



ST FRANCIS XAVIER'S CATHOLIC ACADEMY

ADMISSIONS POLICY FOR YEAR 7 ENTRY SEPTEMBER 2025

St Francis Xavier's Catholic Academy is a Catholic boys high school within St Joseph Catholic Multi Academy Trust (SJCMAT). The Trust (Governing Body) is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school year commencing September 2025, the Governing Body has set its admissions number at 196 (one hundred and ninety six).

Parents must complete the Local Authority application form **by 31st October 2024**. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the supplementary form on the Academy's website by 31st October 2024. If the school is oversubscribed, failure to complete the supplementary form may result in the application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism and/or membership of a faith community.

Children whose statement of special educational needs or education, health and care plan names the school will be admitted. (Section 324 of the Children Act 1996)

If the application procedures are completed for more boys than there are places available, then the available places will be offered according to the following criteria in order of priority:

Criterion 1 - Looked After or previously Looked After boys and children who have been in state care outside of England and cease to be in state care because they were adopted.

Criterion 2 – Baptised Catholics attending one of the named feeder primary schools:

Liverpool schools - Christ the King, St Paschal Baylon, Much Woolton, St Clare's, St Gregory's, Our Lady of Good Help, Bishop Eton, Our Lady of the Assumption.

Knowsley Schools - Holy Family (Liverpool 25)*, St Andrew's, St Mark's.

Criterion 3 – Baptised Catholics living in one of the parishes listed below but who do not attend one of the named feeder primary schools:

Christ the King and Our Lady (incorporating former Parishes of Christ the King, Our Lady of Good Help and St Paschal Baylon), St Mary, St Clare, Our Lady of the Assumption (incorporating the former Parishes of St Gregory and St Cyril), Bishop Eton and St John Vianney (incorporating the former Parishes of Holy Family, St Andrew and St Mark)

Criterion 4 – Baptised Catholic boys who have a brother or sister at the academy at the time of likely admission. This includes full, half or step brothers or sisters, adopted and foster brothers or sisters who are living at the same address and are part of the same family unit.

Criterion 5 – Baptised Catholic boys

Criterion 6 – Boys of other Christian denominations who have a brother or sister at the academy at the time of likely admission. This includes full, half or step brothers or sisters, adopted and foster brothers or sisters who are living at the same address and are part of the same family unit.

Criterion 7 – Boys of other Christian denominations. The Governors have defined 'Christian Church' as being any denomination in membership of, or sharing the statement of belief, (the 'Basis') of Churches together in England. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.

Criterion 8 - Boys of other faiths. It will be necessary for a Minister of Religion to confirm membership of their faith group.

Criterion 9 – Other Boys

Tie Breaker

In the event of oversubscription in any of the above criteria, distance from home to school will be used to determine admission; those children living nearest to St Francis Xavier's Catholic Academy will be given preference. The distance will be measured by straight line distance between the child's permanent home address and the St Francis Xavier's Catholic Academy using the City Council's computerised measuring system.

If two or more applicants in the same criteria have equal distance measured the tie-break will be via a random allocation process which would be independently supervised.

Notes

1. A Looked After Child is a child who is (A) in the care of the Local Authority, or (B) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989) Previously looked After Children are those who were looked after, but immediately after being looked after were adopted, or became subject to a child arrangements or special guardianship order.

2. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

3. Catholic applicants are required to provide proof of Baptism

For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Church will be required.

A baptised Catholic is one who has been baptised into full communion with the Catholic Church by the Rites of baptism of one of the various ritual Churches in communion with the See of Rome (cf. Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the baptismal registers of the church in which the baptism took place.

OR

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal registers of the church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Baptism or Reception is to include: full name, date of birth, date of baptism or reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have contacted their parish priest, who after consulting with Vicar General, 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.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. 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.)

4. Other Christian applicants should provide proof of Baptism or affiliation to the named denomination. Written confirmation from a Minister of Religion of faith membership is also required for applicants from non-Christian faiths.

