



THE URSULINE ACADEMY ILFORD

A Catholic Academy for Girls aged 11-19 in the Diocese of Brentwood

ADMISSIONS ARRANGEMENTS FOR ENTRY TO YEAR 7 IN 2026

The Ursuline Academy Ilford is a Catholic Secondary Academy for girls which provides education for Catholics and children of other faith or no faith backgrounds. The Academy provides an 11-18 education and most students are expected to complete a seven year course of study. Places will be offered to those applicants whose parents, whether they are Catholic or not, desire for their daughter a single-sex distinctly Catholic comprehensive education.

Applicants wishing to be considered for a **Catholic place** should complete the Catholic Supplementary Information Form (Catholic SIF), and submit a copy of their daughter's baptism certificate or certificate of Reception into the Catholic Church or a Certificate of Catholic Practice.

Applicants wishing to be considered for any other Christian traditions and other faiths place should submit a reference form from their respective religious leader (Non Catholic SIF).

In all cases, the SIF must be returned to the Academy no later than **31 October 2025**. Where no SIF is received the application will be considered in oversubscription criteria 2g or 2h according to residence and distance.

The governors plan to admit without reference to ability or aptitude, 120 students into Year 7 in September 2024. It is the governors' intention that admissions will be as follows:

1. 90 Catholics
2. 30 Other Christian traditions, other faiths and other applicants

In the case of under-subscription in Category 1 places will be available to applicants in Category 2. In the case of under-subscription in Category 2 places will be available to applicants in Category 1.

Please note that children with a Statement of Special Educational Needs or Education, Health and Care Plan will be admitted to the Academy if it is named on their statement prior to the implementation of over-subscription criteria.

Over-Subscription Criteria

1. Catholic applicants²

In the event of over-subscription the following criteria will apply in order of priority:

- a) Looked after and previously looked after baptised Catholic² children¹
- b) Baptised Catholic children of staff members⁵
- c) Baptised Catholic² children resident in one of the twelve parishes listed below*

Our Lady of Lourdes, Wanstead
SS Peter & Paul, Ilford
St Anne Line, South Woodford
St Augustine, Barkingside
St Bede, Chadwell Heath
St Cedd, Goodmayes

St John the Baptist, Ilford
St John Vianney, Clayhall
St Mary & St Erconwald, Ilford
St Teresa, Newbury Park
St Thomas of Canterbury, Woodford Green
The Assumption, Hainault

- d) Baptised Catholic² children living elsewhere

***if in doubt parents can contact the Academy admissions officer or view the map available at the Academy**

2. Other Christian traditions, other faith and other applicants³

In the event of over-subscription the following criteria will apply in order of priority:

- a) All other looked after and previously looked after children¹
- b) Children of staff members⁵
- c) Children of other Christian traditions³ whose application is supported by their Minister of Religion (completed Non Catholic SIF required) who are resident in one of the 12 parishes above*
- d) Children of other Christian traditions³ whose application is supported by their Minister of Religion (completed non Catholic SIF required) will be required who live elsewhere
- e) Children of other faiths³ whose application is supported by a religious leader (completed Non Catholic SIF required) and who are resident in one of the twelve parishes listed above*
- f) Children of other faiths³ whose application is supported by a religious leader (completed Non Catholic SIF required) and who are living elsewhere
- g) Other applicants resident in one of the twelve parishes listed above*
- h) Other applicants living elsewhere

Those applicants who have a sister attending the School in Years 7 to 13 at the time of application will be given priority within each sub paragraph.

Tie-breaker / Distance

If after application of the above criteria the number of applications within each category exceeds the places available, then the tie-breaker criterion will apply to determine which applications shall be successful. **The tie-breaker is the distance from the front door of the child's home address (including flats) to the Academy's main entrance, with those living nearest being given priority. Distance will be measured along the shortest walking route by public roads and recognised safe footpaths, using the London Borough of Redbridge Geographic Information System.** In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the Academy, the random allocation facility will be used from the Authority's Tribal "Admissions and Transfers System" pupil data base.

Residence

The relevant place of residence is where the family is permanently resident at the closing date for applications. When a child's parents are separated, the parents must name only one address for the application process: if one parent has parental responsibility that parent's address must be used; if both parents have parental responsibility the stated address must be the parental address where the child resides for the majority of the school week.

Acknowledgement of Documents

Receipt of SIFs and baptism certificates will be acknowledged. You are asked to send a stamped self-addressed envelope for confirmation of receipt or provide an email address.

Appeals

The parents of any students refused admission to the Academy will have the right of appeal to an independent appeals panel to be established by the Governors in accordance with the School Standards and Framework Act 1998. If you wish to appeal, you should request an appeal form and appeal procedure from the Academy by **11 March 2026**. You will be sent the appeal form which you need to complete and return by **31 March 2026** together with any supporting documents in order for your appeal to be arranged.

Late Applications

Late applications will generally not be considered until after the first allocations have been dealt with, after **1 March 2026**. See Redbridge Secondary admissions guidance for further information.

Accuracy

All offers are made on condition that the information received by the Governing Body is entirely accurate. If at any stage this is proved to be otherwise, the offer of a place may be withdrawn.

Waiting Lists

All waiting lists will cease at 31 December annually and applicants will need to re-apply. Please note that being on a waiting list does not gain any priority in the Admissions Criteria and waiting lists will be adjusted to take account of late or in-year applications. "In Year Fair Access Protocol" admissions will take precedence over those on the waiting list as required (see the Academy website for the policy).

Transition Meetings

An information evening will take place *after* places have been offered. The purpose is to provide further information about the Academy. In the child's interest, all parents offered places will be expected to attend the transition meeting. After places have been offered parents are able to request a one to one transition meeting with a senior member of staff. This is if they feel the Academy should be made aware of any specific academic or pastoral needs prior to their daughter starting at the Academy.

Children with a Statement of Special Educational Needs or Education, Health and Care Plan

The law provides a separate process for the admission of children with a Statement of Special Educational Needs or Education, Health and Care Plan. The Governing Body will work in full co-operation with the appropriate agencies to ensure such applications are processed in accordance with the Code of Practice for Children with Special Educational Needs.

In-Year Applications

Any parent can apply for a place at the Ursuline Academy Ilford at any time during the school year – there are no deadline dates for in-year applications. Applications must be made using the Redbridge in-year online application form. The allocation of any places that may become available during the year will be made on the basis of the current oversubscription criteria described in this policy. The Ursuline Academy Ilford participates in the local authority in-year Fair Access Protocol. All waiting lists will cease at 31 August annually and applicants will need to re-apply during the month of August.

Definitions

- ¹ **"Looked after" children and children previously looked after.** A looked after child is in the care of a Local Authority as defined by section 22 of the Children Act 1989. Previously looked after children are 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).
- ² **Catholic** is defined as a person who has been baptised in a church and by a priest in communion with the See of Rome (including 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.
- ³ **Other Christian tradition or other faith** refers to someone who submits to the Academy the other Christian Traditions and Other Faith Applicants Reference Form signed by your own religious leader.
- ⁴ **'Sister'** includes adopted sisters, foster sisters, step-sisters, common law step-sisters and sisters who are the subject of a residence order, and who are living at the same address.
- ⁵ **Staff Priority** The Governors may give priority to members of staff provided they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.