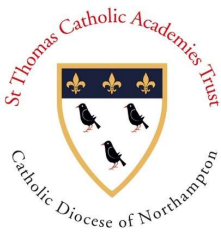


# ADMISSIONS POLICY FOR CARDINAL NEWMAN SCHOOL 2021

APPROVED – NOVEMBER 2019



# Policy Approval Admissions for Cardinal Newman School POLICY

St. Alban Catholic Academy Trust

Approved by the Directors on

.....

Signed by the chair of Directors

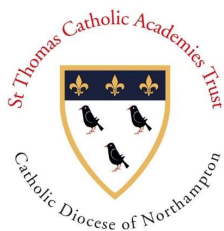
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Date

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Presented to the CNS Local Governing Body on

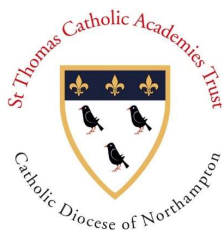
Signed.....Date.....



## Admissions Criteria for Cardinal Newman Catholic Secondary School with effect from September 2021

### CONTENTS

	Page No
Basic Information – Cardinal Newman Catholic Secondary School	2
Admission Criteria	3
Additional Information	3
Appeals	5
School Transport	6
Admission to the Sixth Form	7
Appeals	8
Key Dates & Transport	9
Appendix 1 – Churches together in Britain and Ireland	10
Appendix 2 – Supplementary Form for Cardinal Newman School	12

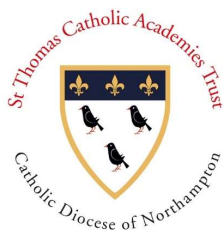


## **CARDINAL NEWMAN CATHOLIC SCHOOL** **A Specialist Science College**

### **Admissions Information and Criteria for Admission in 2021**

#### **Basic information**

1. Cardinal Newman 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 St Alban Catholic Academies Trust (SACAT) 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 Trust 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 therefore hope that all parents 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 in accordance with the admission arrangements.
5. The Academy Trust 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 Trust has set as its planned admissions number at 288 for the school year commencing September 2021.
7. Parents wishing to apply for a place in the school for their child beginning September 2021 must complete the Local Authority (LA) application form and the supplementary admission form (Appendix 2) for Catholic Schools in Luton and return same to the LA by no later than 31<sup>st</sup> October 2020. 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<sup>st</sup> March 2021.
8. The Admissions Committee of the Academy Trust 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.



## Admission Criteria

In case of oversubscription the Academy Trust 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<sup>1</sup>. A looked after child is a child who is in the care of a local authority in England is being provided with accommodation by a local authority in England in the exercise of their social services functions (section 22 (1) of the Children Act 1989).
2. Children who appear to the St Alban Catholic Academies Trust (SACAT) to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>2</sup>.
3. Baptised Catholic children with siblings\* at Cardinal Newman School at the time of proposed admission. The original Baptismal Certificate must be provided and supplementary admission form completed (Appendix 2).
4. Practising Baptised Catholic children whose application is supported by their parish priest or the priest where they practice. The original Baptismal Certificate must be provided and supplementary admission form completed (Appendix 2).
5. 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 and supplementary admission form completed (Appendix 2).
6. Other baptised Catholic children. The original Baptismal Certificate must be provided and supplementary admission form completed (Appendix 2).
7. Siblings\* other than Catholic currently at Cardinal Newman School at the time of proposed admission.
8. Children of staff.
9. 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.
10. Children from other faith backgrounds whose application is supported by their minister of religion.
11. Other children.

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<sup>1</sup> An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). 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. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

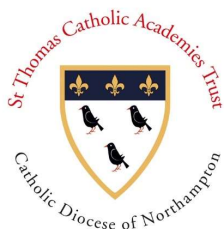
<sup>2</sup> A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### 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 2021.
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 2021. 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 of those children who have not been offered a place. For the new Year 7 intake, the names will be held on the waiting list until 31 July 2022, however, applications received in the summer term 2022 will remain on the waiting list until 31 July 2023. Parents will need to reapply for a place at their preferred school after this date if they wish their child's name to be carried forward on the waiting list.

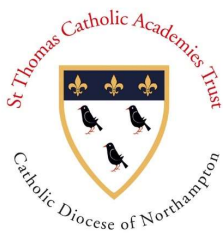
For all other year groups, unsuccessful applications received from the start of the autumn term 2021 until the end of the spring term 2022 will be placed on a waiting list until 31 July 2022. Applications received from the start of the summer term 2022 to the end of the academic year will be placed on a waiting list until 31 July 2023.

