



ST EDWARD'S  
COLLEGE  
LIVERPOOL

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## St Edward's College Admissions Policy 2024

### Year 7

In September 2024, the College will admit 176 children aged 11 to Year 7 (including 34 based on their musical aptitude). Parents can apply under either Part A (Faith Criteria) or Part B (Aptitude for Music Criteria) (children considered under Part B will, if unsuccessful, automatically be considered under Part A thereafter).

When the number of applicants exceeds the number of places available, the Governing Body will apply the following over-subscription criteria.

Following consultation with the Local Authorities, children with an Education Health Care Plan (Statement of Special Educational Need) which names St Edward's College, will be admitted and will count against the 141 children to be admitted in the Faith Criteria.

In 2020, with the support of the Archdiocese of Liverpool and Liverpool Council, the Governors of St Edward's College recognised the newly formed Runnymede St Edward's Catholic Primary School as a feeder school to St Edward's College. Pupils from that school therefore enjoy precedence in the admissions policy within Part A, categories 1d, 2, 3, 4, 5.

### Part A - Faith Criteria

The College will admit 141 children in the following order of priority:

1. Baptised Catholic children<sup>1</sup>, in the following order;

- a. Baptised Catholic Children who are in the care of the Local Authority (looked after children) and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes Baptised Catholic Children who have been in state care outside of England and ceased to be in state care because they were adopted.
- b. Baptised Catholic children who have a sibling who is a pupil at St Edward's College on the expected date of admission. Siblings include brothers and sisters, step brothers and sisters, half brothers and sisters and foster children who are living with the same family at the same address.<sup>2</sup>
- c. Baptised Catholic children of members of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d. Any other baptised Catholic child, considered in the following order: (i) current pupils of Runnymede St Edward's Catholic Primary School; (ii) all other children in this category.

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<sup>1</sup> For a child to be considered as a Catholic, certificate evidence of baptism in the Catholic Church (or a church in full communion with the See of Rome) or Reception into Full Communion with the Catholic Church will be required. In any case where uncertainty exists the school will consult the Archbishop of Liverpool as the local Ordinary in Canon Law whose guidance will be followed. <sup>2</sup> For an applicant to be given priority as a brother or sister, the brother or sister already attending St Edward's College must be in Years 7-

11 in September 2024 or, if in the Sixth Form, have attended the school since at least the start of the academic year beginning September 2020. The sibling rule does not apply to those students who join the school in the Sixth Form.

2. Non-Catholic Children who are in the care of the Local Authority (looked after children) and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes Non-Catholic Children who have been in state care outside of England and ceased to be in state care because they were adopted, considered in the following order: (i) current pupils of Runnymede St Edward's Catholic Primary School; (ii) all other children in this category.
3. Children from other Christian denominations. 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. They will be considered in the following order: (i) current pupils of Runnymede St Edward's Catholic Primary School; (ii) all other children in this category.
4. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group. They will be considered in the following order: (i) current pupils of Runnymede St Edward's Catholic Primary School; (ii) all other children in this category.
5. Other children whose parents express a preference for a place at the school, considered in the following order: (i) current pupils of Runnymede St Edward's Catholic Primary School; (ii) all other children in this category.

If there are more applicants than places in any category, the tie-break will be via a random allocation process.

The random allocation process will be supervised by a person not otherwise involved in the admissions process. The process will be open to scrutiny by an appropriately qualified external consultant appointed by the College Governing Body.

## **Part B - Aptitude for Music Criteria**

The College will admit 35 children on the basis of their aptitude in music. Candidates will be assessed and ranked according to their religion and places allocated as follows:

1. Baptised Catholic Choristers of the Metropolitan Cathedral of Christ the King. The maximum number of children to be admitted under this priority will be 17. Any unsuccessful applicants are able to apply to the school for general musical aptitude assessment under criteria 2 below. [Choristers of the Metropolitan Cathedral are selected on the basis of their musical aptitude as displayed during a voice trial. In the voice trial, candidates are marked on their musical aptitude in rhythm, pitch and vocal/instrumental ability. Each candidate receives the same test, and marks are given in each section. Voice trials are assessed by members of the Cathedral Music Department, and the process is moderated by an external assessor for the sake of independence.]
2. Other baptised Catholic candidates on the basis of the score in the assessment of musical aptitude.
3. Candidates of other Christian denominations on the basis of the score in the assessment of musical aptitude.
4. Other candidates on the basis of the score in the assessment of musical aptitude.

