



The John Fisher School

Admissions Policy

For Admission to Years 7-11 and the Sixth Form

September 2025 to July 2026

Responsible: Governors' Admissions Committee

Next Review Date: October 2024

Introduction

The John Fisher School is a voluntary aided Catholic school for boys. It is in the trusteeship of the Diocese of Southwark. The school is conducted by its governing board as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Board also welcomes applications from those of other denominations and faiths or of no faith who support the religious ethos of the school.

In this policy 'Candidate' means the boy for whom a place at The John Fisher School is being sought; 'Applicant' means the parent/carer of the Candidate; 'Baptised' means baptised in accordance with the rites of the Catholic Church or in accordance with the rites of another Church that is in full communion with the See of Rome (see Appendix I). 'Catholic' means being in full communion with the Catholic Church or another Church that is in full Communion with the See of Rome (see Appendix I).

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governing Board intends to admit, in September 2025, up to 180 pupils, the published admission number (PAN), without reference to ability or aptitude. Where the number of applications exceeds 180 the Governing Board will offer places using the criteria below.

Oversubscription Criteria

The Governing Board, as part of the Pan London Co-ordinated Admissions Scheme, is required to place into rank order all Candidates and submit the ranked list to Sutton Local Authority. The Governing Board will rank Candidates in Category A before Candidates in Category B.

Where applications exceed the number of places available, after allowing for places allocated to Candidates with an Education, Health and Care Plan (EHCP) naming the School or whom the Governing Board reasonably believes will receive such an EHCP before 1 September in the year of intended admission, priority will be given as follows:

150 places will be awarded in Category A.

	Category A Candidates (Baptised Catholic Boys)
1	Looked after Catholic boys and all previously looked after Catholic boys who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Catholic boys who appear (to the Governing Board) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
2	Baptised Catholic boys, in possession of a Certificate of Catholic Practice, who will have an older sibling in the school in September 2025.
3	Baptised Catholic boys, in possession of a Certificate of Catholic Practice, who will NOT have an older sibling in the school in September 2025.
4	Baptised Catholic boys.

A baptismal certificate or evidence of reception into the Catholic Church must be provided for **all** candidates in Category A.

30 additional Category A places will be awarded to Candidates living in the Sutton Catholic Deanery (see Appendix XI), who meet the criteria in Category A, and who have not already gained places. Candidates will be ranked according to the criteria above and the subsequent notes. Should there be insufficient Candidates to fill these 30 places, the remaining places will be offered to remaining Candidates from outside the Catholic Sutton Deanery.

Category B Candidates (Boys of other faiths and none)	
1	Looked after boys and all previously looked after boys who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Boys who appear (to the Governing Board) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
2	Boys enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
3	Boys who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
4	Any other boys

Exceptional Needs

Within each category and sub-category where there are exceptional medical or other special reasons why a Candidate should be admitted to this school and not to any other school for which the Candidate may be eligible, the Governors may give priority to the Candidate above others in that sub-category. Compelling evidence from a doctor, social worker or educational welfare officer must be supplied at the time of application or subsequently, but before the closing date for applications. Although the Governing Board 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 and it will be entitled to rely entirely on the material supplied by the Applicant. It is the responsibility of the applicant to provide compelling evidence to convince the admissions committee who will make the final decision.

Tie-break

Within each category and sub-category candidates will be ranked according to proximity to the school from the Candidate's home address. The point within the school to be used in any distance calculation will be the main entrance to the school building. Distances will be measured in a straight line from the child's home address using the GIS system maintained by Sutton's School Admissions team, with those living closer to the school receiving the higher priority.

Where two or more Candidates share priority for a place, e.g. where two Candidates live equidistant from this school, and where there is only one place remaining, the Candidate to be allocated will be selected by the drawing of lots in the presence of an independent witness.

Where an Applicant applies for entry into the same Year Group for more than one Candidate and one Candidate is allocated the last place then both/all Candidates will be admitted.

Withdrawal of Offer

The Governing Board reserves the right to verify any information supplied and to require further evidence including 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 Governing Board reserves the right to withdraw the offer.

Right of Appeal

Applicants whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must set out the reasons on which the appeal is made. Appeals should be made in writing to the Admissions Appeal Clerk at the school address. Applicants also have the right to make oral representations to the Appeal Panel.

Waiting List

Where there are more applications than places available, waiting lists will operate for each Year Group according to the oversubscription criteria shown above and without regard to the date the application was received or when a Candidate's name was added to the waiting list. Waiting lists for Year 7 admission will be kept open until 31 December 2025. Applicants wishing to remain on the list after this date must write to the Admissions Officer at the school by 31 December 2025 stating their wish and providing the Candidate's name and date of birth. After 31 December 2025, Applicants whose children are not already on the waiting list but who wish them to be so, must apply to the Admissions Officer at the school. Waiting lists for other year groups will be reviewed on an ongoing basis.

