

CARDINAL NEWMAN CATHOLIC SCHOOL

A Specialist Science College

Admissions Information and Criteria for Admission in 2018

Basic information

1. Cardinal Newman Catholic School is a member of the St Alban Catholic Academies Trust and is promoted by the Diocese of Northampton through the Duns Scotus Trust.
2. The Local Governing Body is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the law, the advice of the Diocesan Trustee, and its duty to the school and the Catholic community.
3. In accord with the provisions of Regulation 49 of the Education (School Government) Regulations 1999, the Governing Body has delegated responsibility for determining admissions to its Admissions Committee with regard to the school.
4. The ethos of Cardinal Newman Catholic School is based on Christian Gospel values and the teachings of the Roman Catholic Church. We ask parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Roman Catholic faith to apply for and be considered for a place here.
5. The school primarily serves all the parishes of Luton, Houghton Regis and Dunstable.
6. Having consulted the other local admission authorities in accordance with legal requirements, the Governing Body has set as its planned admissions number 270 for the school year commencing September 2018.
7. Parents wishing to apply for a place in the school for their child beginning September 2018 must complete the Local Authority (LA) application form and Cardinal Newman School supplementary form and return same to the LA by no later than 31 October 2017. It must be carefully noted that all applications must be submitted on that form or made on-line and all applications will be considered at the same time. Allocation letters will be issued on or just after 1 March 2018.
8. The Admissions Committee of the Governing Body will consider all applications made in accordance with the criteria set out below without reference to the ability or aptitude of the child. All applications will be considered on an equal preference basis.

ADMISSIONS CRITERIA

In case of oversubscription the Governors will give priority to children in the following order:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Baptised Catholic children attending St Mary's Primary School, St Vincent's Primary School, St Martin de Porres Primary School, St Joseph's Primary School, St Margaret of Scotland Primary School or Sacred Heart Primary School with siblings* at Cardinal Newman School at the time of proposed admission. The original Baptismal Certificate must be provided.
3. Baptised Catholic children attending St Mary's Primary School, St Vincent's Primary School, St Martin de Porres Primary School, St Joseph's Primary School, St Margaret of Scotland Primary School or Sacred Heart Primary School. The original Baptismal Certificate must be provided.
4. Other baptised Catholic children. The original Baptismal Certificate must be provided.
5. Siblings* other than Catholic currently at Cardinal Newman School at the time of proposed admission.
6. Children of staff.
7. Children from other Christian denominations whose parents wish them to receive a Christian education, and whose application is supported by their priest or minister of religion.
8. Children from other faith backgrounds whose application is supported by their minister of religion.
9. Other children.

Additional information

1. All parents/carers whose application was successful or unsuccessful will be informed in writing of the outcome of their application on or just after 1 March 2018.
2. The parents/carers of those children whose application for a place was unsuccessful will be informed in writing on or just after 1 March 2018. The decision of the Admissions Committee and its reasons for not offering a place will be explained along with the parent's/carer's right to lodge an appeal against the decision including details of how and to whom such an appeal should be lodged.
3. The Admissions Committee will keep a 'waiting list' until the end of August, of those children in the New Intake Year who have not been offered a place. Letters will be sent out at the beginning of July asking parents if they wish their child to remain on the waiting list and anyone who has not replied by the end of August will be removed from the waiting list. A new waiting list will then be collated. For this and all other over-subscribed year groups, a waiting list will remain in place until the end of each academic year (31 July).

4. A Catholic child is a child baptised according to the rites of the Roman Catholic Church and possesses a Baptismal Certificate. A child enrolled in a catechumenate programme is also accepted as a Catholic if they are supported by a letter from their parish priest confirming their enrolment and attendance on the programme. (For transfer to secondary school in 2018 this means a child needs to be enrolled and attending the catechumenate programme before the deadline for applications on 31st October 2017).
5. 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 (Section 22(1) of the Children Act 1989).
6. *A sibling is defined as brothers and sisters living in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters. That sibling must be in school (Year 7-13) at the time of admission (i.e. the sibling will be at Cardinal Newman in the Academic Year 2018-19) to fit into the Admissions Criteria. In order that all applicants are treated fairly, it is assumed that all Year 11 students will return to Cardinal Newman for Year 12.
7. Children of staff are defined as the children of those who are employed directly by the school in any capacity, on a permanent contract, whether full or part time. The member of staff must be working at the school at the time of application. Children are defined as those for whom the member of staff has legal responsibility whether they are biological children, step children, adopted or fostered.
8. A pupil's home address will be regarded as the address of the parent(s) (or carer(s) with parental responsibility) with whom the pupil usually lives. This will not usually include grandparents, aunts or uncles. Where a pupil spends time with parents at more than one address, the address used will be the one at which the pupil is ordinarily resident and where the pupil spends the majority of the school week (Monday to Friday) including nights. If there is any query about the home address this will be checked against official documentation.
9. If a pupil moves into the admissions area outside the normal admissions round (or after the allocation process has been completed) there can be no guarantee of a place at the school if this would mean exceeding the admissions number. All applicants in this category will be considered against the admissions criteria set out above. Parents can apply directly to the school.
10. Parents seeking a place for their child outside of the chronological age group should submit their written case to the Admissions Committee. Parents should include information regarding the child's academic, social and emotional development and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application. Applications relating to the Year 7 admissions round will also be discussed with relevant local authority professionals. Decisions will be made based on the circumstances of each case and parents will be informed of the reasons for the decision in writing.
11. Overriding priority will be given to pupils who have a Statement of Educational Needs/EHC Plan which names the school. Priority may also be given to the admission of "hard to place" students in accordance with agreed protocols. Such