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 2021 this means a child needs to be enrolled and attending the catechumenate programme before the deadline for applications on 31<sup>st</sup> October 2020).
5. A looked after child is a child who is in the care of a local authority in England, or being provided with accommodation by a local authority in England in the exercise of their social services functions (Section 22(1) of the Children Act 1989. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
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 2021-22) 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 for 2 or more years, 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 placements override the normal admission arrangements including admitting children over the published admission number.
12. The date of the Open Evening is to be confirmed.
13. A Christian is defined as 'all members of Churches Together in England and CYTŪN and all other churches and ecclesial communities that are in membership of any Churches Together Group (by whatever title) on the above basis at the time when admission decisions are made. Proof of church membership must be provided by the appropriate church leader.
14. An equal preference system means that all first, second and third preference applications are considered equally against the school's admissions criteria.
15. In any situation where the application of the admissions' criteria results in more children with an equal right to admission to the school than the number of available places, the tie break will be determined by random selection by an independent body.
16. Applications received after the closing date will not be considered in the initial allocation of places, except in very exceptional circumstances. Where parents have submitted a transfer form before the closing date, but then seek to change their preference after the closing date, this late expression of preference will be treated as a 'late' application and will not be considered in the initial allocation of places. Late applications and late changes of preference will be processed as soon as possible after the offer date. Late applications for a place at Cardinal Newman Catholic School should be routed through Luton Local Authority in accordance with coordinated admission arrangements.



## **Appeals**

- a. Any student refused the offer of a place has the right of appeal to an independent appeals panel. Parents can lodge an appeal by writing to the Admissions Clerk at the local authority.
- b. For applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals.
- c. For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.
- d. For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged.

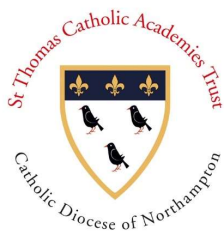
### **The Independent Appeals Panel will decide on:**

- a. Whether the school's admission arrangements comply with the School Admissions Code and Part 3 of the School Standards and Framework Act 1998.
- b. Whether the arrangements were correctly applied.
- c. Whether the admission of another student would prejudice the efficient education and use of resources within the school.

### **School Transport:**

Information on eligibility for assistance with transport for Years 7-11 will be set out in the booklet 'How to apply for a school place for September 2021 produced by LBC. Eligibility criteria are also set out in the Council's Home to School Transport Policy.





## Admission to the Sixth Form

The PAN (*total capacity across both internal and external applicants*) for Cardinal Newman School 6<sup>th</sup> Form is 150 students. Admission will be from (*in order*):

- Students in Year 11 at Cardinal Newman Catholic School wishing to continue their education; and
- Students from outside of Cardinal Newman Catholic School.

*<sup>3</sup>Students in Year 11 at Cardinal Newman have an automatic right to a place under the rules governing admissions, although where there is an excess of applications over-subscription criteria shall apply. All remaining places will be allocated to external students until the total capacity of 150 students across both internal and external applicants has been reached. As a guide, in most normal years the sixth form is able to accommodate up to 40 external students.*

All students applying to the 6th form must comply with the school rules and uphold and/or respect the Catholic faith of the school.

- Internal students should notify the school during Year 11 if they wish to stay on to follow courses in the Sixth Form, complete an application form and submit this to the school by the application closing date.
- The entry requirements for admission to the sixth form will be the same for all students.
- Students will be admitted into the sixth form at the start of the Advent/Autumn Term in each school year, although there may be some occasions when students transfer during an academic year in exceptional circumstances.

## Academic Entry Requirements for September 2021

A summary of the academic requirements for entry to sixth form courses is published annually and available through the school website.

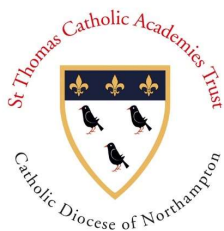
Each student's application will be considered on an individual basis to ensure that the appropriate course is chosen for them. Overriding priority will be given to students who have a Statement of SEN/EHC Plan which names Cardinal Newman School. However, the course entry requirements are still applicable

## Oversubscription criteria

*The sixth form must first admit internal candidates in line with the rules governing admissions. Where there is an excess number of internal applicants, criteria 1 and 3 below shall apply. Where the number of eligible applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:*

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<sup>3</sup> The information in italics is provided for explanatory purposes to further clarify how the admission process works.



1. Children in Care and SEND children provided they meet the academic entry requirements of a specific course.
2. All other Year 11 students who attend other secondary schools.
3. In any situation where the application of the admissions' criteria results in more children with equal right to admission to the 6<sup>th</sup> Form than the number of available places, the tie break will be determined by random selection by an independent body.

The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number if the students chosen course is not full.

