



Sacred Heart Catholic High School Admissions Policy



Admissions Policy

Introduction

The Admissions Authority for Sacred Heart Catholic High School is the Governing Body, which is responsible for determining and applying this policy. This Admissions Policy has been formally adopted by the Governing Body.

Sacred Heart is a voluntary aided Catholic High School which provides secondary education for girls aged from 11 to 19 years.

The Admission Number is **225** students for each of Years 7 to 11.

Policy

The school will admit students in the order of priority listed below.

The notes referred to give helpful clarification and can be found after the policy

First priority in each category will be given to children with a sibling at Sacred Heart.

See Note 1

- A. Looked-after-children (children in the care of a Local Authority who are Catholics. See *Note 2*
- B. Catholics who attend a Catholic Partner primary school. See *Notes 3a and 3b*
- C. Catholics who attend another Catholic primary school.
- D. Catholics who attend a non Catholic school.
- E. Looked after students who are not Catholics. See *Note 2*
- F. Children who are baptised or dedicated members of other Christian churches, recognised by Churches Together in England, who attend a Catholic primary school. A letter of support must be provided. See *Note 4*
- G. Children of other churches, recognised by Churches Together in England, not in a Catholic primary school. A letter of support must be provided. See *Note 4*.
- H. Children of other faiths who are being educated in a Catholic primary school.
- I. Children of other faiths who are not being educated in a Catholic primary school.
- J. Other children

Additional notes/definitions

1. **Sibling:** *sister, half sister, adopted sister, or child of the parent/carer's partner where the child for whom the school place is being sought is living in the same family unit at the same address as that sibling who is already at Sacred Heart.*
2. **Children in the Care of a Local Authority (LAC):** *children who are looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) at the time application is made for admission to the school and who, the Local Authority can confirm, will still be looked after at the date of admission.*
- 3a **Catholic:** *children baptised as Catholics or formally received into the Catholic Church. Evidence of this must be provided for children seeking admission under criteria A-E. A baptismal certificate or letter from a priest confirming reception into the Catholic Church should be attached to the application form.*
- 3b **Partner Catholic Primary Schools:**

<i>Sacred Heart, Fenham</i>	<i>St Bede's, Denton Burn</i>
<i>English Martyrs, Fenham</i>	<i>St George's Bells Close</i>
<i>St Oswald's Gosforth</i>	<i>St John Vianney, West Denton</i>
<i>St Charles' Gosforth</i>	<i>St Cuthbert's Kenton</i>
<i>Our Lady and St Anne's</i>	<i>St Cuthbert's Walbottle</i>
<i>St Michael's, Elswick</i>	<i>St Mark's Westerhope</i>
<i>St Joseph's Benwell.</i>	
4. **Churches Together in England**

See www.churches-together.org.uk. Recognised Christian churches are:

 - Church of England*
 - Baptist Union*
 - Church of Scotland in England*
 - Methodist Church*
 - Church of God Prophecy*
 - Congregational Federation*
 - Coptic Orthodox*
 - British Antiochian Orthodox*
 - Council of African & Caribbean Churches*
 - Council of Oriental Orthodox Churches*
 - Ichthus Christian Fellowship*
 - Joint Council for Anglo Caribbean Churches*
 - Lutheran Council of Great Britain*
 - United Reform Church*
 - Wesleyan Holiness Church*

Evidence is required in the form of a baptismal certificate or letter of support from a minister of faith, or suitable equivalent, confirming church membership.
5. **Children with Special Educational Needs**

Children with a formal Statement of Special Educational Needs which names Sacred Heart will be given a place.
6. **Oversubscription Criteria**

Where there are insufficient places to meet all applications, distance from home address to school will be the deciding factor. This will be measured using the Newcastle Local Land and Property Gazetteer (LLPG) as a tie-breaker.



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7. *The home address must be that of the parent/guardian and must be put on the Application Form. The address of family members or others who may share in the care of the child must not be used.*

8. **How and when to apply**

Applications must be made using the Local Authority Common Application Form. These are available from primary schools or the Civic Centre and they must be returned to the Local Authority by the closing date set out on the form.

Parents applying to Sacred Heart must enclose the extra information required.

Late applications will be considered only after all those received by the closing date have been processed

9. **Waiting List**

If admission is not granted, the Local Authority will offer the child a place in another school. The child will be kept on a waiting list for Sacred Heart until the start of the Autumn term. If a place becomes available, the policy will be applied and parents will be informed.

10. **Right of Appeal**

Parents who are unsuccessful in obtaining a place have a statutory right of appeal. Parents should contact the Admissions Manager at the school for an Appeal Form. The completed form and an accompanying statement setting out the ground, for the Appeal should be returned to the Admissions Manager and marked "For the attention of the Admissions Manager."