



This form must only be completed by someone who has parental responsibility for the child. Before completing this form, the application should be discussed with all those who have parental responsibility.

DATA CAPTURE SHEET / IN YEAR APPLICATION

Date of application: \_\_\_\_\_

Childs Forename				<b>PART A</b>
Child Surname				
Childs Date of Birth:	MALE / FEMALE *please delete			
Childs Home Address: <i>this should be the child's normal place of residence</i>				
Including Postcode:				
✓ If you have moved into the Oldham Borough you will need to register with the Local Authority. Evidence of residency will be required. Please contact 0161 770 4213 for further advice.				
Year Group:		Year taught in		
Childs Religion:	<i>All Catholic applicants must submit a Catholic baptism certificate with this form</i>			
Childs Ethnicity:				
<b>CURRENT/MOST RECENT SCHOOL ATTENDED</b>				
Current/last school Name				
Address of school:				
Tel No of school				
Start date at school:		End date/last date attended:		
Full reason for this transfer request:				
<b>ANY OTHER PREVIOUS SCHOOLS ATTENDED</b>				
Previous school Name				
Address of school:				
Tel No of school				
Start date at school:		End date/last date attended:		
Reason for leaving:				
✓ If you are new to the UK you will need to provide identification, e.g. A birth certificate/Home Office papers/ID card /Passport.				
Is your child a new arrival to the UK?	YES / NO *please delete		New Arrival Date:	
Country of birth		Country arrived from:		

Can your pupil speak English?	YES / NO *please delete	Is English spoken as a second Language	YES / NO *please delete
Home Language spoken		Country child last attended school	
If Parents live at separate addresses please indicate			<b>PART B</b>
Name of 1 <sup>st</sup> parent/carer living at same address			
Relationship		Telephone numbers	
Email address			
Name of 2nd parent/carer living at same/different address			
Add Address			
Relationship		Telephone numbers	
Email address			
Names of any person with whom child should not have contact - details of any court order etc – please provide copy			
Reason:			
Siblings in Newman RC College		Name & Year	
Does your child have an Education Health Care Plan?		YES / NO *please delete	
If YES when was this plan started and how many hours support does your child receive?			
Does your child have any other SEND support? If yes please detail, please continue on separate sheet if required			
Has your child been permanently excluded from any school? If Yes which school?		YES / NO *please delete	
Date and Reason:			
Has your child had any Fixed term Exclusions? If yes please add details		YES / NO *please delete	
Does your child have a Pastoral Support Plan Or an Individual Educational Plan in place? If yes please attach copies		YES / NO *please delete	
Is your child Looked After by a Local Authority [In Care]		YES / NO *please delete	
If yes which Local Authority _____			
Is your child subject to a Child Arrangement Order or Special Guardianship Order?		YES / NO *please delete	
Please inform us if there are any other agencies involved with your child e.g. Social Care, Educational Psychologists, Youth Offending Team, Education Attendance Service, QEST, CAMHS, Health Authority etc.			
Agency			
Named contact		Telephone number	
If your child has already selected their options subjects please list them below:			
Subject _____			
Subject _____			
Subject _____			

In accordance with the College Admissions Policy the Governing Body reserve the right to withdraw the offer of a college place where false or misleading evidence is received in relation to baptism, sibling connections or place of residence. The Admissions Policy is available via Oldham Council Admissions or directly on Newman College website.

I can confirm I have read and understood the Admission Policy and that the information I have provided is correct. I understand I must notify Newman RC College immediately if there is a change to these details.

**Failure to ensure all sections are completed and relevant paperwork is provided will result in the form being returned for completion.**

Checklist: I have enclosed

Application form

Supplementary Form

Roman Catholic Baptism Certificate

or letter from the Parish Priest,  
stamped/signed

Any other relevant documentation

• Pupil Progress report

• Attendance

• Supporting letter

<b>Signed</b>		<b>Dated:</b>
<b>Relationship:</b>		

**NEWMAN RC COLLEGE Privacy Notice (How we use pupil information)**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data. The privacy notice explains how we collect, store, and use personal data about pupils who attend our school.

We, Newman College, Broadway, Oldham OL9 9QY, are the ‘data controller’ for the purposes of data protection law. Our Data Protection Officer is Justin Hardy (Oldham MBC). The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication, and dietary requirements)
- admissions (such as date entered on roll, appeal information)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 2 results, GCSE results, post 16 courses enrolled for)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- identity management/authentication (such as photograph, biometric information)
- catering and free school meal management (such as meal choices, free school meal take up)
- trips and activities (such as attendance on trips, consent)
- CCTV images captured in school
- Images captured during teaching and learning, to inform teacher training and development 2
- Footage captured outside school on the highway to protect student and staff road safety (via body camera)

**This list is not exhaustive, to access the current list of categories of information we process please see [www.newmanrc.oldham.sch.uk/information/policies](http://www.newmanrc.oldham.sch.uk/information/policies)**

### **Additional Guidance notes for parents/Carers**

Blessed John Henry Newman RC College is an 11-16 co-education Catholic Secondary College under the trusteeship of the Diocese of Salford. It is maintained by Oldham Local Authority. As a Voluntary Aided College, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. As a Voluntary Aided RC College, we are designated as having a religious character [commonly known as a faith school] and are approved to use faith-based oversubscription criteria and allocate places by reference to faith where the College is oversubscribed. The co-ordination of admissions arrangements is undertaken by the Local Authority. As a Catholic College, the governors aim to provide a Catholic education for all pupils. Although Catholic children have priority of admission, this does not affect the right of an applicant who is non Catholic to apply for a place for their child at the college. Newman RC College welcomes applications from those of other denominations and faiths, or of none.