Please note: Applications received after the closing date will be dealt with in accordance with the above over-subscription criteria after the initial allocation of school places.

Those applying for admission outside the normal admissions cycle, for example those moving into the area during the course of the year, will be considered under the same criteria as those applying for entry at the usual time.

Application Procedure Full details on how to apply for a place at the school are available on the school website. <https://www.johnfisherschool.org/parents-and-carers/year-7-admissions>

The John Fisher School is part of the Pan London Coordinated Admissions Scheme for secondary admissions. Applicants must complete their Home Local Authority online form. by 31st October 2024. Sutton's form is available in Sutton's Transfer from Primary to Secondary School booklet or online at <https://www.sutton.gov.uk/schools-admissions>. If an applicant wishes to apply for a place at this school, The John Fisher School must be named as one of the preferences on the form.

Admissions to the Sixth Form (Year 12) in September 2025

Candidates for the Sixth Form may be in Year 11 at The John Fisher School or following courses at other schools. All Candidates, both internal and external, will be invited to discuss course options in the Sixth Form. For acceptance on a particular course Candidates would be expected to meet the minimum requirements for the course (see separate Sixth Form prospectus). For some courses there is a limit on the number of students that can be accepted on them. **The school reserves the right to remove a particular course should insufficient students apply for places on it.**

The total number of places made available each year will normally be 150. External Candidates must meet the course requirements. In the event of oversubscription, the same criteria will be applied as for entry to Year 7.

Students already attending The John Fisher School

A student who attends The John Fisher School in Year 11 is guaranteed a place, subject only to:

1. The achievement of the academic requirements for the courses contained in the Sixth Form prospectus; and,
2. Consultation to ascertain the suitability of the Level 3 course to the needs of the student.

Students applying from schools other than The John Fisher School

The Governors warmly welcome applications for Sixth Form entry from students from other schools. Places will be allocated to those who meet the criteria set out below:

1. The achievement of the academic requirements for courses contained in the Sixth Form prospectus, (available from the School); and,
2. Consultation to ascertain the suitability of the Level 3 course to the needs of the student.

Oversubscription

In the event that more applicants meet the required criteria than the total course or subject places available, the Governors will, in each case, apply priority as follows:

1. The criteria for entry to Year 7.
2. Proximity to the school from the Candidate's home address. The point within the school to be used in any distance calculation will be the main entrance to the school building. Distances will be measured in a straight line from the student's home address using the GIS system maintained by Sutton's School Admissions team.

Appendices and Explanatory Notes

APPENDIX 1: Churches in union with Rome

Personal Ordinariate.

Baptised children of parents who are members of the Ordinariate, established under The Apostolic Constitution *Anglicanorum Coetibus* of 4th November 2009, are to be given equal preference to that offered to children baptised in a Catholic church. It is important to note that these children may have been baptised in the Church of England.

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

The Holy See's *Annuario Pontificio* gives the following list of Eastern Catholic Churches.

1. Alexandrian liturgical tradition:
 1. Coptic Catholic Church (patriarchate):
 2. Eritrean Catholic Church (metropolia):
 3. Ethiopian Catholic Church (metropolia):
2. West Syrian, including Malankara, liturgical tradition (which is part of Antiochene Rite):
 1. Maronite Church (patriarchate):
 2. Syriac Catholic Church (patriarchate):
 3. Syro-Malankara Catholic Church (major archepiscopate):
3. Armenian liturgical tradition:
 1. Armenian Catholic Church (patriarchate):
4. Chaldean or East Syrian liturgical tradition:
 1. Chaldean Catholic Church
 2. Syro-Malabar Catholic Church (Major Archepiscopate):
5. Constantinopolitan (Byzantine) liturgical tradition:
 1. Albanian Catholic Church (apostolic administration):
 2. Belarusian Catholic Church (no established hierarchy at present):
 3. Bulgarian Greek Catholic Church (apostolic exarchate):
 4. Byzantine Church of Croatia, Serbia and Montenegro (an eparchy and an apostolic exarchate):
 5. Greek Byzantine Catholic Church (two apostolic exarchates):
 6. Hungarian Greek Catholic Church (an eparchy and an apostolic exarchate):
 7. Italo-Albanian Catholic Church (two eparchies and a territorial abbacy):
 8. Macedonian Catholic Church (an apostolic exarchate):
 9. Melkite Greek Catholic Church (patriarchate):
 10. Romanian Church United with Rome (major archiepiscopate):
 11. Russian Catholic Church (two apostolic exarchates, at present with no published hierarchs):
 12. Ruthenian Catholic Church (a *sui juris* metropolia, an eparchy & an apostolic exarchate):
 13. Slovak Catholic Church (metropolia and an eparchy):
 14. Ukrainian Catholic Church (major archiepiscopate):

Children of other Christian denominations

“Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging 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.

