SACRED HEART CATHOLIC HIGH SCHOOL

Admission Policy 2021 - 22

Approved by the Local Governing Body 30th January 2020

ADMISSION POLICY 2021-22

Sacred Heart Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We, therefore, hope that all parents (see note 11) 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 at the school in accordance with the admission arrangements.

The Trustees of Sacred Heart Partnership of Schools is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Parishes served by the school

English Martyrs', Fenham
St Mary's Cathedral, Newcastle upon Tyne
St Charles', Gosforth
St. Cuthbert's, Kenton
St John Vianney, West Denton
All Saints, Benwell
Sacred Heart, Gosforth
St. Robert's, Fenham
St Bede's, Denton Burn
St George's, Lemington
St. Cuthbert's, Throckley
St Mark's, Westerhope
St Michael's, Elswick

Feeder primary schools

Sacred Heart, Fenham
St George's, Bells Close
St John Vianney, West Denton
St Cuthbert's, Walbottle
St Joseph's, Benwell
St Bede's, Denton Burn
St Oswald's, Gosforth
St Cuthbert's, Kenton
St Michael's, Elswick
English Martyrs, Fenham
St Charles', Gosforth
Our Lady and St Anne's
St Mark's, Westerhope

Published Admission Number
The governing body has set its admission number at 225 pupils to year seven in the school year which begins in September 2021.

Children with an Education, Health and Care plan or a statement of Special Educational Need
Children 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 child, will be admitted.

Application Procedures and Timetable
To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 1 March 2021 or the next working day, initially by a letter or email from the local authority on behalf of the governing body.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

Late Applications
Any applications for September admissions received after the closing date will be accepted but only considered after those received by the closing date, which is 12 noon 31 October 2020.

Late applications will be administered in accordance with the home local authority coordinated admissions scheme. Parents are encouraged to ensure that their application is returned on time.

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.

Waiting Lists
In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

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 to the school by contacting Mrs Maill 0191 2747373. 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).

Right of Appeal
Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

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.

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

OVERSUBSCRIPTION CRITERIA
Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

Oversubscription Criteria

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

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

First priority within each category will be given to children with a sister in Years 7-13 at Sacred Heart. *See Note 10*

1. Catholic children who are looked after or Catholic children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. *Read Notes 2 and 3*
2. Catholics who attend a Catholic feeder primary school. *Read Note 3.*
3. Other Catholic children. *Read Note 3.*
4. Other looked after or previously looked after children. *Read Note 2*
5. Catechumens and members of an Eastern Christian Church. *Read notes 4 and 5*
6. Up to 10% of the annual intake of children who demonstrate an aptitude for Performing Arts. An objective method of determining aptitude and not of general ability will be used. *Read Note 8.*
7. Children of a member of school staff who has been employed at the school for two or more years at the time of which application for admission to the school is made. *Read note 7.*
8. Children of other Christian denominations whose membership is evidenced by a minister or faith leader who attend a Catholic feeder primary school. A letter of support must be provided. *Read Note 6.*
9. Other children who attend a Catholic feeder primary school.
10. Other Children of other Christian denominations whose membership is evidenced by a minister or faith leader. Read Note 6.
11. Other children

Tie Breaker

Where there are insufficient places to meet all applications within a category the school will allocate places using an electronic random allocation process, which will be independently monitored. In the instance of multiple births, and one sibling is chosen by random allocator both or more siblings will also be admitted.

If your child is unsuccessful in gaining a place, you may request that your child is placed onto the school's waiting list, which will be maintained according to the schools admissions criteria. Within each criterion, children will be ranked by computer in random order.

1. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

   A **previously looked after child** is a child who was looked after, but ceased to be so because she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who 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.

6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

   All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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.

7. A **member of staff** includes all school staff who are under the direct employment of the Trustees of the school.

8. As a Specialist School we are allowed by law to select up to 10% of the intake based on our specialism. Judgement on aptitude will be made from independent evidence provided by the parents. If the number of applicants exceeds 10% students will take part in workshops in Performing Arts set by the school, designed to establish aptitude. This will lead to the creation of a rank order. There will be a maximum of 22 places available under this criterion depending on how many places are available after the other criteria 1 - 5 have been applied. The assessor will have skills in the Performing Arts, be independent of the school, and will have no family connection with any applicant. The assessor's judgment on aptitude on the day is final. Any independent evidence that the parents wish to submit must be sent to the school.

9. **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.

10. **Sibling** includes:

    (i) all natural sisters, half sisters, adopted sisters, step sisters, foster sisters, whether or not they are living at the same address; and

    (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

11. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.