

# **St Cuthbert's Catholic High School, Newcastle**

## **Policy for Admissions 2020 - 2021**

### **Introduction**

St Cuthbert's Catholic High School was founded by the Catholic Church to provide education for boys of Catholic families and is conducted by its Board of Directors in accordance with its trust deed and articles of association. Whenever there are more applications than places available, priority will be given to boys in accordance with the oversubscription criteria listed below.

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 local authority undertakes the coordination of admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Boys who have an Education, Health and Care (EHC) plan where the school is named as the most appropriate educational setting for the boy will be admitted.

### **Feeder Catholic Primary Schools:**

Sacred Heart, Fenham	St Bede's, Denton Burn	English Martyrs, Fenham
St George's, Bells Close	St Oswald's, Gosforth	St Charles', Gosforth
St John Vianney, West Denton	St Cuthbert's, Kenton	Our Lady and St Anne's
St Cuthbert's, Walbottle	St Michael's, Elswick	St Mark's, Westerhope
St Joseph's, Benwell.		

### **Published Admission Number**

The published admission number (PAN) is 200 pupils for each of years 7 to 11.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. These are available from primary schools, the Civic Centre or online, information can be found on the Local Authority website [www.newcastle.gov.uk](http://www.newcastle.gov.uk).

The parent will be advised of the outcome of the application on 1 March 2020 or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be sent to the school marked for the attention of the Admissions Officer within two weeks of the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31 October 2019.

## **Late Applications**

Late applications will be considered only after all those received by the date have been processed. Parents are advised to ensure that the application is submitted before the closing date.

## **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of 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 the headteacher of the school. 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 headteacher who has 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.

## **Waiting Lists**

In addition to their right of appeal, applicants 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 below and not in the order in which applications are received or added to the list. The waiting list will be held open until 31 December 2020. Inclusion on the school's waiting list does not mean that a place will eventually become available. If a place becomes available, the oversubscription criteria will be applied and parents will be informed.

## **In-Year Applications**

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. For information on making an in-year application, parents should contact the local authority admissions team at Admissions and Information Service, Newcastle City Council, Room 225 Civic Centre, Barras Bridge, Newcastle, NE1 8QH on 0191 278 7878 or by email at [admissions.information@newcastle.gov.uk](mailto:admissions.information@newcastle.gov.uk)

If the child is new to the city and does not currently have a school place, parents can apply online. Alternatively paper forms are available from any school or Customer Service Centre. If the child currently goes to school in Newcastle and parents want them to move schools they must complete a paper application. Hard copies are available from the school.

The parent will be advised of the outcome of the application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

The parent has the right of appeal to an independent appeal panel if refused a place.

If there are no places available, a request can be made that the child is added to the waiting list.

## **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeal process are available by writing to the Board of Directors at the school address.

## **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 local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number.

## **False Evidence**

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

## **Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*The notes referred to can be found after the criteria and give further information which must be read carefully.*

1. Catholic looked after and previously looked after boys. Read Notes 2 & 3.
2. Catholic boys who attend a Catholic feeder primary school. Read Note 3.
3. Other Catholic boys. Read Note 3.
4. Looked after boys or boys who were previously looked after. Read Note 2
5. Catechumens and members of an Eastern Christian Church. Read Note 4.
6. Boys of a member of school staff who has been employed at the school for two or more years at the time at which application for admissions to the school is made. Read Note 8.
7. Boys of other Christian denominations whose membership is evidenced by a minister or faith leader who attend a Catholic feeder primary school. Read Note 5.
8. Boys of other Christian denominations whose membership is evidenced by a minister or faith leader. Read Note 5.
9. Boys who are being educated in a Catholic feeder primary school.
10. Other Boys.

## **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured in a straight line from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing coordinates.

In the event of distances being the same for two or more boys where this would determine the last place to be allocated, the place will be offered to the older child.

### **Notes and definitions**

1. 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.

An adoption order is an order made under section 46 of the Adoption and Children Act 2002.

A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014.

A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians.

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:** 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 living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic 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 law of the Church.

4. **Catechumen/Eastern Christian Church** Catechumen means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.  
Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
5. **Christian Denominations** Boys of other Christian denominations means boys who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in

obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

6. A child's '**home address**' refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common application Form ('CAF'). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
7. A **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 (having care of a child means that the child lives with and is looked after by that person).
8. **Children of Staff** A member of staff includes all school staff who are under the direct employment of the Board of Directors of St Cuthbert's Catholic High School.

This policy should be read in conjunction with the local authority's admission guidance for parents.

**Approved by the** Board of Directors

**Date:** 27 February 2019