



Cardinal Newman Catholic School is part of the Holy Cross Catholic MAC. The admissions authority for the school is the Board of Directors of the Holy Cross Catholic MAC who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of Cardinal Newman Catholic School.

The admissions process for Cardinal Newman is part of the Coventry Local Authority co-ordinated admissions scheme. To apply for a place at Cardinal Newman in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming Cardinal Newman on the application form. Applications need to be made by 31<sup>st</sup> October 2019. Baptismal Certificates **MUST** be submitted with the application for any child who is Baptised Catholic (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 1<sup>st</sup> March 2020, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. 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 Board of Directors is the admissions authority and has responsibility for admissions to this school. The Board of Directors has set its admission number at 250 pupils to be admitted to Year 7 in the school year which begins in September 2020. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority firstly to children who will have a brother or sister (see Note 4 below) attending Cardinal Newman at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 below).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <http://www.birminghamdiocese.org.uk/parish-map/> and will be applied to the admission arrangements for the academic year 2020/2021.

## Oversubscription Criteria

### Proposed Oversubscription Criteria

1. Baptised Catholic children (see note 2 below) who are looked after or previously looked after. (see note 3 below).
2. Baptised Catholic children (see Note 2 below) of a member of staff working for Cardinal Newman Catholic School (see Note 7 below).
3. Baptised Catholic children who currently attend one of our Catholic Feeder Schools.
4. Baptised Catholic children who are siblings of children in attendance at Cardinal Newman Catholic School at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are looked after or previously looked after (see note 3 below).
7. Non-Catholic children (see Note 2 below) of a member of staff working for Cardinal Newman Catholic School (see Note 7 below).
8. Non-Catholic children who currently attend one of our Catholic Feeder Schools, who are siblings of children in attendance at Cardinal Newman Catholic School at the time of admission.
9. Non-Catholic children who are siblings of children already in attendance at Cardinal Newman Catholic School at the time of admission.
10. Non-Catholic children who currently attend one of our Catholic Feeder Schools.
11. Other Non-Catholic children.

#### Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

#### Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child will need to submit a copy of the child's Baptismal Certificate. **This should be returned directly to the school.** If you do not provide a Baptismal Certificate by the closing date, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

#### Note 3

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 the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

#### Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent

- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

#### **Note 5**

The named feeder schools for Cardinal Newman are:

Holy Family

St Augustine's

St Elizabeth's

St Osburg's

Christ the King

#### **Note 6**

Distances are calculated on the basis of a straight-line measurement from the centre of the child's home address to the centre of the school site. The Local Authority calculates these measurements on behalf of the school using a computerised mapping system. Ordnance Survey supplies the co-ordinates that are used to plot a child's home address and the address of the school.

#### **Note 7**

For the purpose of this policy, a 'member of staff working for Cardinal Newman Catholic School' is defined as an individual who has been employed by Cardinal Newman Catholic School for two or more years prior to the application being submitted to the local authority, or where the staff member has more recently been recruited to fill a vacant post where there is a demonstrable skill shortage.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded the Board of Directors will select the child to be offered the place by drawing lots. This process will be overseen by a person independent to the Board of Directors.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be a residential property that is the child's only or main permanent residence. Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to satisfy the Board of Directors that the child lives at the address put forward by the parents. Where documentary evidence can substantiate to the satisfaction of the Local Authority that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

## **APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Year 7 in September 2021, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2021 when applications open in the autumn term of 2020. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

## **APPEALS**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Local Governing Body at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors have offered a place in the normal age group instead.

## **REPEAT APPLICATIONS**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

## **LATE APPLICATIONS**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications received after the closing date of 31<sup>st</sup> October 2019 will be accepted but will be considered to be late and may not be processed until after 1<sup>st</sup> March 2020. Parents will be advised in their receipt letter that this will be the case.

You are encouraged to ensure that your application is received on time.

## **CHANGE IN PREFERENCE**

Once an application has been submitted, requests to change the preferences on that application will be accepted up to the closing date of applications on 31<sup>st</sup> October 2019.

