



ADMISSION POLICY

GOVERNING BODY APPROVAL: Autumn Term 2018-19

COMMITTEE WITH RESPONSIBILITY FOR MONITORING AND REVIEW: Curriculum Committee

NEXT REVIEW DATE: Autumn Term 2019-20

Newman Catholic College admissions policy 2018/19

Newman Catholic College is an all boys' voluntary aided 11-18 comprehensive college. The college is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be witness to Jesus Christ. The school welcomes applications from those of all faiths and of none. At present over 70 % of our students are Catholic or Christian whilst 10 % is Muslim and 11% Hindu. The school is proud of the way in which we reflect the multi faith nature of the local community and especially of the way in which the school actively promotes an ethos of tolerance and love amongst all children and staff.

Boys will be admitted at age 11 regardless of ability or aptitude. Whenever there are more applicants than places, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy the applicant refers to the parent/carer applying for the place and candidate refers to the boy for whom the application is being made.

As a Catholic school we aim to provide a Catholic education for all our boys. Catholic doctrine and practice permeate every aspect of the schools activity

The published admission number for Year 7 will be 120

Newman Catholic College was founded by the Catholic Church to provide education for children of Catholic families. 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 is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The published admission number (PAN) for the school is 120 children. The Governing Body has sole responsibility for admissions to this school and intends to admit 120 (children) to year 7 in September 2018. Priority will always be given to Catholic applicants.

1. Catholic looked after children and Catholic children who have been adopted (or made subject to child arrangements order or special guardianship orders) immediately after having been looked after.
2. A child with a "Certificate of Catholic Practice" (a certificate given by the families parish priest) will require a priest reference form. Within this criterion the following order of preference will be applied.
 - a. The presence of a brother in the school at the time of admission.
 - b. The proximity of the child's home to the school measured in a straight line from the main school gate to the front door of the home.
3. Other Catholic applicants.
4. Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately after having been looked after.
5. Those preparing for the sacraments of baptism and Holy Communion with the Catholic Church (Catechumens).
6. Members of Christian churches.
7. All other applicants.

Interpretation of terms used in Admissions Policy

- **‘Catholic’** means a member of a church in full communion with the See of Rome. 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 church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a priest’s reference 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).
- **Oversubscription**
Where the offer of places to all applicants in any of the sub-categories listed above would lead to over subscription, priority is given to those with a sibling attending the school at the date of admission. Brothers (which includes brothers in the sixth form) will need to already be on roll at the time of application and expected to still be in attendance on the date admission.
Siblings are defined as the legal half/step brothers living in the same household as father or mother. A child who is legally adopted and living in the same household would be considered as a sibling.
In considering applications from twin, triplets or children from multiple births, it will be the policy of the school not to separate them even if this means temporarily exceeding the published admission number to ensure that policy is achieved.
- **Distance (tie breaker)**
Where the offer of places to all the applicants in any of the categories listed above would still lead to over subscription, the places up to the admissions number (150) will be offered to those living nearest to the school. The school will use straight line distance measured from the main school gate to the front door of the home address. This will be measured by the local authority on behalf of the school using a computerised geographical mapping system to calculate the distance. In the case of a tie break where two applicants are living equidistant from the school the place will be allocated by random allocation undertaken in the presence of an independent witness.
- **Christian applicants**
In order of preference this refers to Christian denominations affiliated to Churches Together in Britain and Ireland and then to other Christian denominations.
- **Exceptional circumstances**
The governors will give top priority to an applicant within a criterion where evidence is provided at the time of application of exceptional circumstance, or a medical or a pastoral need of the boy (supported by a priest, minister, doctor or primary school headteacher) which can only be met at the school.
- **Pupils with an Education, Health and Care Plan (EHC)**
The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Education Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with an EHC Plan naming this school will be admitted.

‘Looked After child’. has the same meaning as in S22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

‘Adopted’. For the purposes of this policy an adopted child is any child who has been formally adopted from care and whose parent/guardian can give proof of legal adoption.

