

## **Cardinal Newman Catholic High School Admissions Policy and Arrangements for 2019/20**

**Cardinal Newman Catholic High School** is a Catholic Secondary School situated in the Diocese of Shrewsbury; it serves the Archdiocese of Liverpool as well as the Diocese of Shrewsbury, and is maintained by Warrington Education Authority. Each Catholic school is established in the Diocese to form, in partnership with home and parish, an integral part of that local Catholic faith community which bears the mission of the Church to embrace the gospel of Christ, to live by its values, and to proclaim Christ as the light of all peoples. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The school serves in the first instance baptised Catholic children living in the Parishes of **Blessed John Henry Newman and St Monica's of the Diocese of Shrewsbury and in the parishes of St Bridget, St Mary, St Oswald, St Peter, St Stephen and St Winefride of the Archdiocese of Liverpool.**

The Partner Primary Schools associated with these parishes are:

**Our Lady's Catholic Primary School  
St Augustine's Catholic Primary School  
St Benedict's Catholic Primary School (for children living in the parish of St Mary)  
St Bridget's Catholic Primary School  
St Monica's Catholic Primary School  
St Oswald's Catholic Primary School  
St Peter's Catholic Primary School  
St Stephen's Catholic Primary School**

As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on application for admissions.

For the school year commencing **September 2019** the Governing Body has set its admission number at **165**.

Admissions to the school will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of Admissions Criteria forming a priority order where there are more applications for admissions than the school has places available.

1. Baptised Catholic children who are in the care of the Local Authority (Looked After Children) (see notes 2 & 3)
2. Baptised Catholic children from the following Catholic Partner Primary Schools:  
  
Our Lady's Catholic Primary School  
St Augustine's Catholic Primary School  
St Benedict's Catholic Primary School (for children living in the parish of St Mary)  
St Bridget's Catholic Primary School  
St Monica's Catholic Primary School  
St Oswald's Catholic Primary School  
St Peter's Catholic Primary School  
St Stephen's Catholic Primary School  
  
(see notes 3 & 4)
3. Baptised Catholic children from other Catholic Primary Schools (see note 3)
4. Baptised Catholic children from non-Catholic Primary Schools. (see note 3)
5. Non-Catholic children who are in the care of the Local Authority (Looked After Children) (see note 2)
6. Non-Catholic children from Catholic Primary Schools
7. Other non-Catholic children whose parents wish them to have a Catholic education

***Within each of the categories listed above, the following provisions will be applied in the following order.***

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (see note 5)

## NOTES

- a) **All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31<sup>st</sup> October 2018**
- b) All Catholic applicants will be required to produce baptismal certificates.
- c) If category (2) is oversubscribed, children who satisfy (2) and (3) will have priority over children who satisfy only (2). Subsequently if in this or any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the child's permanent place of residence to the school, measured using a Geographical Information Address Point System based on Ordnance Survey. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- d) Siblings are defined as including full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit.
- e) Late applications will be administered in accordance with Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.
- f) In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year
- g) An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting Mrs Finn Assistant Headteacher. Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, the child will be added to the waiting list (see above). You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.
- h) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 14 days (10 working days) of refusal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

- i) The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

**j) Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

**k) 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. Any such request should be made in writing to **Chair of Governors** at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

**Additional notes with reference to admission criteria**

1. A Statement of Special Education Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014 specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the 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. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

4. For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.
5. 'Brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same address as the applicant.