**Cardinal Newman Catholic School and Sixth Form College**

**Admissions Policy and Procedures for Admission in 2014– 2015**

The Upper Drive, Hove, East Sussex, BN3 6ND

Telephone number: 01273 558551 Website address: www.cncs.co.uk

Contact name to whom enquiries should be addressed: Admissions Officer

Numbers on roll including 6th Form: 2178 Age range: 11-19

Cardinal Newman Catholic School is a voluntary aided school in the Diocese of Arundel & Brighton. The school was founded by and is part of the Catholic Church and is in Trusteeship of the Diocese. The school is conducted as a Catholic school in accordance with canon law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Arundel & Brighton. It seeks at all times to be a witness to Jesus Christ.

The school offers a Catholic education. The governors expect that parents applying for places for their children will accept and uphold the Catholic character and ethos of the school. The school was set up primarily to serve the Catholic community in the Brighton and Hove deanery. Although Catholic children have priority of admission, the Governing Body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Diocese, Local Authority, other admission authorities and other relevant groups, the Governors intend to admit into Year 7 in September 2014, up to 360 students without reference to ability or aptitude.

**Oversubscription Criteria:**

Where the number of applications for admission exceeds 360, and after the admission of students with Statements of Special Educational Needs where the school is named on the Statement, the Governors will offer places using the following criteria in the order stated:-

1. Baptised Catholic looked after children or previously looked after children (see notes a) and b)).

2. Baptised Catholic children attending feeder schools named by Cardinal Newman (see notes b) and c)).

3. Other Baptised Catholic children (see note b)).

4. Other looked after children or previously looked after children (see note a)).

1. Siblings of Cardinal Newman children attending the school at the time of admission (see note d)).
2. Children who are members of other Christian denominations that are part of Churches

Together in England attending feeder schools named by Cardinal Newman. Evidence of Baptism (or dedication) provided by a Priest or Minister of a designated place of worship will be required.

7. Children who are members of other Christian denominations that are part of Churches Together in England not attending feeder schools named by Cardinal Newman. Evidence of Baptism (or dedication) provided by a Priest or Minister of a designated place of worship will be required.

8. Any other children.

**Priority within the Oversubscription Criteria:**

The governors will apply the following order of priorities within any of the above criteria when applications exceed the number of places available and it is necessary to decide between applications through a priority ranking:

1. For Oversubscription Criteria 2 or 3 above - The strength of evidence of practice of the faith as demonstrated by the level of the parent/carer or child's Mass attendance on Sundays (see note g)). This evidence must be provided by the parent/carer (see note f)) and be endorsed by a Priest at the church(es) where the child or parent/carer normally worships. Applications will be ranked in the order shown on the Supplementary Information Form i.e. firstly those attending Mass weekly or at least three times a month, then once or twice a month, then less than once a month, then those who do not attend.
2. For Oversubscription Criteria 6, 7 or 8 above - The strength of evidence of practice of the faith as demonstrated by the level of the parent/carer or child's attendance at services. This evidence must be provided by the parent/carer (see note f)) and be endorsed by the minister/faith leader at the parent/carer’s or child’s designated place of worship. Applications will be ranked in the order shown on the Supplementary Information Form i.e. firstly those who attend services weekly or at least three times a month, then once or twice a month, then less than once a month, then those who do not attend.
3. Distance from home (the address at which the child resides) to the school (closest proximity receives highest priority) (see note e)). Evidence of residence may be required.

For details of how the oversubscription criteria were applied in 2013/2014, please see appendix 1.

**Admission Procedure**

The governing body of Cardinal Newman Catholic School is responsible for determining the admission arrangements of the school, including the priority of admissions to the school. When the application deadline has closed, the Local Authority (LA) provides to the school a list of all applicants who have applied to the school. The school will then rank the applications in strict accordance with its published admission arrangements and provide the LA with the ranked list. The LA is responsible for coordinating the allocation of places in its area, offering individual places to parents on behalf of the school governors on the common offer date.

