

# Coloma Convent Girls' School

Admission Policy - Years 7 to 11

September 2024-2025



Approved by:

Local Governing Body 22<sup>nd</sup> February 2023

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**Coloma Convent Girls' School** is an all-ability, Catholic Academy school for girls. It is in the Trusteeship of the Catholic Archdiocese of Southwark. The school is conducted as a Catholic school in accordance with the Code of Canon Law promulgated by the Apostolic See and teachings of the Catholic Church and in accordance with the Deed of Incorporation of the Congregation of the Daughters of Mary and Joseph who founded the school. The Local Governing Body, acting through its Admissions Committee, intend to admit a maximum of 150 girls (or exceptionally from time to time 180 girls) each year at age 11, without regard to aptitude or ability.

In this Policy the term "**Candidate**" refers to the girl for whom a place at Coloma is being sought; "**Applicant**" refers to the parent or carer of the Candidate. The expression 'Roman Catholic girl' means girls who have been baptised or received into the Roman Catholic Church or into another Church that is in full communion with the See of Rome and daughters of members of the Ordinariate. (See Appendix 1).

Coloma welcomes applications from throughout the community, regardless of faith or background; however, Applicants need to be aware that Coloma is an over-subscribed school and that Catholic Candidates are prioritised above non-Catholic Candidates when there is over-subscription. The school received 299 applications from Catholic Candidates for entry in September 2022.

Where applications exceed the number of places available, after allowing for places allocated to children with an Education, Health and Care Plan (EHCP) naming the school, or whom the Admissions Committee reasonably believes will receive such a statement before 1st September in the year of intended admission, consideration will be given only to Applicants who include the school in their list of preferences in the Local Authority Coordinated Admissions Scheme.

Places will be offered using the following categories in the order stated:-

1. Looked after Catholic girls or looked after girls in the care of Catholic families and previously looked after Catholic girls who have been adopted. This includes Catholic girls who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Baptised Catholic girls. Evidence of Baptism will be required.
3. Other looked after girls and other previously looked after girls who have been adopted, including girls who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
4. Girls enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
5. Girls who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Girls of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of

worship will be required.

7. Girls who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.
8. Any other girls.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

- A. Girls for whom there are medical or other special reasons why the School is the only reasonably available suitable School. Supporting evidence from an appropriate professional person such as a doctor, social worker or educational welfare officer must be supplied at the time of application. Although the Admissions Committee may, at its discretion, make enquiries to satisfy itself as to the matters referred to in the material supplied, it will not be required to make any independent investigation.
- B. Girls whose Sibling at the time of application is a pupil at the School who entered Coloma before year 12 and who will be attending the School at the time of the Candidate's admission. If the Candidate will have a Sibling at the School at the time of the Candidate's admission, it is important that the Sibling's details are included in the Supplementary Information Form. (See Appendix 2: Definition of Sibling (where Sibling is a current Coloma pupil) and  
  
Girls whose Sibling is a former Coloma pupil who entered Coloma before year 12. If the Candidate has a Sibling who is a former Coloma pupil, it is important that the Sibling's details are included in the Supplementary Information Form. (See Appendix 2: Definition of Sibling (where Sibling is a former Coloma pupil).
- C. For Category 2 above: Girls ranked according to the Candidate's and Applicant's Catholic religious practice; that ranking will determine the order in which offers are made. Appendix 4 sets out details of the system used to facilitate the ranking of Candidates.

### **Explanatory Note**

In order to determine the required ranking, the information provided on the Supplementary Information Form, together with the information on Mass attendance provided by the priest nominated by the Applicant (which information the Applicant will both request from the priest and supply to the school) will be assessed in the following areas:

- The Candidate's and Applicant's Mass attendance.
- The Candidate's age at Baptism
- The Candidate's First Communion.

(See Appendix 3: Notes on Catholic Practice).

### **Tie-Break (for all categories)**

Where there is more than one Candidate having an equal ranking based on the above, the Candidates will be ranked according to proximity to the School of the Candidate's home with the nearer Candidate(s) being ranked higher. The distance used will be that supplied by Croydon Local Authority. In the event that the distances are the same for two or more candidates the order of ranking will be determined by random selection independently scrutinised.

Applications received after the closing date will be dealt with in accordance with the above over-subscription criteria and with the London Borough of Croydon Co-ordinated Scheme Policy on late applications.

### **Admission of children outside their normal age group**

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions on whether to offer a place outside of a child's chronological year group will be made by the governors on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views; views of the Headteacher, information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group. Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this.

### **Withdrawal of Offer**

The Admissions Committee reserves the right to seek independent verification of any information supplied by Applicants on the Supplementary Information Form and to request further evidence that the address given is the normal weekday address of the Candidate. Where fraudulent or deliberately misleading or incorrect information has been supplied and that information has led to a place being offered which would not otherwise have been offered, the Committee reserves the right to withdraw the offer.

### **Waiting List**

In the event of places at the School being oversubscribed, a waiting list will be maintained for Year 7 at least until the end of the first term of the 2024/25 academic year. Unsuccessful Applicants who wish Candidates to be placed on the waiting list must contact the school and their Local Authority to request this. Candidates will be ranked on the waiting list in accordance with the over-subscription criteria stated above. Each added Candidate will require the list to be ranked again in accordance with the over-subscription criteria. Girls who are the subject of a direction by the Local Authority to admit or who are allocated to the School in accordance with a Fair Access Protocol will take precedence over any girl already on the waiting list.