### **Appeals – Sixth Form**

Any student refused the offer of a place in the sixth form has the right of appeal to an independent appeals panel. Parents and/or students can lodge an appeal by writing to the Admissions Clerk.

- Where the offer of a place would have been conditional upon exam results, appeals must be heard within 30 school days of confirmation of those results.
- Where the offer of a place would not have been conditional upon exam results, appeals must be heard within 40 school days of the deadline for lodging appeals.

### **The Independent Appeals Panel will decide on:**

- Whether the school's admission arrangements comply with the School Admission's Code and Part 3 of the School Standards and Framework Act 1998.
- Whether the arrangements were correctly applied.
- Whether the admission of another student would prejudice the efficient education and use of resources within the school.

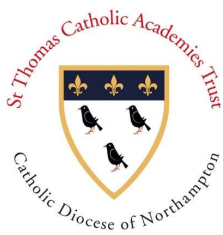
The panel exercises its discretion balancing the degree of prejudice to the school against the appellant's case for the child being admitted, before arriving at a decision.

### **False Information**

Where the School has made the offer of a place in the sixth form on the basis of a fraudulent or intentionally misleading application which has effectively denied a place in the sixth form to a student with a stronger claim, the offer of a place will be withdrawn.

### **Waiting List**

- A student whose application is refused because the 6th form is over its planned admission number will be offered a place on the waiting list, if this is requested.



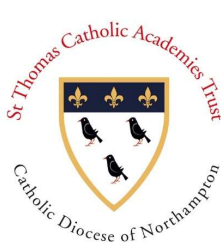
- If vacancies occur, places will be offered from the waiting list using the priority order set out in accordance with the over subscription criteria above with no account being taken of the length of time on the waiting list.
- The offer of a place on the waiting list is entirely without prejudice to the right to appeal against the Governors' refusal to admit the student.
- Parents who wish their child to be included on the waiting list must inform the school in writing.
- The waiting list will be reviewed and revised each time a student is added to or removed from the waiting list and will remain in place until the end of the academic year (31st July)

### **Key Dates – Sixth Form**

- Newman Sixth Information Evening is held in November for students in Year 11 at CNS and other schools. The exact date is publicised in Newman News and the local newspapers nearer to the time.
- Applications should ideally be returned to the Head of Sixth Form by the end of the Advent/Autumn Term. However, late applications are accepted up to the end of September in the academic year that studies begin, subject to available places.
- Students are offered provisional places at Newman Sixth (subject to GCSE results and course entry criteria) in April for courses which start in September.

### **Transport**

For Sixth Form students is set out in the Post 16 Transport Policy. Both policy documents can be viewed on [www.luton.gov.uk/internet/education](http://www.luton.gov.uk/internet/education)



## **APPENDIX 1**

### **CHURCHES TOGETHER IN BRITAIN AND IRELAND**

<https://ctbi.org.uk/member-churches/>

#### **African-instituted churches**

Cherubim and Seraphim Council of Churches

#### **Anglican churches**

Church of England  
Church in Wales  
Scottish Episcopal Church  
Church of Ireland

#### **Baptistic Churches**

Baptist Union of Great Britain

#### **Bodies that group churches across different traditions**

Evangelische Synode Deutscher Sprache in Grossbritannien  
Council of African and Caribbean Churches

#### **Congregational churches**

Congregational Federation  
Undeb Yr Annibynwyr Cymraeg (Union of Welsh Independents)

#### **Lutheran Churches**

Lutheran Council of Great Britain  
The following Lutheran churches are represented on the Council:  
Danish, Estonian, Finnish, German, Hungarian, Icelandic, Latvian,  
Lutheran Church in Great Britain (English, Amharic, Chinese, Polish,  
Swahili and Tigrinya), Norwegian, Polish and Swedish.

#### **Methodist Churches**

Methodist Church  
Methodist Church in Ireland  
Wesleyan Holiness Church  
Independent Methodist Churches

#### **Orthodox churches**

Armenian Orthodox Church  
Greek Orthodox  
(Oecumenical Patriarchate: Archdiocese of Thyateira & Great Britain)  
Exarchate of Orthodox Parishes of the Russian Tradition  
(Ecumenical Patriarchate)  
Romanian Orthodox Church

#### **Oriental Orthodox churches**

Coptic Orthodox Church

#### **Council of Oriental Orthodox Churches of the United Kingdom and the Republic of Ireland**

Member churches:  
Armenian Apostolic Church  
Coptic Orthodox Church (incorporating the British Orthodox Church)  
Ethiopian Orthodox Church  
Eritrean Orthodox Church  
Indian Orthodox Church  
Syrian Orthodox Church (incorporating the Malankra Syrian Orthodox Church)

#### **Pentecostal Churches**

Baptistic Churches with roots in the twentieth century Pentecostal revival, practising a variety of spiritual gifts, including speaking in tongues. Those in membership with CTBI are mainly 'Black-majority' churches, with their main focus in the African and African Caribbean communities.

