



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.

Oversubscription Criteria

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

The notes referred to can be found after the policy and gives further information which must be read carefully.

First priority within each category will be given to children with a sibling in Years 7-11 at Sacred Heart. See *Note 1*

- A. Looked-after-children (children in the care of a Local Authority who are Catholics. *Read Note 2.*
- B. Catholics who attend a Catholic Partner primary school. *Read Notes 3a and 3b.*
- C. Catholics who attend another Catholic primary school. *Read Notes 3a and 3b.*
- D. Catholics who attend a non Catholic school. *Read Notes 3a and 3b.*
- E. Looked after students who are not Catholics. *Read Note 2.*
- F. Up to 10% of the annual intake of children who demonstrate an aptitude for Performing Arts. An objective method of determining aptitude and not of general ability will be used. *Read Note 4.*
- G. 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. *Read Note 5*
- H. Children of other churches, recognised by Churches Together in England, not in a Catholic primary school. A letter of support must be provided. *Read Note 5.*
- I. Children of other faiths who are being educated in a Catholic primary school.
- J. Children of other faiths who are not being educated in a Catholic primary school.
- K. 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 must be sent to the school.***
- 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. *As a Specialist School we are allowed by law to select up to 10% of the intake based on our specialism. Judgement on aptitude will be made from any evidence provided by the parents, and from the student taking part in workshops in Performing Arts set by the school, designed to establish aptitude. This will lead to the creation of a rank order. There will be a maximum of 22 places available under this criterion depending on how many places are available after the other criteria A-E have been applied. The assessor will have skills in the Performing Arts, be independent of the school, and will have no family connection with any applicant. The assessor's judgement on aptitude on the day is final.*

Any evidence that the parents wish to submit must be sent to the school.

5. **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*



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Evidence must be sent to the school in the form of a baptismal certificate or letter of support from a minister of faith, or suitable equivalent, confirming church membership.

6. Children with Special Educational Needs

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

7. 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.

- 8.** *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.*

9. 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 send the extra information required, to the school marked for the attention of the Admissions Officer, within two weeks of the closing date for applications.

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

10. 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 which will be maintained for the full academic year. If a place becomes available, the policy will be applied and parents will be informed.

11. 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."

Year 12 entry to Sixth Form

Girls applying from outside the school will have to meet the same requirement as girls continuing through the school to this stage, namely the necessary grades in GCSE or equivalent to study for chosen A level subjects or vocational options.

In the case of over-subscription, the same criteria would apply as for the main school.

Where there are any concerns about admission to the Sixth Form, a trial period may be arranged, at the school's discretion, on entry to Year 12. Targets will be negotiated and agreed with the student and then put in writing to student and parents at the start of the trial and again at the review of progress after half a term. Where serious concerns still exist, a student may be asked to leave.

Entry to a third year in Sixth Form will similarly depend on the criteria above.

Agreed by Admissions & Pastoral Committee: 09.11.09
Approved by Full Governing Body: 20.05.10