APPENDIX 2: Notes on Catholic Practice

Baptism

Canon 867: Parents/carers are obliged to see that their infants be 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.

Explanatory notes:

Catholic practice, as outlined in Canon Law, obliges parents/carers to see that their child be baptised as soon after birth as possible. Documentary evidence from a Catholic priest should be provided.

Mass Attendance

Canon 1247: On Sundays and other holy days of obligation, the faithful are obliged to participate in the Mass.

Explanatory notes:

Catholic practice refers to the Candidate’s attendance at Mass on either Saturday evening or on Sunday. This should be evidenced by a Certificate of Catholic Practice signed by a Catholic priest.

APPENDIX 3: Candidate’s home address

The Candidate’s home address excludes any business, relative’s or childminder’s address and must be the Candidate’s normal place of residence. Where a Candidate lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a Candidate’s residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to the school. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address where the Candidate is registered with the doctor. However, all evidence will be considered. If the residence is not split equally between both parents, then the address used will be the address where the Candidate spends the majority of the school week

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks will be conducted by the home Local Authority; where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

All distances will be measured in a straight line from the Candidate’s home address using the GIS system maintained by Sutton’s School Admissions team. Any offer of a place under this criterion is conditional on the Candidate being resident at the address provided.

The address to be used for the initial allocation of places to Year 7 will be the Candidate’s address at the closing date for application. Changes of address up to 10 December 2024 may be considered if there are

exceptional reasons behind the change, such as if a family has just moved to the area or has returned from abroad. The address to be used for waiting lists, after the initial allocation, will be the Candidate's current address. Any offer is conditional upon the candidate living at the appropriate address on the relevant date. Applicants have a responsibility to notify the Local Authority of any change of address.

APPENDIX 4: Siblings

Sibling refers to brother, half-brother, adopted brother, stepbrother, or the child of the Applicant's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. Where a sibling is in Years 11 or 12 at the time of application to start Year 7 in September 2025, they will be deemed as being in the school at the time of admission, unless the Applicant has specifically expressed that they will not be continuing into the following academic year.

APPENDIX 5: Looked After Children

By law, children who are Looked After by a Local Authority receive top priority for a school place. As a Faith School the Governors give priority to Looked After Catholic boys or Looked after Boys in the care of Catholic families and previously Looked After Catholic boys who have been adopted or who have become the subject of a residence or guardianship order. Within Category B, Looked After Children are given the highest priority. The Governors may consider non-Catholic Looked After Children in the care of Catholic families within Category A, where the child would have been baptised were it not for his status as a looked -after child. The Governors will consider the individual circumstances and will seek advice from other agencies where necessary.

APPENDIX 6: Applications for Candidates with an Education, Health and Care Plan (EHCP)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHCPs by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with an EHCP naming the school will be admitted without reference to the above criteria.

APPENDIX 7: Applications for Candidates who are Disabled

The Governors, in applying this Admissions Policy, will ensure that it conforms to the requirements of the Equality Act 2010.

APPENDIX 8: Applications for Candidates Outside the Chronological Age Group

In accordance with government guidance a child should be educated alongside his age equivalent peers, in almost all cases. It is strongly advised that all boys enter into their normal Year Group. The responsibility for addressing individual educational needs lies with the school through an appropriately differentiated and enriched curriculum.

Parents/carers may request that their son be exceptionally admitted outside his normal age range. The Admissions Committee will consider any extenuating circumstances, but entry will be at the discretion of the school.

APPENDIX 9: Fair Access Protocol

The school participates in the Fair Access Protocols of Sutton and Croydon Local Authorities to allocate places to vulnerable and other children.

APPENDIX 10: Pan Breakdown Academic year 2023-2024

Year 7	180
Year 8	180
Year 9	180
Year 10	189
Year 11	189
Year 12	150
Year 13	150

APPENDIX 11: Sutton Catholic Deanery Parishes...

Holy Cross Catholic Church, North Street, Carshalton, Surrey SM5 2JD

St. Margaret of Scotland Catholic Church, Fir Tree Grove, Carshalton Beeches, Surrey SM5 4NG

Holy Family Catholic Church, Sorrento Road, Sutton, Surrey SM1 1QT

Our Lady of the Rosary Catholic Church, St. Barnabas Road, Sutton, Surrey SM1 4NL

St. Cecilia's Catholic Church, 101 Stonecot Hill, Sutton, Surrey SM3 9HP

St. Elphege's Catholic Church, Stafford Road, Wallington, Surrey SM6 9AY

St. Christopher's Catholic Church, Dallas Road, Cheam, Surrey SM3 8RU

St. Matthias Catholic Church, 201 Cheam Common Road, Worcester Park, Surrey KT4 8SX