

# Governors' Admission Policy

## ADMISSIONS ARRANGEMENTS FOR CARDINAL HUME 2012-2013

The admissions arrangements for 2010 and onwards have to comply with a new statutory framework.

### 1. ADMISSION NUMBERS

1.1 Admission number for year 7, September 2012	190
1.2 Admission number for year 12, September 2012	040

Primary Feeder Schools for Cardinal Hume.

SCHOOL	PARISH CLUSTER
1. ST ALBAN'S	PELAW
2. ST JOSEPH'S	GATESHEAD (CENTRAL)
3. ST WILFRID'S	
4. ST ANNE'S	LOW FELL
5. ST PETER'S	THE ANNUNCIATION
6. ST OSWALD'S	WREKENTON
7. ST AUGUSTINE'S	LEAM LANE
8. ST JOSEPH'S	BIRTLEY

### 2. APPLICATIONS FOR ENTRY INTO YEAR 7

- 2.1 Applications procedures and timetables will follow the locally agreed co-ordinated scheme with Gateshead LA.
- 2.2 If there are more places than applicants then all applicants will be accepted.
- 2.3 If there are more applicants than available places the School will consider the children's applications using the 'Equal Preference System'. All applicants will be ranked using the published over-subscription criteria and tie breakers.
- 2.4 If there are more applications than places available then the Governors will apply the oversubscription criteria as outlined on the attached sheet.
- 2.5 Late applications can be made and may be considered if deemed to be exceptional and will be handled by us as an Admission Authority within the requirements of the co-ordinated secondary scheme.
- 2.6 The Governors reserve the right to declare an application null and void or to withdraw an offer of a place if any of the information submitted is false.
- 2.7 Applicants refused admission to year 7 are entitled to appeal to an independent appeals panel.



### 3. WAITING LIST

- 3.1 If the school has reached its admission number a Waiting List will be maintained from 23rd March 2012.
- 3.2 Any parent can request that their child be placed on the waiting list in accordance with the admissions criteria.
- 3.3 Children will be placed on the waiting list according to the oversubscription criteria with the exception of those children in point 3.6. (below)
- 3.4 The length of time some one has been on the waiting list will not be taken into account for the purpose of the allocation of places
- 3.5 The school will continue to maintain the waiting list during the corresponding school year and outside the normal year of entry.
- 3.6 Children who are referred for admission through the In Year Fair Access Panel and who are without a school place will go to the top of the waiting list but not above those children who are “Looked after”.

### 4. ADMISSION INTO YEAR 12

- 4.1 The minimum entry requirement for admission into year 12 is dependent on the course of study that a student wishes to study.
- 4.2 Details of the specific entry requirements and courses available may be obtained from the School.
- 4.3 Applicants refused admission to the Sixth Form are entitled to appeal to an independent appeals panel.

### 5. OVERSUBSCRIPTION CRITERIA

Order of Priority	Oversubscription Criteria	How verified
A	Looked after children.	Children in public care and as deemed under section 22 of the Children’s Act 1989.
B	All children from the feeder primary schools.	Information from the feeder primary primary schools.
C	Roman Catholic children who will have an older brother or sister in the school at the time of admission. <b>(1) see notes</b>	Information held by the School. Proof of baptism will be sought.
D	Other Roman Catholic children who live within the feeder parishes. <b>(1) see notes</b>	Proof of baptism will be sought. The School with seek verification from the priest.
E	Other Roman Catholic children. <b>(1) see notes</b>	Proof of baptism will be sought. The School with seek verification from the priest.
F	Other children who have an older brother or sister at the school at the time of admission. <b>(2) see notes</b>	Information held by the school.
G	Non-Catholic children who are of a Christian faith and live within the feeder parishes. <b>(3) see notes</b>	The School will seek verification from the Vicar/Minister.
H	Non-Catholic children who are of a Christian faith. <b>(3) see notes</b>	The School will seek verification from the Vicar/Minister.
I	Children of other faith traditions	Documentary evidence required
J	All other children. <b>(1) see notes</b>	From the Application Form.

## NOTES

1. The School will require to see the Baptismal Certificates of all children claiming to be Roman Catholic. Please enclose a copy with your application.
2. For your child to receive priority because of an older brother or sister in the sixth form at the school, the brother or sister must have been at the school at the start of Year 11.
3. For a child to be considered under criteria G, H and I the school will require documentary evidence of baptism/initiation or a letter of support from the Vicar/Minister to verify their membership. Please enclose a copy with your application.

## GENERAL

At Cardinal Hume Catholic School we are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, social and cultural needs. We are further committed to challenging attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion.

You will find our Accessibility Plan on the school website at [www.cardinalhume.com](http://www.cardinalhume.com)

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Feeder parish boundaries are available from the school and at Gateshead Civic Centre School Organisation and Admissions: Regents Street, Gateshead, NE8 1HH.

Parents will be requested to give the following information on the supplementary form:

- Names of any older brothers/sisters in the School
- Baptismal status
- The Name, Address and telephone number of the priest/vicar/minister who will be able to confirm attendance at church

### 6.1. TIE BREAKER

In the event of the School reaching capacity within categories A to I, the School will allocate places using an electronic random allocation process, which will be independently monitored.

If your child is unsuccessful in gaining a place at Cardinal Hume Catholic School, you may request that your child is placed onto the schools waiting list, which will be maintained according to the schools admissions criteria. Within each criterion, children will be ranked by computer in random order.

Each time a place (or places) becomes available at the school a new round of electronic random allocation will take place to determine a child's position on the waiting list, each time a place being allocated to the child that occupies top position on the waiting list.