Apostolic Pastoral Congress

Church of God of Prophecy

International Ministerial Council of Great Britain

#### **Joint Council of Churches for All Nations (JCCAN)**

(formerly Joint Council of Anglo Caribbean Churches – JCACC)

Member churches:

Building of the Temple (Ecclesia of God)  
Latter Rain Outpouring Revival Church  
Pentecostal Church of God  
The International City Mission Church  
Pentecostal Church of Jesus Christ Inc  
Church of God in Christ United  
Mount Zion Holiness Church  
New Way Pentecostal Fellowship  
Faith Restoration Outreach Ministry  
New Testament Assembly Christian Centre  
Pentecostal Assembly  
Pentecostal Church of God (Leyton)  
New Testament Church of God  
New Testament Assembly

#### **Reformed Churches**

Churches with their roots in that part of the sixteenth century Reformation led by Calvin, Zwingli and others. A particularly significant figure in the Scottish Reformation was John Knox. The Presbyterian Church of Wales owes more to the Calvinist strand of the eighteenth century evangelical revival.

Church of Scotland

United Reformed Church

United Free Church of Scotland

Presbyterian Church of Wales

#### **Roman Catholic Church**

The Western element of the two parts into which the Church divided at the great schism at the end of the first millennium. Roman Catholics are in communion with the Pope in Rome. In each nation, the church is organised under a conference of bishops, which has responsibility among other things for deciding the language of worship.

Roman Catholic Church in England and Wales

(Catholic Bishops' Conference of England and Wales)

Roman Catholic Church in Scotland

(Bishops' Conference of Scotland)

Roman Catholic Church in Ireland – Associate Member

(Catholic Bishops' Conference of Ireland)

#### **Other Traditions**

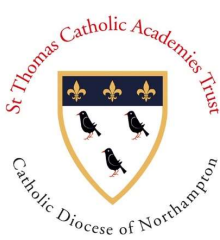
Mar Thoma Church

Moravian Church

Religious Society of Friends (Quakers)

Religious Society of Friends in Ireland

Salvation Army



## Appendix 2 - Supplementary admission form

### PART 1 - To be completed by the parent(s) or carer(s)

Full name of child (please write in capital letters):

.....

Address: .....

Postcode: ..... Telephone number: .....

Gender (please circle): Male / Female Date of Birth: .....

Religion: Catholic ☐  
Other Christian ☐ Please specify: .....  
Other (Non-Christian) ☐ Please specify: .....

Date of Baptism: .....

Place of Baptism (Parish and Address):

.....

### Catholic applicants must provide the child's original Baptismal Certificate to be photocopied

Current Junior School: .....

If brother(s) or sister(s) currently attend Cardinal Newman, please give full name(s) and tutor group(s):

Name ..... Tutor Group .....

Name ..... Tutor Group .....

Details of Parent/Carer 1 (capitals) .....

Details of Parent/Carer 2 (capitals) .....

Is a Parent/Carer a member of staff at the child's school: Yes ☐ No ☐

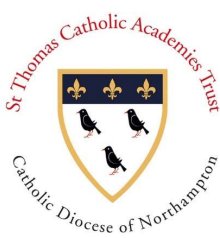
**Please provide the name, address and telephone number** of a Priest/Minister of Religion who knows you and your child and will support your application.

(Please inform your priest/minister that you have given his/her name for this purpose).

Name .....

Address .....

..... Telephone .....



**PART 2 - To be completed by the Catholic Priest/Minister of Religion (as appropriate)**

***Please note that this section of the supplementary form should be left blank when parents are returning it along with the Admission Form to the Local Authority. Cardinal Newman School will deliver all the forms to the Priests / Ministers and ask for their signatures after the 31 October deadline.***

***Please can the Priest/Minister of Religion circle the appropriate response below:***

The child is practising his/her faith (Practice in the Catholic Church means attending Mass weekly)	YES	NO
(If not already baptised) The child is currently enrolled for baptism within this parish/is enrolled on the RCIA programme	YES	NO

**Declaration by Priest (or Minister of Religion as appropriate):**

I confirm that these statements about the child named overleaf and his/her practice are true to the best of my knowledge and belief.

Name .....

**Please make sure you provide your child's original Baptismal Certificate to be photocopied.**

**Parent must also ensure they complete an application by either applying online or by completing a paper application form.**