

**CARDINAL HUME CATHOLIC SCHOOL**



**Old Durham Road  
Gateshead  
Tyne & Wear  
NE9 6RZ**

**SECONDARY ADMISSION POLICY 2018/2019**

## **ADMISSIONS ARRANGEMENTS FOR CARDINAL HUME 2018-2019**

### **1. Admission Information**

Cardinal Hume Catholic School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its articles and seeks at all times to be a witness to Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. 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 (see note 7) 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 governing body 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.

**The catchment area for Cardinal Hume Catholic School is defined by the boundaries of the parishes served by the feeder schools as listed below. A map with the boundaries of catchment area will be used when required in order to place applicants into their respective category.**

#### **Feeder Schools**

1. St Alban's, Pelaw
2. St Joseph's, Gateshead
3. St Wilfrid's, Gateshead
4. St Anne's, Harlow Green
5. St Peter's, Low Fell
6. St Oswald's, Wrekenton
7. St Augustine's, Leam Lane
8. St Joseph's, Birtley

#### **Parishes served by the school**

- St Alban's, Pelaw  
St Joseph's, Gateshead  
St Wilfrid's, Gateshead  
St Anne's, Harlow Green  
St Peter's, Low Fell  
St Oswald's, Wrekenton  
St Augustine's, Leam Lane  
St Joseph's, Birtley and Ouston

#### **Published Admission Number**

The governing body has set its admission number at **225** pupils to be admitted to the school year which begins in September 2017.

#### **Children with an Education, Health and Care plan or a statement of Special Educational Need**

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the **most appropriate** educational setting for the child will be admitted.

#### **Application Procedures and Timetable**

To apply for a place at this school, the parent must complete a common application form (CAF) available from the local authority in which the child lives. The parent will be advised of the outcome of the application on 16 April or the next working day, initially by a letter or email from the local authority on behalf of the governing body.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is 31 October 2017.

### **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.

### **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. Applications should be made to the school by contacting the Local Authority. Parents will be advised of the outcome of their application in writing.

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

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 appeals process are available by writing to the chair of governors 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.

## **Special Consideration**

In exceptional circumstances and where a special consideration application has been received for social or medical reasons, (supported by documentary evidence e.g. a letter from a Doctor or Social Worker) the governing body's admission committee will convene and determine whether or not to accept a child outside the normal admission round, even if admitting the child would exceed the published admission number.

## **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 in section 4 of this policy.
- 2.5 Late applications can be made 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. Further details of the appeals process are available by writing to the chair of governors at the school address.

## **3. Waiting List**

- 3.1 If the school has reached its admission number a Waiting List will be maintained from March 2018.
- 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 someone 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. Oversubscription Criteria

Order of Priority	Oversubscription Criteria	How verified
A	Looked after children and previously looked after children	<b>See notes 1, 2 and 3</b>
B	Catholic children who attend a feeder primary school.	<b>See notes 4 &amp; 8</b>
C	Catholic children who will have an older brother or sister at the school at the time of admission.	<b>See note 4, &amp; 6</b>
D	Catholic children who live within the catchment area	<b>See note 4 &amp; 9</b>
E	Other children who have an older brother or sister at the school at the time of admission.	<b>See note 6</b>
F	Children of School Staff	<b>See note 10</b>
G	Children of another Christian denomination who live within the catchment area <b><u>who attend</u></b> a feeder Catholic School.	<b>See notes 5, 8 and 9</b>
H	Children of another Christian denomination who live within the catchment area <b><u>who do not attend</u></b> a feeder Catholic School.	<b>See note 5 and 9</b>
I	Other Catholic children who do not live within the catchment area.	<b>See note 4 &amp; 9</b>
J	All other children from the feeder primary schools.	<b>See note 8</b>
K	All other children	

## 5. 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. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.
2. A **looked after child** is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

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

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 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.

3. A **previously looked after child** is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
4. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, 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. . **Please enclose a copy of your son/daughters baptismal certificate with your application. Parish records may also be verified by the school.**
5. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. 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. **Please enclose a copy of your certificate or relevant documents as evidence with your application. Parish records may also be verified by the school.**
6. **Brother or sister** means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent'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. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling. 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

7. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the child, or who has care of the child (having care of a child means that the child lives with and is looked after by that person).
8. **Primary School** records will be consulted to confirm the student attends the named feeder school.
9. The **Catchment Area** is defined by the boundaries of the parishes served by the feeder schools as listed previously.
10. **Staff** of Cardinal Hume Catholic School who have been employed by the Directors of The Trinity Catholic Multi Academy Trust for two or more years at the time at which the application for admission to the school is made..

