

# **ADMISSIONS POLICY**

## **Cardinal Newman Catholic School**

This policy applies to admissions in the academic year 2010-11.

Cardinal Newman is a Voluntary Aided Catholic secondary school, operating under the Trustees of the Diocese of Arundel & Brighton. The school was founded by and is part of the Roman Catholic Church. The school is conducted as a Roman Catholic school in accordance with the canon law and teachings of the Catholic Church and in accordance with the Trust Deed of the Diocese of Arundel and Brighton.

The Governors principal aim is to offer a Catholic education, but they also wish to support the education of those non-Roman Catholic Christians whose parents / carers will respect and support the Catholic character and ethos of the school. Children are taught respect and tolerance for others and there is a provision in the religious education programme for the study of different faiths.

The school was set up primarily to serve the local Catholic community in the Brighton and Hove deanery but does not use geographical proximity to the school as published admission criteria. Distance is only used in tie break situations (see below).

The School's Net Capacity is 1843

The Admissions Number for Year 7 in 2010-11 will be 341 students.

In September 2009, 341 children were accepted from Categories 1 to 7. The breakdown was Cat 1 (1) Cat 2 (179), Cat 3 (20) Cat 4 (13) Cat 5 (0) Cat 6 (75) Cat 7 (53) Cat 8 (0) Cat 9 (0). 5 students were admitted on Appeal.

The Governors have defined the admission criteria for students applying for places at Cardinal Newman Catholic School as follows. In the event that the school receives more applications than there are places available, the order of priority for admission will be established using the following criteria in descending order;

1. Baptised Catholic (1) 'looked after' children in the care of the Local Authority (2) whose parent / carer wishes him/her to have the denominational education that a Catholic School provides.
2. Baptised Catholic children attending Catholic schools. The Governors expect each candidate to have the application form completed with a baptismal certificate. In the event of over-subscription in this category, priority of placement will be given to applicants who have siblings (4) currently at the school not scheduled to leave at the end of this school year.
3. Baptised Catholic children who are not attending a Catholic school, but who can otherwise meet the requirements as outlined in Category 2. In the event of over-subscription in this category, priority of placement will be given to applicants who have siblings (4) currently at the school not scheduled to leave at the end of this school year.
4. Other 'looked after' children in the care of the local Authority whose parent / carer wishes him/her to have the denominational education that a Catholic School provides.
5. Other (non-Catholic) siblings (4) within the same family of children who are currently at the school not scheduled to leave at the end of this school year and permanently resident at the same address. This also includes full siblings (4a) as otherwise defined, living at separate addresses.

6. Children of other Christian denominations <sup>(5)</sup> attending a Voluntary Aided Church school. The Governors would expect such Christians to have evidence of baptism. In the event of over subscription in this category priority of placement will be based on the strength of evidence of commitment to the faith. <sup>(3)</sup>
7. Children of other Christian denominations not attending a Voluntary Aided Church school providing they can satisfy the requirements in Category 6. In the event of over subscription in this category priority of placement will be based on the strength of evidence of commitment to the faith. <sup>(3)</sup>
8. Any other children whose parents wish them to be educated at Cardinal Newman Catholic School.

NB. The Governors' Priest/Minister of Religion Support Form used to verify religious practice allows the school to measure levels of practice within a given Admissions Category.

