



## ADMISSIONS POLICY

**GOVERNING BODY APPROVAL:**  
Autumn Term 2020/21

**COMMITTEE WITH RESPONSIBILITY FOR MONITORING  
AND REVIEW:**  
[Curriculum Committee](#)

**NEXT REVIEW DATE:** Autumn Term 2020/21

## Newman Catholic College Admissions Policy 2020-21

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 2020. 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 family's parish priest )
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 sacrament of baptism with the Catholic Church (Catechumens).
6. Members of other Christian denominations.
7. All other applicants.

### **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.

### **Sibling priority**

Where the offer of places to all applicants in any of the sub-categories listed above would lead to over subscription, priority is given (after those with exceptional circumstances above), 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.

### **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 (120) will be offered to those living nearest to the school. The local authority 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.

## **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**

**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.

- **‘Certificate of Catholic Practice’** means a certificate issued by the family’s parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops’ Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests [*insert link to guidance on the diocesan website*]

- **“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 credal 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 CYTŪN 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.

- **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.

### **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 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 re-rank 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 – 2020-21 (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 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 Certificate of Catholic Practice 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 Certificate of Catholic Practice will be considered under Criterion 8, Any other applicant.

3 The Certificate of Catholic Practice , providing proof of Catholicity, is obtained from the priest at the parish where the family normally worships. 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 31<sup>st</sup> October 2019.

5 The date informing parents of their offer will be 1st March 2020. 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 2020.