE NAME ANY SIBLINGS WHO WILL BE ATTENDING BRENTWOOD URSULINE IN YEARS 7-11 AT THE TIME OF ENROLMENT (SEPTEMBER 2025)

NAME: FORM:

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings who will be attending the Catholic academy in Years 7 to 11 at the proposed time of admission. If this information is not provided the admission authority of the Catholic academy may not be able to place the application within the correct criteria.

Please read the academy Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

PLEASE BE ASSURED THAT ALL APPLICATIONS ARE WELCOMED

ENCLOSED DOCUMENTATION TO SUPPORT FAITH CRITERION – See Notes Overleaf

Criteria	Tick Box	Evidence
1, 2 3 Baptised Catholic	<input type="checkbox"/>	Copy of Baptism Certificate
5: Catechumen / Member of an Eastern Christian Church	<input type="checkbox"/>	Certificate of acceptance into the Order of Catechumens / Copy of Baptism or Reception Certificate
6: Children of other Christian denominations	<input type="checkbox"/>	If available copies of each of: Baptism/Christening Certificate; and / or A Letter from minister or religious leader of commitment to Christian faith and/or active involvement.

Catholic Parish/Deanery in which your child lives:

DECLARATION

I confirm that I have read the Admissions Policy of Brentwood Ursuline Convent High 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 admission authority may withdraw any offer of a place even if the child has already started school.

DATE: SIGNED: PARENT/GUARDIAN

Checklist:

Have you enclosed (where applicable):

- Copy of baptism or certificate of reception;
- Certificate of acceptance into the Order of Catechumens;
- Letter/Evidence confirming membership of a Christian denomination or other faith

Have you completed and returned your local authority's Common Application Form?

**THIS FORM MUST BE RETURNED DIRECTLY TO:
The Brentwood Ursuline Convent High School
CLOSING DATE FOR THE SIF FORM: 31st October 2024**

The data on this form will only be used within the academy admissions system, and will not be divulged to any third party outside the academy admissions system in accordance with current Data Protection legislation.

Notes

1, 2 + 3: Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child, evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. 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. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.

5: Evidence for Catechumens

If application is being made for a place at the school for a catechumen, evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

Or: Evidence of Membership of an Eastern Christian Church

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

6: Evidence for Other Christian Denominations

If application is being made for a place at the school as a member of another Christian denomination, a Baptism/Christening Certificate and / or, a letter confirming membership of that Christian denomination and signed by the appropriate minister of religion will be required. The Certificate and / or letter should be provided at the same time as this form is returned to the school.

Privacy Notice

In compliance with the UK General Data Protection Regulation (UK 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 you to provide on this form.

1. We are
Brentwood Ursuline Convent High School, an Academy Trust Company.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Ranjit Bajwa, Data Protection Officer and you can contact them with questions relating to our handling of the data. You can contact them via the School Address and Telephone Number or by email to clerk@buchs.co.uk
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.
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 UK 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 UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the school's/academy's enrolment system, and the data will be retained and processed on the basis of the school's/academy'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/academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's/academy's data retention policy.
10. To read about your individual rights you can refer to the school's/academy'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 utilising the Academy's Complaints procedure which is available on the Academy website www.brentwoodursuline.co.uk . 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.