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

## **General**

**Parents should complete ALL questions on the Application Form.** Where incomplete applications are received, parents will be requested to give the following information on the supplementary form provided by the school:

- Names of any older brothers/sisters in the School at the time of admission
- Baptismal status
- The Name, Address and telephone number of the priest/minister/faith leader who will be able to confirm baptism/initiation

## **6. Tie Breaker**

In the event of the school reaching capacity within categories A to K, 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. Children will be grouped according to the published criterion. Each time a place (or places) becomes available at the school while a child is on the waiting list then a new round of electronic random allocation will take place within each category to determine a child's position.

**CARDINAL HUME CATHOLIC SCHOOL**



**Old Durham Road  
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**SIXTH FORM ADMISSION POLICY 2018-2019**



## SIXTH FORM ADMISSION POLICY 2018-2019

### **1. Admission Information**

Cardinal Hume Catholic School Sixth Form was founded by the Catholic Church to provide education for students of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its articles and seeks at all times to be a witness to Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic students in accordance with the oversubscription criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All parents (see note 10) are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place for their student at the school.

The governing body is the admissions authority and has responsibility for admissions to this school.

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

We welcome all applications from all faiths (or no faith) to our Sixth Form community.

### **Published Admission Number**

The sixth-form is available for all existing pupils subject to pupils fulfilling the individual requirements of suitable courses. Remaining places in the sixth-form of the school will be offered in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses. The governing body has set its admission number at 80 pupils to year twelve for external applicants to the sixth-form in the school year which begins in September 2017.

### **Students with an Education, Health and Care plan or a statement of Special Educational Need**

Students who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the **most appropriate** educational setting for the student will be admitted.

### **Application Procedures and Timetable**

To apply for a place at this school, the parent must complete an application form available from the school. The parent will be advised of the outcome of the application by the school.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is July 31<sup>st</sup> 2017.

### **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.

Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

### **In-Year Applications**

An application can be made for a place for a student at any time outside the admission round and the student will be admitted where there are available places. Applications should be made to the school by contacting Mrs West, Cardinal Hume Catholic School, Old Durham Road, Gateshead, NE9 6RZ. Parents will be advised of the outcome of their application in writing.

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

If there are no places available, a request can be made that the student is added to the waiting list (see above).

### **Right of Appeal**

Where a parent has been notified that a place is not available for a student, 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 appeals process are available by writing to the chair of governors at the school address.

### **Fair Access Protocol**

The school is committed to taking its fair share of students 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 student 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 student 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.

## **2. Entry Requirements for Admission into Year 12**

1. The minimum entry requirement for admission into year 12 is dependent on the course of study that a student wishes to study.
2. The minimum entry requirement for any level 3 course is GCSE English Language at 4 or above with 4 other GCSEs or equivalent at 4 or above.
3. For AS/A2 courses the general requirement is a high level 5 or above at GCSE in the subject chosen. In some Mathematics and Science courses students will be invited to complete an additional assessment to determine suitability for the course.
4. For vocational courses, a merit or higher in an appropriate level 2 vocational course is required.

**Applicants refused admission to the Sixth Form are entitled to appeal to an independent appeals panel.**

If the sixth form is oversubscribed and all students who have applied meet all of the above criteria they will then selected using the oversubscription criteria

## **3. Oversubscription Criteria**

<b>Order of Priority</b>	<b>Oversubscription Criteria</b>	<b>How verified</b>
A	Looked after and previously looked after students	<b>See notes 2 and 3</b>
B	Catholic students who attend Cardinal Hume Catholic school	<b>See note 4</b>
C	Catholic students who live within the catchment area.	<b>See notes 4 and 7</b>
D	Other Catholic students.	<b>See note 4</b>
E	All other students who attend Cardinal Hume Catholic School.	<b>School records</b>
F	Students of another Christian denomination	<b>See note 5</b>
G	Students of other faiths	<b>See note 6</b>
H	All other students	

#### **4. Tie Breaker**

In the event of the school reaching capacity within categories A to G, 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, students will be ranked by computer in random order.

Each time a place (or places) becomes available at the school while a child is on the waiting list then a new round of electronic random allocation will take place within each category to determine a child's position.

#### **5. 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. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.
2. A **looked after child** is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

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

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 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.

3. A **previously looked after child** is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
4. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, 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. .  
**Please enclose a copy of your son/daughters baptismal certificate with your application.**

5. **Students of other Christian denominations** means students who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. 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. **Please enclose a copy of your certificate or relevant documents as evidence with your application.**
6. **Students of other faiths** means students who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
7. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.
8. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the child, or who has care of the child (having care of a child means that the child lives with and is looked after by that person).

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

**Parents should complete ALL questions on the Application Form.** Where incomplete applications are received, parents will be requested to give the following information on the supplementary form provided by the school:

- Baptismal status
- The Name, Address and telephone number of the priest/minister/faith leader who will be able to confirm baptism/initiation.