#### Notes

- (1) *'Baptised Catholics' would include those baptised in any Eastern (Oriental) Rite Church which is in communion with the See of Rome, sometimes referred to as 'Uniate' churches. A list of such churches is available from the school or the diocese.*
- (2) *"Children in public care" means children who are in the care of the Local Authority or who are provided with accommodation by that authority (see section 22 of the Children Act 1989).*
- (3) *Strength of evidence to commitment of faith will be measured by the frequency of at least one of the parent's/carer's attendance at Sunday Worship. This evidence must be provided, on the declaration form provided by the school, by the parent/carer and endorsed by the priest/minister at the church where the family normally worship.*
- (4) *A 'sibling' is a full, half or step brother or sister living permanently in the same household, including an adopted or foster brother or sister.*
- (4a) *A full sibling is a child who shares the same parents, either by birth or adoption.*
- (5) *'Other Christian Denominations' is defined by reference to those Churches who are full time members of 'Churches Together in England' and the Evangelical Alliance. Further information available at Evangelical website: [www.eauk.org](http://www.eauk.org). Excluding the Roman Catholic Church and the Council of Eastern Rite Orthodox Christian Churches, these currently include:- The Baptist Union of Great Britain, Cherubim and Seraphim Council of Churches, Church of England, Church of Scotland, Congregational Federation, Council of African and Afro-Caribbean Churches, Greek Orthodox Church, Independent Methodist Churches, Ichthus Christian Fellowship, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Methodist Church, Moravian Church, New Testament Assembly, Coptic Orthodox Church, Oecumenical Patriarchate, Religious Society of Friends, Russian Orthodox Church, Salvation Army, United Reform Church, Wesleyan Holiness Church, The Christian Outreach Centre and the Church of Christ the King.  
Further information available at website: [www.cte.org.uk](http://www.cte.org.uk)  
Where applications are received from the children of Baptist families, the Governors recognise the decision for adult baptism. In this case, Minister of Religion Support is required.*
- (6) *Multiple births. If applications for the admissions of twins (or other multiple births) cannot be met in full, the parent may allocate place(s) offered in respect of these multiple births to whichever of these multiple births they choose.*

In the event of there being more applications than available places in any of the above criteria and after any stated weighting has been applied, priority will be given to those children living closest to the school. This will be measured by the shortest available route from the child's home to the nearest of the school gates on the Upper Drive. This is measured by computer software based on Ordnance Survey and Postal Address data. It measures using public roads and such footpaths as are paved, lit and public rights of way. It does not use routes across public parks or open spaces. When using roads for measurement purposes, the computer

measures along the middle of the road. It starts from a point in your property which is supplied by postal address data and continues to the nearest school gate on the Upper Drive to your home. In these circumstances you may be asked for proof of address.

The Admissions criteria stand as published. In the case of applications from students with Statements of Special Educational Need, separate procedures exist controlled by the LA. Governors support the Local Authority Policy concerning the priority given to children carrying a Statement of Entitlement. This priority will be accorded if the preference is deemed appropriate to the needs of the individual child and will be subject to review should the number of potential priorities in any year create any challenge to the balance of the Catholic ethos of the year group.

## PROCEDURES FOR ADMISSION

All applications for places must be made on the application form produced by the Local Authority (LA) in which the parent lives. The application must be returned to that LA for processing. The application form can be obtained directly from that LA, which is responsible for co-ordinating the allocation of all places at maintained schools in its area and for offering individual places on behalf of the school governors. The LA will also pass on any applications recorded on the form for places at schools in other LAs.

In addition to the LA application form applicants must also collect the Governors' Priest/Minister of Religion Support Form. Catholic governing bodies are responsible for deciding the order of priority for admissions to their school. Therefore, the Governors would expect each application form to be supported by a copy of the child's baptismal certificate and a completed copy of the Governors' Priest/Minister of Religion Support Form signed off by the priest or minister. The pro forma for this statement of support must be obtained directly from the school and the school must receive it back, along with the copy of the baptismal certificate, by the same closing date as the LA's application form.

We encourage parents to visit our school in order to find out how we work and the education that we offer. Parents are welcome to arrange a visit by contacting the Admissions Office at the school or by attending the school Open Evening (date available from the Admissions Office). However such visits are not obligatory and do not form part of the process of deciding which children are to be offered a place at the school.

The school operates a priority order waiting list for any places which may become available during the year. When such places come up the first child on the list is considered. Places are not offered on the basis of length of time on the waiting list. Details of the waiting list procedure are as follows. The waiting list is constructed using the priorities declared in the Admissions Criteria.

Any waiting list established as a result of the admissions procedure will remain 'live' for one term following the admissions date. Parents who wish their child to be on this list should inform the school Admissions Office in writing each term if they wish to remain on the list. Failure to do so will result in the child being removed from the waiting list. Parents should also notify any changes in circumstance that would affect their criteria.

Parents who are unsuccessful in their application for a place for their child at the school are entitled to appeal against the decision following the Schools Standards & Framework Act 1998 (as amended). Details of the procedure are available from the school Admissions Office.

Please note

The Governors reserve the right to verify any information supplied. Where deliberately misleading or incorrect information has been supplied and that information has led to a place being offered, the Governors reserve the right to withdraw the offer.

*9<sup>th</sup> July 2009*