In the Aptitude for Music criteria 2 to 4, if two or more applicants' musical aptitude scores are tied, the tiebreak will be via a random allocation process.

If it is not possible to allocate all of the 35 Aptitude for Music places the remaining places will be included within the Faith Criteria.

## **Application Process**

Applications to the College are part of the Coordinated Admissions Arrangements operated by Liverpool Education Authority. Applications for places for Year 7 in September 2024 should be made to the Home Local Education Authority (applications must be made on-line) and also directly to the College using the faith application form (available from College) if applying for a place requiring documented proof of baptism or Catholic practice. **The closing date for applications to St Edward's College is 19 October 2023. Applications should be made online via the College website. It is advisable for parents to check the closing date of their Home Local Authority, since these vary.** When allocating places to Year 7 in September 2024, the College will coordinate admission arrangements with the Liverpool Education Authority and will follow the equal preference scheme determined by the Education Authority.

## **Aptitude for Music**

The closing date for Music applications is Thursday 31 August 2023 at **16.00**. Candidates will be invited to attend an assessment to determine general musical aptitude. Assessments will take place during September 2023.

## **Twins**

If twins or triplets apply for a place, the inclusion of at least one sibling within the 'random allocation' (section 1d) would result in the other siblings being included within the allocation preferentially. This does not apply to musical aptitude assessment or entry.

## **Reserve List**

A waiting list will be established to cover any vacancies which may arise from offers not being taken up. This list will be ranked according to the Admission Priority and will remain operational until 31 December 2023. This list will be maintained by St Edward's College and all unsuccessful applicants will automatically be placed on the waiting list unless a parent or guardian requests otherwise. If any vacancies arise from offers not being taken up, then all unsuccessful applicants on the reserve list will be included in a fresh round of random allocation to decide which child from the waiting list should be offered a place in accordance with the oversubscription criteria. This would only occur in the event that vacancies needed to be filled from Part A, 1d (ii) (any other baptised Catholic child). If an applicant withdrew who had been offered a music place, then the place would be allocated to the next child on the list of musical ability scores, taking account of the religious criteria within that section.

## **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. Requests should be made in writing to the Governors' Admissions Committee at the School address by 1 December in the year prior to admission. You should provide supporting evidence from the child's current school. Each case will be considered on its own merits and permission will only be given in exceptional circumstances where there is evidence that the child's academic, social or emotional development would be affected by being educated in the normal age group.

## **Year 12**

The College welcomes applications to Year 12. Availability of places in Year 12 depends on the number of students coming forward from within the College. The total number of pupils in Years 12 and 13 is not normally expected to exceed 320.

Applications should be made online via the College website.

Applications will be considered according to the over subscription faith criteria as shown for Year 7.

An offer of a place is conditional on the applicant having demonstrated in his or her GCSE or other Key Stage 4 courses willingness and an ability to study at the proposed level. The entry requirements for

individual subjects for Sixth Form are listed in the Sixth Form Curriculum Booklet which is also available on our website [www.st-edwards.co.uk](http://www.st-edwards.co.uk).

### **In-Year Admissions to all Year Groups**

All those applying for admission outside the normal admission round will be considered in accordance with the same faith criteria as those applying for entry at the usual time.

### **In-Year Fair Access Protocols**

Outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the Governing Body and the Local Education Authority for the current admission year. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

### **Repeat Applications**

There must be a minimum of 12 months between repeat applications (which means applicants may only apply once per academic year) unless there has been a significant change in circumstances.

### **Arrangements for the Independent Appeals Panel**

Parents or guardians will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of St Edward's College. The Appeal Panel will be independent of the College. The arrangement for appeals will be in line with the School Admission Appeals Code published by the Department for Education as it applies to Academies. The determination of the Appeal Panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. St Edward's College will prepare guidance for parents or guardians about how the appeals process will work and provide a named contact who can answer any enquiries about the process.

**Approved by Governors in December 2022**