



2024  
2025

Policy Adopted:

Last Review Date: December 2022

Signed by:

Mr J Cassin

Chair of Governors

A white rectangular box containing a handwritten signature in black ink, which appears to be 'J. Cassin'.



Saint John Henry

# Newman Catholic College

**LOVE** ONE ANOTHER

**FAITH** IN OUR COMMUNITY

**COURAGE** TO DO THE RIGHT THING

**VOCATION** TO MAKE A POSITIVE CONTRIBUTION

**SERVICE** TO LOVE YOUR NEIGHBOUR AS YOURSELF

**DIGNITY** TO TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

**EXCELLENCE**

“We strive to have the courage to celebrate  
and live our Christian Faith,  
in love and service to all others,  
to achieve dignity and excellence”

We monitor the impact of all policies on students, staff, parent and governors with particular reference to the impact on the attainment and wellbeing of students.

As a Roman Catholic College we believe that our policy should reflect our mission statement, which calls us to love and honour the dignity of every individual.

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## 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

**BAPTISM: All Roman Catholic applicants will be required to produce a Roman Catholic baptismal certificate** by 31<sup>st</sup> October of the relevant application year along with their Supplementary Information Form signed and dated by the parent/legal guardian.

**Please note it is parent's responsibility to contact third parties if necessary, to provide a RC baptism certificate and not that of the College. If a certificate is not available, a letter of reception**

**into the Roman Catholic Church may be submitted.** If original baptism certificates are sent, please send a SAE for return.

To be accepted as proof of the child's eligibility to be ranked as a Roman Catholic child, the letter must be either:

- signed by the parish priest where the child was baptised or
- stamped by the parish seal where the child was baptised

*In addition to applicants who can give evidence of baptism within the Roman Catholic Church, the definition of baptised Roman Catholic is also extended to children enrolled in or having completed the catechumenate [process of preparation to be received into full communion within the Roman Catholic Church], and those from Eastern Rite Churches in communion with Rome. It is the responsibility of the parent/legal guardian of the applicant to provide authorised evidence of baptism in one of the listed Churches below and have completed the catechumenate.*

*Alexandrian -Coptic, Ethiopian (Eritrean Roman Catholic Church)], Antioch [Malankrese (Sri Lanka), Maronite, Syrian], Armenian, Chaldean [East Syrian, Chaldean, Malabar], Byzantine, Albanian, Bulgarian, Georgian, Greek, Melchite, Italo-Albanian, Romanian, Russian, Ruthenian, Slovakian, Ukrainian, Hungarian, Macedonian and the Church of the Byzantines of the Diocese of Krizevci*

If within any category there are more applications than places available, priority will be given on the basis of **distance** from home to College. Distance will be measured in a straight line from the front door of the child's home address [including the community entrance to flats] to the main entrance of Newman RC College using the Local Authority's computerised measuring system, with those living nearer to the College having priority.

**Random allocation.** In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out. This process will be independently verified. Where this decision involves twins living at the same address, both pupils will be admitted.

**Residence.** Where a child lives with parents with shared responsibility, each for part of a week, the child's '**permanent place of residence**' will be determined as the address of the parent who normally has responsibility for the majority of college days in a week and with whom the child is registered as living by the Local Authority.

**Intention to Move House.** An intention to change address cannot be taken into consideration by the governing body until such a move has actually taken place and eligible proof has been provided to the Local Authority that the new address is the permanent place of residence. Proof of changes of address will be accepted in line with the Local Authority procedures.

**Sibling** is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parent/legal guardian's partner, where the child for whom the College place is sought **is living in the same family unit at the SAME ADDRESS as that sibling**. The sibling must be on roll at the time of admission, Year 11 pupils are not eligible as they will have left College before the applicant would start should she/he be allocated a place. If eligible, please add the names of sibling to the supplementary form.

**Childcare Arrangements.** If a childminder, grandparents or other family member cares for the child on a daily basis at a different address, the Governing body cannot consider this address for the purpose of the college admissions process.

**Late Applications.** All applications and supporting supplementary forms [and Roman Catholic baptism certificates] must be submitted on or before the published closing dates referenced above. Failure to submit the CAF to the Local Authority by the closing date will result in an application being classed as late. Late applications are processed once all the 'on time' applications have been offered places. [1<sup>st</sup> March 2021]. After March 1<sup>st</sup> late applications will be placed in accordance with the Admission Policy.

## 4. How to apply

For applications in the normal admissions round you should use the online Common Application form (CAF) provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. This must be done by 31st October 2021. An application is not valid without the completion and submission of the CAF to their own LA.

### The College Supplementary Information Form [SIF]

This is available from the College website and on [oldham.gov.uk/admissions](http://oldham.gov.uk/admissions) and allows the governors to place all applications in order of priority for admission in line with the published admission policy.

If you are expressing a preference for a place, for your child at Newman RC College the supplementary form is required and should be returned directly to the College. Parents of Baptised RC pupils must submit the child's RC baptism certificate along with this form. If you do not complete the Supplementary Form and return it to the College with supporting RC documentation by the closing date, your child may not be placed in the appropriate criteria. This could affect your child's chance of being offered a place. Any supporting information should be made known at the time of the original application and sent to the College.

**For a Year 7 admission in the normal round for the year 2022/23, the completed SIF, together with the RC supporting documents should be returned to the College by 31st October 2022.**

Please note if the College receives an incomplete SIF your child will be ranked as criteria 9 [other children] and this might affect your child's position in the list. The completion of the SIF is obligatory, and parents/carers need to be aware that if a completed SIF is not submitted to the College, governors can only consider the application against the oversubscription criteria based on the information in the CAF and evidence they receive such as the RC baptism certificate.