### **Why transfer?**

The decision to transfer schools should be carefully considered. A settled school placement throughout the primary or secondary phase is important, not only to give a child the best possible educational opportunities, but also to help social and emotional development. Transferring schools mid-year can be disruptive and detrimental to a child's education. **If your child is having difficulties at school or you are considering a transfer for other reasons, please discuss the issues with your child's class teacher, head of year or Headteacher before you complete the form. Often the issues can be resolved within the school. We do realise that in some circumstances it may be necessary to transfer your child to another school, for example, if you are moving house on a permanent basis and the distance would make it impossible for your child to attend their current school.**

Transfer requests that are based on medical conditions or exceptional family circumstances may require you to provide evidence from your GP, Social Care, etc. This information will be treated confidentially.

- Behaviour: changing school can sometimes help improve a child's behaviour, but this is not always the case. It is important that everyone works together to address and try to resolve the difficulties. Parents are asked to consider how much support your child currently receives and if moving might jeopardise that.
- Bullying: all schools have an anti-bullying policies and can often resolve issues if given the chance. Before making the decision to transfer please consider if the school has been given the opportunity in which to resolve the situation.
- Disagreement: if the disagreement is with the school please contact them to allow the opportunity to work towards putting things right.
- Year 9 to 11. Parents/Carers need to be aware that a new school in these year groups may not be able to match a child's existing curriculum or offer the same subjects. Even if subjects can be matched exam boards may differ meaning the syllabus will be different and work your child has already undertaken may be irrelevant. This can mean your child would have to catch up with months or a full academic year of work in order to catch up with their peers.
- Uniform: a change of school will also mean the cost of a full new uniform.
- Travel: please consider how your child will travel to a new school and additional costs this could incur.
- Peer Groups: if your transfer is due to negative impact from peers you should also consider that there are also negative implications to transferring schools. It is always better to work with the current school to address matters before moving a child from an established friendship group. There are many effective pastoral support tools in place to assist with broken relationships and parents should speak to the school first.

### **If you decide a transfer is appropriate, what is the next step?**

Supplementary information needs to be included including the child's Catholic baptism certificate for those who are baptised as Catholic children

- **Remember:** You are responsible by law for ensuring your child's attendance at school. Unless your child has been permanently excluded, he/she will remain on roll and is expected to attend their current school until the school transfer has been completed. Please note you may remain on the waiting list for some time until a place becomes available.
- **Important:** Generally, pupils are only admitted at the start of a school new term (January/April/September) unless their current/previous school is inaccessible, or the college Governors have agreed there are exceptional circumstances.

**Who has parental responsibility?**

Transfer requests must be discussed with all those with parental responsibility for the child. In law this responsibility is given to:

- A mother automatically has parental responsibility for her child from birth.
- Both parents if they are married to each other at the time of the birth or jointly adopt a child; this never ends, even if they divorce or separate.
- Unmarried fathers may acquire parental responsibility by jointly registering the birth of the child with the mother (from 1 December 2003), by obtaining a parental responsibility order from the courts, by entering into a parental responsibility agreement with the mother, or by obtaining a residence order.
- Other adults may obtain parental responsibility if a child arrangement order or special guardianship order is made in their favour and will last as long as the order is in force.

**Will my application be successful?**

If there are places available and your child is at the top of the waiting list, a governors meeting will be held and places offered in accordance with the Admission Policy. Please note positions on the list are in order of the oversubscription criteria and not on a first come basis.

Your application will be refused in certain circumstances:

- If there are no places in the particular year group. You will be placed on the waiting list. Parents have the right of appeal for a place at the college via the Local Authority.
- The Admission Authority may decide to refuse the transfer of a child to a school who falls within the definitions of the Fair Access Protocol.

Newman RC College are unable to determine how long your child is likely to be on a waiting list. Places can fluctuate as other applications arrive or leave the list. Please refer to the College Admissions Policy for further details.