To apply for a place at this school, you should complete and return the following:

* 1. The **Common Application Form** **(CAF)**

All applications for places **must** be made on the CAF which is available either from the Local Authority (where the parent lives) or on that Local Authority’s website. For a valid application, the CAF **must** be returned either in the paper form or online. The closing date is 31st October 2013.

* 1. The school’s **Supplementary Information Form (SIF)**.

This is available from the school and the school website and a copy is attached at appendix 2. The SIF allows the Governors to put all applicants in order of priority for admission in line with the published admission policy. Please note that while completion of the SIF is not mandatory, if a completed SIF is not received, the governing body will only be able to consider the application based on information provided to the Local Authority on the CAF. To put this in practical terms, if a completed SIF is not received, it is likely that governors will only be able to rank the application within the last i.e. ‘Any other children’ criterion. The completed SIF must be returned to the school office by 31st October 2013. You are advised to make a copy of the two forms for your records.

3. Evidence of Baptism or Dedication where applicable (see oversubscription criteria 2, 3, 6, 7 and 8).

4. Proof of Address (see note j)).

**Late Applications**

All pieces of paperwork are required on or before the published closing dates referenced above. Late applications (those where it is reasonable that a parent could have submitted an application by the closing date) will only be processed when those applications have been dealt with.

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child’s name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

**Letting you Know the Decision**

Allocation letters for the New Year 7 Intake will be posted by the relevant LA on 1st March 2014 for secondary admissions.

If you want to accept the place allocated to your child you must complete and return the Cardinal Newman Catholic School Student Registration Form enclosed with the letter to the address on the form.

If you do not accept the place within 14 days, we will send you a reminder to fill in the admission form. If you no longer wish to send your child to the school, for example you are moving away; please let us know in writing.

**Waiting Lists**

If the school is oversubscribed, parents of children who have not been offered a place at the school may ask for their child’s name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child’s name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. The waiting list will be maintained for one term. The waiting list will be ranked in line with the oversubscription criteria each time a child is added to the list. For the application to go on the Waiting List parents should put their request in writing to the Admissions Officer, Cardinal Newman Catholic School.

**Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

**In Year** **Admissions**

The oversubscription criteria in this admission policy will also apply to applications made outside the normal age of entry to secondary education (Year 7) i.e. in succeeding years or during the academic year. Please ensure that you contact the school and the Local Authority when making an In-Year application.

**Visiting the School**

We encourage parents to visit our school in order to find out more about how we work and the education we offer. Organised tours are published on the school website. Parents are welcome to arrange a visit by contacting the school office. However, such visits do not form part of the process of deciding which children are to be offered a place at the school.

**Giving us the wrong information**

If a Parent/Carer is found to have supplied false or incorrect information to gain a place at this school, the governing body reserves the right to withdraw any offer of a place even if the child has already started school. An example of false or incorrect information would be the use of an address that is not the child’s normal residence.

**Notes (these form part of the admission arrangements):**

1. **‘Looked after children’** are children who are in the care of the local authority (LA) as defined by section 22(1) of the Children’s Act 1989. **‘Previously looked after children’** means such children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.
2. ‘**Baptised Catholic’** describes a member whose Church of Baptism is ‘in communion with the See of Rome’. The Catholic Church comprises within the Latin Rite (Roman Catholics) and the Eastern or Oriental Rite (composed of Catholic (Uniate) Churches – see below). This will be evidenced by a certificate of Baptism in a Catholic Church or certificate of reception into full communion with the Catholic Church.

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| ***Eastern or Oriental Rite Catholic Churches in Full Communion with Rome*** | |
| *ALEXANDRIAN* | *Coptic, Ethiopian (Gheez)* |
| *ANTIOCHIAN* | *Malankrese, Maronite, Syrian* |
| *ARMENIAN* | *Armenian* |
| *CHALDEAN (EAST SYRIAN)* | *Chaldean, Syro-Malabar* |
| *CONSTANTINOPOLITAN (BYZANTINE)* | *Albanian, Belarusian, Bulgarian, Georgian, Greek (Hellenic), Greek-Melkite, Hungarian, Italo-Albanian, Krizevci, Macedonian, Romanian, Russian, Ruthenian, Slovak (Greek), Ukrainian (Greek)* |

