CARDINAL NEWMAN CATHOLIC HIGH SCHOOL ADMISSION POLICY 2027/28

Cardinal Newman Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school 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 a witness to Our Lord Jesus Christ.

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 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 these admission arrangements.

The **governing body** is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number (PAN") at **165** pupils to year 7 in the school year which begins in **September 2027.**

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after and previously looked after children. (see notes 2&3)

[1] This is for admission to the school at the start of the school year in September and not for applications made in-year.

2. Catholic children who attend a feeder Catholic primary school, namely, **Our Lady's Catholic Primary School, St. Augustine's Catholic Primary School, St. Benedict's Catholic Primary School, St. Bridget's Catholic Primary School, St Monica's Catholic Primary School, St. Oswald's Catholic Primary School, St. Peter's Catholic Primary School and St. Stephen's Catholic Primary School.**(see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see notes 4&5)
6. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 6)

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance by the Local Authority using a geographical information address point system based on the local and land property gazeteer (LLPG). This measures a straight-line distance from the centre point of the child's home address (the centre point of the building if the address is within a block flats) to the centre point of the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out
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Application Procedures and Timetable

To apply for a place at this school in the normal admission round[2], you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5. The Supplementary Information Form should be returned to **Cardinal Newman Catholic High School** by **31st October 2026**

You will be advised of the outcome of your application on 1st March or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the

[2] This is for applications to the school at the start of the school year in September and not for applications made in-year.

reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 3 or 5 or 6, and this may affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31st October 2026

Late Applications[3]

Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside 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 **Chair of Governors** at the same time as the admission application is made. The admission authority 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 head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 **Friday 17th July 2026**

Inclusion in 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 normal admission round and the child will be admitted where there are available places. Application should be made **to the Local Authority** by contacting schooladmissions@warrington.gov.uk

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power even where admitting the child would mean exceeding the PAN.

The admission authority reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. 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 an application to the school.

   A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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 living with a family where at least one of the parents is Catholic.

   For a child to be treated as Catholic, evidence of 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 laws of the Church.

4. "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 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.

5. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

   - A religion which involves belief in more than one God, and
   - A religion which does not involve belief in a God.

   Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

6. 'brother or sister' includes:

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

   (ii) the child of a parent's partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

7. 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.

8. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

DIOCESE OFSHREWSBURY
CARDINAL NEWMAN CATHOLIC HIGH SCHOOL
SUPPLEMENTARY INFORMATION FORM
2027/2028

If you are expressing a preference for a place for your child Cardinal Newman Catholic High School in Warrington **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to Paula Jarvis at Cardinal Newman Catholic High School** the closing date of **31st October 2026 via email Y6@cardinal-newman.co.uk / post / delivered personally to school**
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category, and this may affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Name of child: _____

Address of child: _____

_____

_____

Parent/Carer Name:[1] _____

Parent/Carer Email: _____

Please read the relevant school/academy Admissions Policy, noting any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.

[1] This does not require completion where an application is being made by a pupil on their own behalf for entry to year 12.

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)[2]

Criteria	Tick Box	Evidence: insert details in accordance with the Notes below
1. Catholic	☐	
2. Catechumen	☐	
3. Member of an Eastern Christian Church	☐	
4. Member of other Christian denomination	☐	
5. Member of other faith	☐	

Catholic [Parish] [Deanery] in which your child lives:

In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are

   Cardinal Newman Catholic High School
   Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service, and the Department for Education, and may share the information you provide on this application form if we consider it is necessary to fulfil our functions.

2. The Data Lead within our organisation is the **Data Manager** and you can contact them with questions relating to our handling of the data. You can contact them by email at enquries@cardinal-newman.co.uk You can also contact our Data Protection Officer using these details.

Data Protection Officer	Education Data Hub (Data Protection), Derbyshire County Council
DPO Email:	dpforschools@derbyshire.gov.uk
DPO Phone:	01629 532888
DPO Address:	County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

[2] Schools will need to delete options to tailor the form to match their oversubscription criteria thereby avoiding asking for information which is unnecessary to apply the criteria.

3. We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.

4. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR).

5. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above unless a legal obligation should arise.

6. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR). Additionally, processing is necessary for reasons of substantial public interest based on domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).

7. If the application is successful, the information you have provided on this form will be migrated to the school's/academy's enrolment system, and the data will be retained and processed based on the school's/academy's fair processing notice and data protection policies which apply to that data.

8. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school/academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's/academy's data retention policy.

9. To read about your individual rights you can refer to the school's/academy's fair processing notice and data protection policies.

10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by using the Complaints Procedure, which is held on our school website www.cardinal-newman.org.uk

I confirm that I have read the Admissions Policy of the school/academy and that the information I have provided is correct. I understand that I must notify the school/academy immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Admission Authority may withdraw any offer of a place even if the child has already started school.

Signed…….. Date……

Notes

1. Evidence of Catholic Baptism

If an application is being made for a place at the school/academy for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school/academy.

[The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.]

2. Evidence for Catechumens

If an application is being made for a place at the school/academy for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school/academy.

3. Evidence of Membership of an Eastern Christian Church

If an application is being made for a place at the school/academy for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school/academy.

4. Evidence for Other Christian Denominations and Other Faiths

If an application is being made for a place at the school/academy as a member of another Christian denomination or another faith evidence confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The evidence should be provided at the same time as this form is returned to the school/academy.

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Have you completed and returned your local authority's Common Application Form?