5. Criterion 4 and 6 details how the siblings of those on roll at the time of likely admission will be considered. It should be noted that this applies to students on roll at the time applications are made for any brothers. Students on roll in years eleven and twelve must have expressed a desire to continue their studies at the academy.

6. The home address of a pupil is considered to be the permanent residence of the child. The address must be the child's only or main residence. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

The Governors reserve the right to request proof of permanent home address

7. Holy Family Primary School is situated in Arncliffe Road Liverpool 25. This has been designated as a feeder school by the Archdiocese. Any other schools bearing the same name, but are not in Arncliffe Road, have not been designated as a feeder school by the Archdiocese. The Local Authority Secondary School Admission Booklet has further information about nominated feeder schools.

8. Application Procedure

Should you wish to apply for a place you must name St Francis Xavier's Catholic Academy as one of your five choices on the Local Authority preference form.

If you wish to be considered for a faith based priority place you are strongly advised to complete the Academy's supplementary form. Failure to do so will mean that the application can only be considered under a lower priority criteria than might otherwise have been the case.

The supplementary form is available on the Academy's website or alternatively from Liverpool Children's Services, Admission Section.

Applicants will not be informed by the school as to whether or not they have been offered a place; this will be done by the applicant's Local Authority on 1st March 2025.

9. Late Applications

Applications received before the governors have decided to whom places will be offered, will be considered alongside those received before the published closing date, if a written valid reason accompanies the application for example, a change of address. Late applications without a valid reason will be processed in accordance with the Local Authority's admission scheme for schools detailed in the Local Authority admissions booklet.

10. Waiting List

A waiting list will be maintained in accordance with the oversubscription criteria listed in the policy. Each added child requires the list to be ranked again in line with the published oversubscription criteria. The waiting list for the normal round of admissions will be kept until the end of the Autumn term.

11. Fraudulent Applications

An application may be regarded as invalid if the information provided by the parent on the application form is shown to be intentionally misleading or fraudulent, for example, a false claim to residence in a parish area.

If Governors find that an offer of a place has been made based on fraudulent or intentionally misleading information then such an offer may be withdrawn.

12. Distance will be measured by straight line distance from the child's permanent home address (including flats and apartments) to the school using the local authority's computerised measuring system with those living closest to the school being given preference.

The local authority carries out straight line measurements to calculate the distance from home to school. Direct distance routine calculates the straight line distance between the child's permanent home address coordinates and the school address coordinates by using the mathematical routine Pythagoras Theorem, based on the

Local Land and Property Gazetteer (LLPG) data and national grid coordinates for the school and the permanent home address".

13. Admissions within the school year to any year group

Should places become available during the school year and there are more applicants than there are places available, the published oversubscription criteria, as detailed for entry to year 7, will be used. Applicants will not be ranked according to the date the application was received. Each time a child is added the waiting list will be ranked again in line with the published admission criteria. Looked after children and previously looked after children as defined in the admission policy for year 7 will take priority and those allocated a place at the school in accordance with the Fair Access Protocol.

Where places cannot be offered applicants are entitled to appeal against the decision.

The Governors will work with the Local Authority to co-ordinate in year admissions.

14. Children of UK Service Personnel

For children of UK service personnel (UK Armed Forces) Liverpool Local Authority will allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address, when considering the application against the oversubscription criteria. The governors will work with the Local Authority to process such applications.

15. Admission outside normal age group

Parents may seek a place for their child outside the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

If parents wish to seek a place for their child outside the normal age group, they should submit a request to the Academy as early as possible. The Governors will make a decision based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents views; information about the child's academic, social and emotional development, where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Requests of this nature will be considered by the Admissions Committee.

Unsuccessful Applications

Unsuccessful applicants may request an appeal to an independent Appeal Panel. Information about the appeal process will be given on request. Enquiries should be addressed to The Archdiocese of Liverpool, Education Dept (telno: 0151 522 1071).