‘Child Arrangements Order’. A child arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately prior to the granting of the order qualify under this category.

‘Special Guardianship Order’. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). Children ‘looked after’ immediately prior to the granting of the order qualify under this category.

‘Parent’ means the adult or adults with legal responsibility for the child.

‘Brother’ means brother, adopted brothers, half, step or foster brothers. A sibling relationship does not apply when the older child will leave before the younger one starts.

‘Catechumen’ means a child or a parent who is a member of the catechumenate of Catholic Church. This will be evidenced by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.

In-year admissions

Applications for in-year admissions are made directly to the Local Authority. If there is no room to accommodate the request the parent will be notified and advised of their right of appeal.

If a place becomes available and there is a waiting list, then applications will be ranked by the governing body in accordance with the oversubscription criteria. Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic looked after children. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list and Brent Council’s School Admissions team will send offers on behalf of the governing body.

Admission to the sixth form

The sixth form is available for all existing pupils subject to pupils fulfilling the individual requirements of suitable courses. The minimum number of external candidates to be admitted is five, although this may be exceeded if demand for available courses can be met. Remaining places in the sixth form of the school will be distributed in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses as indicated in the sixth form prospectus. Preference will always be given to Catholic applicants.

Fair Access Policy

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body are empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the governing body and the diocese for the current admission year. The governing body has this power even when admitting such a child would exceed the normal admission number.

Waiting list

For all groups where the year cohort is full, the school will operate a waiting lists procedure for admission. This will be maintained in accordance with the published admission criteria for the school.

A student's place on the waiting list is not dependent upon the date of being placed on it, but will be determined by how they meet the oversubscription criteria. This means that a student's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants.

The waiting list will be closed at the end of the academic year for which admission is sought. Parents/carers wishing their son's name to stay on the waiting list beyond this time will be required to submit a request in writing to the school.

Appeals

Parents/carers have the right to appeal to an independent appeal panel against a decision not to admit a child. Parents wishing to exercise their right of appeal should write to the chair of governors at the school within 20 school days of receipt of the letter informing them that a place is not available. They will then be sent an appeal form to complete, setting down the reasons for their appeal. Parents will be given the date when the independent appeal panel will meet and hear their appeal and they will have the right to attend. Parents may be represented if they so choose.

Parents are however reminded that appealing for a place does not guarantee entry to the school.

Protocol on admissions procedures – 2018/19 (these notes form part of the admissions policy)

1 The admissions authority is the governing body of Newman Catholic College. All applicants should complete and return a Common Application Form (CAF), which they acquire from their primary school or their home local authority.

2 The CAF must be returned to their home local authority so that it can co-ordinate admissions both inside and outside Brent. In addition parents should complete a diocesan Supplementary Information Form (SIF) which is available from Newman Catholic College and the school's website as well as the Local Authority website and must be returned to the school. Completion of the SIF is not compulsory but presents the school with important administrative information. If parents do not return the SIF and the priest's reference form the governors may be unable to consider which criterion the application fulfils and this may affect the chances of gaining a place at the school. Applicants without a SIF or priest reference form will be considered under Criterion 8, Any other applicant.

3 The diocesan standard priest's reference form, providing proof of Catholicity, is obtained from Newman Catholic College and its website. This form will be sent by the admissions

secretary to applicants, along with the SIF. The priest's reference form contains two parts. Parents must complete Part A and send it to their priest. The priest will then complete Part B and send that to the school. Priests will retain Part A for their own records. Applicants applying under Criterion 8, Any other applicant , are not required to complete a SIF or the priest's reference form.

4 The deadline date for applications is 31st October 2017.

5 The date informing parents of their offer will be 1st March 2018. This is done by the local authority on behalf of the school but the reply slips must be returned to the local authority.

6 A child is deemed to be resident at a particular address when he resides there for 50 per cent or more of the school week.

7 Late applications for secondary transfer (after the cut - off date which is on the application form) will only be considered after 1st March 2018.