**If the College is named on an Education Health Care Plan [EHCP] the Governing Body have a duty to admit the child. The duty to apply these arrangements rest with the governors of the College. After the admission of students with EHCP where Newman RC College is named on the Statement, the criteria will be applied in the order in which they are set out below:**

## ADMISSIONS OVER SUBSCRIPTION CRITERIA

1. Baptised Roman Catholic Children Looked After (CLA) and Baptised Roman Catholic children who were previously Looked After and this includes Baptised Roman Catholic children who have been in state care outside of England and have ceased to be in state care due to Adoption.
2. All Baptised Roman Catholic children attending the following Roman Catholic Partner Primary Schools and Baptised Roman Catholic Children living in the borough of Oldham (please see note below regarding Priority Area).

i. Corpus Christi RC Primary	ii. 7. St Herbert's RC Primary
iii. Holy Family RC Primary	iv. 8. St Joseph's RC Primary
v. Holy Rosary RC Primary	vi. 9. St Mary's RC Primary
vii. SS Aidan and Oswald's RC Primary	viii. 10. St Patrick's RC Primary
ix. St Anne's RC Primary School	x. 11. St Theresa's RC Primary
xi. St Edward's RC Primary	

3. Baptised Roman Catholic children who have a sibling living at the same address and who will be on roll at the College at the time of admission.
4. Other Baptised Roman Catholic children.
5. Non-R.C Children Looked After and Non-Roman Catholic previously looked after children. This includes non-Roman Catholic children who have been in state care outside of England and have ceased to be in state care due to Adoption.
6. Non-Roman Catholic children attending a Roman Catholic partner primary School as those listed above in criteria 2.
7. Non-Roman Catholic children who have a sibling living at the same address and who will be on roll at the College at the time of admission.
8. Children of staff 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.
9. Non-Roman Catholic Children living within the Oldham Borough. (Please see note below regarding Priority Area).
10. Other children.

**PRIORITY AREA:** Priority Area [as in criteria 2 and 9] are all residential properties who pay their council tax to Oldham Local Authority. Evidence may be requested for clarification i.e., Council Tax bill.

## IMPORTANT NOTES

All applicants will be considered at the same time and after the closing date for admissions which is 31st October of the qualifying year.

In accordance with the Admission Code, and in conjunction with Salford Diocese Admissions Policy Newman RC College may give priority to all Children who are Looked After and children who were previously Looked After regardless of their faith. Governors may give priority to children who are Looked After and previously Looked After of Catholic faith before other children.

### Waiting List:

The waiting list will be cleared each academic year except for the current applications in year 7. Parents/Guardians will need to re-apply each academic year for places in years 8-11. Failure to re-apply will result in the child's name being removed from the waiting list.

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Admission authorities must make decisions based on the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the college.

In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social, and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered based on the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 4. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

## 6. Allocation of places

### 6.1 Admission number

The school has an agreed admission number of 300 pupils for entry in each year group].

## **6.2 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to Newman RC College using the Local Authorities computerised measuring system. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week and is registered with the Local Authority.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. All the names will be entered into a hat and the required number of names will be drawn out. This process will be independently verified. Where this decision involves twins living at the same address, both pupils will be admitted.

## **6.3 Challenging behaviour**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e., where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

## **6.7 Fair Access Protocol**

We participate in Oldham's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## **7. In-Year admissions**

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 4 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions must be submitted via the College website.

## **8. Appeals**

If your child is not offered a place at Newman RC College, parents have the right to appeal against that decision to an Independent Appeal Panel. Under the School Standards and Framework Act 1998, if you are refused admission to a school, you have the right to submit an appeal to an Independent Appeals Panel.

If you want to appeal about more than one school that you have applied for and been refused admission to you will need to appeal separately about each decision. However, you may only appeal for any school once each school year unless there has been a significant change in your circumstances.

At the Appeal Hearing you are given the opportunity to explain to a panel of people who are independent of the school and the Local Authority why you wish your child to go to your preferred school.

**Independent Appeals Panel:** Parents must be allowed at least twenty college days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors. Parents should apply via the Local Authority and complete an appeals form provided for the purpose. Any supporting evidence should be provided with the appeal document.

The Local Authority appeals dates/timetable are available on Oldham council website. Appeal forms are available from 1<sup>st</sup> March of applicable year.

All children whose Education, Health and Care Plan [EHCP] names Newman RC College will be admitted to the college. If your child has Special Educational Needs but does not have an Educational Health & Care Plan; then your application will be considered based on the college admission policy.

The Governing Body reserve the right to withdraw the offer of a college place where false or intentionally misleading information is received in relation to application, baptism, sibling connections or place of residence which effectively denies a place to a child with a stronger claim. The application will be considered afresh, and a right of appeal offered if a place is refused.

Relevant College dates can be viewed on the College website: [www.newmanrc.oldham.sch.uk](http://www.newmanrc.oldham.sch.uk) [http://www.newmanrc.oldham.sch.uk]. Alternatively, parents can contact the College on 0161 785 8858 for further advice or assistance with completing a supplementary information form.

## 9. Monitoring arrangements

This policy will be reviewed and approved by the Chair of Governors every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

<b>Name of policy:</b>	Admission Policy
<b>Statutory/ Non Statutory status:</b>	Statutory
<b>Original or Adopted from:</b>	
<b>Policy Owner/ Responsibilites:</b>	Mr G R Potts MBE DL
<b>Approver(s) and Governors panel if applicable:</b>	
<b>Original Policy date:</b>	
<b>Review timeline:</b>	Annual
<b>Version/Date:</b>	