*Notes: 1. Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches, are NOT in full communion with the See of Rome. 2. Ordinariates’ are members of the Latin Rite 3. Anglicans describing themselves as ‘Anglo Catholics’ are members of the Anglican Communion and therefore not in communion with the Holy See. Please refer any queries to the Catholic Schools Service.*

c) **Feeder Schools**:

*Cottesmore, The Upper Drive, Hove*

*Our Lady of Lourdes, High Street, Rottingdean, Brighton*

*St Bernadette’s, Preston Road, Brighton*

*St John the Baptist, Whitehawk Hill Road, Brighton*

*St Joseph’s, Davey Drive, Hollingdean, Brighton*

*St Mary’s Portslade, Church Road, Portslade, Brighton*

*St Mary Magdalen, Spring Street, Brighton*

1. **Siblings:** For admission to this school, a sibling is defined as a brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given sibling priority if they have a sibling at the school at the time of the child’s admission. Governors will also take into account any information on siblings that is provided by the Local Authority from the Common Application Form.
2. **Distance:** Distance will be measured by the shortest route from the child’s home address to the nearest of the school’s gates using public rights of way which are paved and lit. This will be measured by the Local Authority specialist School Admissions computer software based on Ordnance Survey and Postal Address data.

A child’s home address is considered to be a residential property that is the child’s only/main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the student’s home address that applies at the closing date for applications and which is either owned by the child’s parent, parents, or guardian OR leased or rented by the child’s parent, parents or guardian under a lease or written rental agreement. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the ‘home address’ will be regarded as the one at which the child sleeps for the majority of weekdays.

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place, the names will be issued a number and drawn randomly to decide which child receives the place. Parents/Carers must notify the school about any address changes during the application deadlines to ensure all applications are treated in the same way.

1. **Parents/carers:** The terms ‘parent’ or ‘carer’ are used for all persons who legally have responsibility for the child.
2. **Practice:** The definition of Catholic practice for the purpose of admission to this school is membership of the Catholic Church (see note b) above) and attendance at Sunday Mass (this includes the Vigil Mass on Saturday evening as well as other Masses on Sunday), evidenced by a priest.
3. **Children with Statements of Special Educational Needs (SEN) naming the school on the Statement:**

These children are admitted under a separate procedure.

1. **Children of UK Service Personnel**: In the normal admissions round, applications for children of UK service personnel with a confirmed posting in the school’s area will be allocated a place in advance, subject to receipt of appropriate documentation. Baptised Catholic children of UK service personnel will receive application priority immediately after Baptised Catholic looked after and previously looked after children. Applications from ‘non-Catholic’ UK service personnel will receive application priority immediately after other (i.e. non-Catholic) looked after or previously looked after children.
2. ***Proof of Address ie:***

* *photo-copy of your Child Benefit or tax credit statement, showing your name, your child’s name and your home address* ***or***
* *photo-copy of your child’s medical card showing your home address* ***or***
* *letter from Social Services or the Housing Department confirming placement at your address*

***Plus one of the following***

* *Copy of a current Tenancy Agreement*
* *solicitor’s letter confirming the date that contracts were exchanged and the proposed completion date if you are about to move house; you must have exchanged contracts or entered into a binding Tenancy Agreement by 14th January 2013*
* *copy of a recent utility bill for your home address showing usage*
* *copy of your driving licence*
* *letter from National Asylum Support Services (NASS)*

**CHECKLIST:**

* **Apply on line or return the Application Form to the Local Authority by the closing date 31st October 2013.**
* **Return the following to the Admissions Officer, Cardinal Newman Catholic School by 31st October 2013:**
  1. **Photo copy of child’s Baptismal Certificate/Dedication (where applicable)**
  2. **Supplementary Information Form**
  3. **Proof of Address**

**Additional Help**

If you would like help with the admissions process/completing your form, please either contact your Local Authority or Cardinal Newman Catholic School directly.

**10/12/12**