Requests to change preferences after 31<sup>st</sup> October 2019 will not be considered until after the allocation of school places on 1<sup>st</sup> March 2020.

All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application.

## **WAITING LIST**

In addition to their right to appeal, children who have not been offered a place at Cardinal Newman but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until the last day of the summer term and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

## **IN YEAR FAIR ACCESS PROTOCOL**

The Board of Directors of Cardinal Newman Catholic 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 Board of Directors is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number.

## **APPLICATIONS OTHER THAN THE NORMAL INTAKE TO YEAR 7 CLASS (IN-YEAR ADMISSIONS)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made by contacting Coventry local authority's School Admissions Team who will liaise with the school's Board of Directors regarding any applications submitted.

Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Directors's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

## **POST 16 ADMISSIONS CRITERIA**

The school operates a Sixth Form for a total of 260 students. Whilst the admission number into Year 12 is 130, if fewer than 130 of the school's existing students transfer into Year 12, external pupils will be admitted until Year 12 reaches its capacity of 130.

Applications for the Sixth Form should be made directly to the school using the application form available from the school or from the school's website. Completed application forms must be returned to the school by 1 March 2020.

Cardinal Newman School also considers applications from external students aged 16 or 17 years old in September 2019 for admission into Year 12 in September 2020. Cardinal Newman School does not accept new applications from students aged 18 +.

Both internal and external students wishing to enter the sixth form will be expected to have met minimum academic entry requirements for the sixth form (an external student is a student not on roll at Cardinal Newman School in Year 11). If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum requirements. These minimum requirements for each course offered will be published annually on the Post 16 section of Cardinal Newman School's website. Minimum class sizes will be set and if insufficient applications are received the school reserves the right to withdraw the course, an alternative course will be offered in these circumstances.

### **Entry Routes**

Cardinal Newman School uses a pathway model for entries to the Sixth Form:

To study a BTEC Level 3 qualification students must achieve 5 9-4 or grade 4 GCSEs grades including English.

To study A levels, students must achieve a minimum of 5 9-4 GCSEs including English and Maths. They must also meet the subject specific requirements as published annually on the website.

Any student who does not have a grade 4 in English or Maths will be required to retake their GCSE English and Maths.

To study the Sixth Form Foundation Year courses at Level 2 all students must achieve at least three grade 4 GCSEs or equivalent.

The application process begins at the end of November, and internal applicants must complete an internal application form. External applicants must complete an external application and will be invited to come in to discuss their eligibility for a chosen programme of study. A meeting with the school to discuss options and academic entry requirements will not play any part in determining whether an offer of a place will be made.

If the number of successful applications (i.e. those students who have met entry requirements) exceeds 260 then oversubscription criteria will apply.

## **POST 16 OVERSUBSCRIPTION CRITERIA**

If, after allocating places to eligible internal candidates, there are more requests for a school place than there are places available within the school's admission number, places will be allocated to those pupils who meet the academic entry criteria in accordance with the following criteria and in the order shown below:

1. Baptised Catholic children (see Note 2 above) who are looked after or previously looked after (see Note 3 above)
2. Other Baptised Catholic children (see Note 2 above)
3. Non-Catholic children who are looked after or previously looked after (see Note 3 above)
4. Other Non-Catholic children.

## **POST 16 APPEALS**

Appeals against the decision of the school to refuse a place must be made in writing to the Chair of the Local Governing Body (address below) within 20 school days of notice of the refusal:

Mrs Theresa Boland  
Chair of the Local Governing Body  
Cardinal Newman Catholic School  
Sandpits Lane  
Keresley  
Coventry  
CV6 2FR

## **APPENDIX**

### **DEFINITION OF A "BAPTISED CATHOLIC"**

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated 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 (Cf. *Rite of Christian Initiation, 399*).

## **WRITTEN EVIDENCE OF BAPTISM**

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies 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: the 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 Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception 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/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors 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.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.