I have read the above information – signed \_\_\_\_\_ Parent

Any queries please contact the college on 0161 785 8858

**Please return this form to:**

Mrs Hodgkin

Admissions Officer

Blessed John Henry Newman RC College, Broadway, Chadderton, Oldham, OL9 9QY




APPENDIX 1a

**NEWMAN RC COLLEGE ADMISSIONS  
SUPPLEMENTARY INFORMATION FORM:**

**Please complete BOTH sides of this form and return to:**

Mrs. Hodgkin, Admissions Officer  
Blessed John Henry NEWMAN RC College  
Broadway, Chadderton, Oldham, OL9 9QY

**PLEASE REFER TO THE COLLEGE ADMISSIONS POLICY BEFORE COMPLETING THIS FORM**

<p><b>CHILDS FULL LEGAL NAME:</b> _____</p> <p><b>Please read in conjunction with the Admissions Policy and tick which criteria your application is eligible to be judged on.</b></p> <p>All children whose <b>Education, Health and Care Plan [EHCP]</b> names Newman RC College will be admitted to the college. If your child has Special Educational Needs but does <u>not</u> have an Educational Health &amp; Care Plan; then your application will be considered on the basis of the college admission policy.</p>		<p><b>Please tick which criteria is eligible</b></p> 												
<b>a</b>	<p><b>Baptised Roman Catholic</b> Looked After Children and <b>Baptised Roman Catholic</b> previously Looked After Children. This also includes Roman Catholic children adopted from state care outside of England.</p>													
<b>b</b>	<p><b>All Baptised Roman Catholic</b> children attending the following Roman Catholic Partner Primary Schools or <b>Baptised Roman Catholic</b> children living in the borough of Oldham [please see note below re Priority Area]</p> <p><b>DO NOT CHOOSE B IF YOUR CHILD IS NOW ATTENDING A SECONDARY SCHOOL</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">i. Corpus Christi RC Primary</td> <td style="width: 50%;">vii. St Herbert's RC Primary</td> </tr> <tr> <td>ii. Holy Family RC Primary</td> <td>viii. St Joseph's RC Primary</td> </tr> <tr> <td>iii. Holy Rosary RC Primary</td> <td>ix. St Mary's RC Primary</td> </tr> <tr> <td>iv. SS Aidan and Oswald's RC Primary</td> <td>x. St Patrick's RC Primary</td> </tr> <tr> <td>v. St Anne's RC Primary School</td> <td>xi. St Theresa's RC Primary</td> </tr> <tr> <td>vi. St Edward's RC Primary</td> <td></td> </tr> </table>	i. Corpus Christi RC Primary	vii. St Herbert's RC Primary	ii. Holy Family RC Primary	viii. St Joseph's RC Primary	iii. Holy Rosary RC Primary	ix. St Mary's RC Primary	iv. SS Aidan and Oswald's RC Primary	x. St Patrick's RC Primary	v. St Anne's RC Primary School	xi. St Theresa's RC Primary	vi. St Edward's RC Primary		
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<b>c</b>	<p><b>Non-Roman Catholic</b> Looked After Children and <b>Non-Roman Catholic</b> previously Looked After Children. This also includes Roman Catholic children adopted from state care outside of England.</p>													
<b>d</b>	<p><b>Non-Roman Catholic</b> children attending a Roman Catholic Partner Primary School as those schools listed above in criteria 'b'</p>													
<b>e</b>	<p><b>Non-Roman Catholic</b> children who have a sibling living at the same address and who will be on roll at the College at the time of admission, add name of sibling:</p>													
<b>f</b>	<p>Children of <b>staff</b> who are/have been permanently contracted to work at the College for a period of 2 years at the time of both application and of admission, or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage</p>													
<b>g</b>	<p><b>Other Baptised Roman Catholic</b> children</p>													
<b>h</b>	<p><b>Non-Roman Catholic</b> children living within the Oldham borough. [please see note below re Priority Area]</p>													
<b>i</b>	<p><b>Other</b> children</p>													

**PRIORITY AREA:** Priority Area [as in criteria b and h] are all residential properties who pay their council tax to Oldham Local Authority. Evidence may be requested for clarification.

**Please complete part 1b overleaf**

## SUPPLEMENTARY INFORMATION FORM [SIF]

Please complete in BLOCK CAPITALS and return to Newman RC College

## PUPIL DETAILS:

LEGAL SURNAME \_\_\_\_\_

LEGAL FORENAME[S] \_\_\_\_\_  
\_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ POSTCODE \_\_\_\_\_

## IS YOUR CHILD?

## BAPTISED ROMAN CATHOLIC

If this box is ticked  
Parent/legal guardian **MUST** provide  
a copy of the Baptism Certificate  
with this form.NON-ROMAN  
CATHOLIC

If you have any queries regarding evidence of your child's Roman Catholic baptism please contact the college ASAP

## FOR BAPTISED ROMAN CATHOLIC APPLICANT [PUPIL] ONLY

*please print information*DATE/MONTH OF THIS APPLICANT'S RC  
BAPTISM \_\_\_\_\_ YEAR \_\_\_\_\_

NAME OF PARISH/RC CHURCH \_\_\_\_\_

Address of RC Church \_\_\_\_\_

PARISH LOCATION [TOWN/CITY] \_\_\_\_\_

Name of Priest: \_\_\_\_\_

SIGNED [Legal  
parents/Guardian] \_\_\_\_\_NAME  
please print \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

DATE \_\_\_\_\_

**Any incomplete forms will be classed as CRITERIA i [Other children]**Please refer to Newman RC Admission's Policy which is available via  
Oldham Local Authority and on [www.newmanrc.oldham.sch.uk](http://www.newmanrc.oldham.sch.uk)

Please use page to add this for any additional information :