### **Applications for places other than for Year 7 in September 2024**

Those applying for admission outside the normal admissions cycle - for example, those moving into the area in the course of the year - will be considered under the same criteria as those applying for entry at the usual time. All such applications must be made directly to the school using the school's Supplementary Information Form. Please see: <https://www.coloma.croydon.sch.uk/admissions-to-coloma/>

### **Appeals**

Anyone applying under any of the provisions of this policy who is not offered a place at the School will be advised of the process for appeal to the Independent Appeal Panel.

## **Your Data**

Coloma Convent Girls' School is committed to protecting the information provided by parents and carers in connection with admission applications, including admission appeals, and to using the information only for the purpose for which it was provided. Please refer to Coloma's Privacy Notice which can be found in the Policies section of our website: <https://www.coloma.croydon.sch.uk/about-coloma/school-policies/>

## **Submission of Incorrect Information**

In the event that it is discovered that an Applicant has submitted information which is later found to be incorrect, this may result in the refusal to offer a place to the child. If a place has already been offered on the basis of incorrect information, we may withdraw the offer.

## APPENDIX 1

### CHURCHES IN FULL COMMUNION WITH THE SEE OF ROME

**Personal Ordinariate.** The Ordinariate established under The Apostolic Constitution *Anglicanorum Coetibus* of November 4th 2009.

#### **Oriental Rite (or Eastern Catholic) Churches in union with Rome**

Liturgical Tradition	Church
ALEXANDRIAN	Coptic, Ethiopian (Gheez)
ANTIOCHIAN	Malankrese, Maronite, Syrian
ARMENIAN	Armenian
BYZANTINE (CONSTANTINOPOLITAN)	Albanian, Belarusan, Bulgarian, Krizevci, Greek, Macedonian, Melchite, Italo-Albanian, Romanian, Russian, Ruthenian, Slovakian, Ukrainian, Hungarian
CHALDEAN	Chaldean, Malabar

Note: Eastern Orthodox Churches, including the Bulgarian Orthodox, Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches, are NOT in full communion with the See of Rome.

## APPENDIX 2

### **DEFINITION OF SIBLING (WHERE SIBLING IS A CURRENT COLOMA PUPIL)**

A sibling is defined as a sister or half-sister, or any other child (including an adopted child) who permanently resides at the same address as the Candidate and for whom the Applicant also has parental responsibility.

### **DEFINITION OF SIBLING (WHERE SIBLING IS A FORMER COLOMA PUPIL)**

A sibling is defined as a sister or half-sister, or any other child (including an adopted child), whether or not residing at the same address as the Candidate, for whom the Applicant had parental responsibility at the time that the sibling, now a former pupil of Coloma, was on the School roll.

## APPENDIX 3

### NOTES ON CATHOLIC PRACTICE

#### Extracts from the current Code of Canon Law

#### MASS ATTENDANCE

##### Canon 1247

On Sundays and other holydays of obligation, the faithful are obliged to participate in the Mass.

#### BAPTISM

##### Canon 867

Parents are obliged to see that their infants are baptised within the first few weeks. As soon as possible after the birth, indeed even before it, they are to approach the parish priest to ask for the Sacrament for their child, and to be themselves duly prepared for it.

#### FIRST HOLY COMMUNION

##### Canon 914

It is primarily the duty of parents and those who take their place, as it is the duty of the parish priest, to ensure that children who have reached the age of reason are properly prepared and, having made their Sacramental confession, are nourished by the divine food as soon as possible.

[The age of reason is presumed to occur on completion of the seventh year of age (Canon 97) and, therefore, the normal age for first Holy Communion will be seven years].

**APPENDIX 4**  
**APPLICATION OF OVER-SUBSCRIPTION CRITERIA**

Coloma Convent Girls' School is an all-ability Catholic Academy school for girls. Each year the Admissions Authority acting through the Admissions Committee offers places to 150 pupils at age 11 (or exceptionally from time to time 180 places) without regard to aptitude or ability. Where applications exceed the number of places available the Admissions Committee will apply the over-subscription criteria stated in the Admission Policy to establish an order in which places will be offered to Candidates. To facilitate this, a points system has been implemented.

Points to measure Catholic practice are allocated as follows:

<b>1. Sacrament of Baptism (maximum 10 points)</b>		
Baptism before or on the Candidate's first birthday	10	<b>10</b>
Baptism after the Candidate's first birthday	5	
<b>2. Sacrament of First Holy Communion (maximum 6 points)</b>		
Has received the Sacrament by date of application	6	<b>6</b>
<b>3. Frequency of Mass Attendance (maximum 20 points)</b> <b>If attendance is of less than 4 years' duration, points will be halved</b>		
<b>(a) Candidate</b>		
Attendance at Mass weekly	10	<b>10</b>
Attendance at Mass 2 or 3 times per month	4	
Attendance at Mass monthly	2	
Attendance at Mass less than monthly	1	
<b>(b) Applicant</b>		
Attendance at Mass weekly	10	<b>10</b>
Attendance at Mass 2 or 3 times per month	4	
Attendance at Mass monthly	2	
Attendance at Mass less than monthly	1	
<b>Maximum points available under the above four categories</b>		<b>36</b>

In all areas points are assigned as objectively as possible taking into account all information supplied. Individual circumstances and difficulties are also taken into consideration, if sufficient detail and documentation is given. With the exception of adoption and the reception of the applicant into the Church after the candidate's birth, the Governors will take account of factors which delayed a candidate's baptism ONLY if this was as a result of events which were entirely beyond parental control and NOT a matter of parental choice. Examples of circumstances beyond parental control include the death/serious illness of the candidate's parent/sibling, serious illness of the candidate, delay caused by the parish, (civil) wars, domestic abuse and care proceedings. The applicant must explain what events delayed the baptism and must provide written evidence from a priest or other person acting in a professional capacity which fully corroborates the reasons for the delay.