

St Cuthbert's Catholic High School, Newcastle

Policy for Admissions 2017 - 2018.

Introduction

St Cuthbert's Catholic High School was founded by the Church 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. All parents are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

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 Admissions Number is 200 students for each of Years 7 to 11.

Boys 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 boy will be admitted.

Admissions Criteria

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

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

- A) Looked after Catholic boys or Catholic boys who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. *Read Note 1.*
- B) Catholic boys who attend a Catholic feeder primary school. *Read Notes 2a and 2b.*
- C) Other Catholic boys. *Read Notes 2a and 2b.*
- D) Looked after boys or boys who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. *Read Note 1.*
- E) 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 7.*
- F) Boys of other Christian denominations who attend a Catholic feeder primary school. A letter of support must be provided. *Read Note 3.*
- G) Boys of other Christian denominations. A letter of support must be provided. *Read Note 3.*
- H) Boys who are being educated in a Catholic feeder primary school.
- I) Other Boys.

NB.

Additional notes/definitions

1 Boys in the Care of a Local Authority (LA): 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 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 immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

2a Catholic: 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.

2b 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.		

3 Christian Denominations

Boys 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.

4 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 from the child's home address (including flats) to a central point of the school when measured by GEO CODE available through Newcastle City Council. GEO uses the measure of the straight line distance from a single central fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

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.

5 Home Address

The 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.

6 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.

7 How and when to apply

Applications must be made using the standard Local Authority application form. These are available from primary schools, the Civic Centre or online, information can be found on the Local Authority website www.newcastle.gov.uk. They must be returned to the Local Authority by the closing date set out on the form.

Parents applying to St Cuthbert's 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.

8 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 via 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 (see above).

9 Waiting List

If admission is not granted, the Local Authority will offer the child a place in another school. You may request that your son is placed onto the school's waiting list which will be maintained according to the school's admissions policy for one school term. If a place becomes available, the admissions policy will be applied and parents will be informed.

10 Right of Appeal

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.

11 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.

12 False Evidence

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

13 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.

14 Year 12 Entry to Sixth Form

Students applying from outside the school will have to meet the same requirement as students 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.

Where there are any concerns about admissions 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.
The Admissions Number is 150 students.

Approved by the Board of Directors: Date: 5 February 2016.