



## ADMISSIONS POLICY 2018

### Admissions Authority

Cardinal Langley RC High School is an 11-18 co-education Roman-Catholic secondary school under the trusteeship of the Diocese of Salford and maintained by Rochdale Local Authority.

As a voluntary-aided school, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The co-ordination of admissions arrangements is undertaken by the Local Authority.

### Published Admissions Number (PAN)

The Governing Body has set its admissions number as follows:

Year 7	Year 8	Year 9	Year 10	Year 11	Sixth Form
2018 Entry	2017 Entry	2016 Entry	2015 Entry	2014 Entry	
210	210	210	180	180	180

### Statement of Ethos

The Catholic faith and the teachings of the Roman-Catholic Church have an essential role in our school life and influence every aspect of the curriculum. We ask all parents/carers applying for a place for their child to respect this ethos and its importance to the school community. This does not affect the right of those who are not of the faith of this school to apply for and be considered for a place here.

### Transition to Secondary School from Primary Schools

A "Transferring to Secondary School" booklet is published by Rochdale Local Authority, giving details of the Local Authority's co-ordinated admissions arrangements. This is available from Local Authority Offices, on the Rochdale Council website and on request from the Local Authority directly.

In the Autumn term 2017, parents/carers who have expressed an interest in a secondary school place for their child in September 2018 should receive a letter reminding them that they now need to apply for a secondary school place.

All initial correspondence and any reminders of the deadline for applications will come through the child's primary school. **Parents/carers should, therefore, ensure that the contact details held by the primary school are up-to-date.**

Parents/carers must complete a common application form, expressing three preferences for secondary school admission, and return this to the School Admissions Team at Rochdale Local Authority.

Parents/carers of children who live outside of Rochdale Local Authority should apply for a place at Cardinal Langley RC High School through the Local Authority in which they live.

### **The closing date for all applications for September 2018 admission is 31<sup>st</sup> October 2017.**

Parents/carers can request an application form by contacting the Local Authority directly. Alternatively, applications can be made online or by downloading an application form from the Rochdale Council website [www.rochdale.gov.uk](http://www.rochdale.gov.uk)

### **Parents/carers should ensure that all relevant information is included on/with the application form.**

Late applications or applications which are missing key information, such as a child being a baptised Roman-Catholic or having a sibling already attending our school, will affect the child's position on the admissions list and may result in him/her missing out on a place.

All applicants will be considered at the same time after the closing date for admissions and in a fair way based on the PAN (Published Admission Number), the published admissions criteria and the information that is returned on the application form.

**Parents/carers will be informed of the Governors' decision to offer a place by Rochdale Local Authority on 1<sup>st</sup> March 2018.**

### **Within-Year Transfers between Secondary Schools**

Parents/carers who would like their child to transfer to Cardinal Langley RC High School from another secondary school must complete a *Within-Year Transfer Application Form* and return this to the School Admissions Team at the Local Authority in which they live.

### **Sixth Form Entry**

Entry to the Sixth Form is not subject to co-ordination by the Local Authority and all applications for admission should be made directly to the school.

Applications can be made online on the following page of the sixth form website:

<http://www.clrchs.co.uk/sixth-form/sixth-form-application/>

The academic guidelines for entry into the Sixth Form are based on 5 A\*-C (or equivalent) at GCSE in 5 different subjects, including English & Maths, although specific academic entry requirements may depend on the particular course. Entry is not dependent on previous attendance or behaviour record.

### **Admissions/Oversubscription Criteria**

The policy of the Governing Body is to admit pupils, on demand, up to the school's Published Admission Number.

Where there are more applications than there are places available, places will be allocated and a waiting list maintained giving priority to pupils in the following order:

#### **For Transition to Secondary School from Primary Schools (Year 6 into Year 7)**

- 1 Baptised Roman-Catholic Looked-After Children and previously Looked-After Children
- 2 Baptised Roman-Catholic children from the following Roman-Catholic Partner Primary Schools:
  - St. John Fisher RC Primary School
  - St. Peter's RC Primary School
  - St. Thomas More RC Primary School
  - St. Mary's RC Primary School
- 3 Baptised Roman-Catholic children who have a sibling in the school at the time of admission
- 4 Baptised Roman Catholic children living in a contributory parish and attending other Roman-Catholic Primary Schools.
- 5 Baptised Roman-Catholic children living in a contributory parish but not attending a Roman-Catholic Primary School.
- 6 Other Baptised Roman-Catholic children.
- 7 Other Looked-After Children and previously Looked-After Children.
- 8 Other children from the following Roman-Catholic Partner Primary Schools
  - St. John Fisher RC Primary School
  - St. Peter's RC Primary School
  - St. Thomas More RC Primary School
  - St. Mary's RC Primary School
- 9 Other children who have a sibling in the school at the time of admission.
- 10 Other children from other Roman-Catholic Primary Schools
- 11 Other children.

### **For Within-Year Transfers between Secondary Schools (Year 7 - Year 11)**

- 1 Baptised Roman-Catholic Looked-After Children and previously Looked-After Children.
- 2 Baptised Roman-Catholic children who have recently moved into the area and do not have a place at another school.
- 3 Baptised Roman-Catholic children who have a sibling in the school at the time of admission.
- 4 Baptised Roman Catholic children living in a contributory parish.
- 5 Other Baptised Roman-Catholic children.
- 6 Other Looked-After Children and previously Looked-After Children.
- 7 Other children who have a sibling in the school at the time of admission.
- 8 Other children.

### **For Sixth Form Entry (Year 12)**

- 1 Baptised Roman-Catholic Looked-After Children and previously Looked-After Children.
- 2 Children already on our school roll in Year 11
- 3 Baptised Roman-Catholic children who have recently moved into the area and do not have a place at another school.
- 4 Baptised Roman-Catholic children who have a sibling in the school at the time of admission.
- 5 Baptised Roman Catholic children living in a contributory parish
- 6 Other Baptised Roman-Catholic children.
- 7 Other Looked-After Children and previously Looked-After Children.
- 8 Other children who have a sibling in the school at the time of admission.
- 9 Other children.

### **Tie-Break**

When ranking the offer list and waiting list, governors will prioritise children within each criterion group according to sibling on roll (if applicable) and then by distance from home to school (with those living nearer to the school having priority).

Distance will be measured using the Local Authority's computerised measuring system.

If the distance is the same for two or more applicants for the last place/s to be allocated, a random lottery will be carried out in a public place.

### **Late Applications**

Governors will consider a late application alongside the others if there are extenuating circumstances for it having been received after the deadline but before the list of pupils to be admitted has been established.

Otherwise, late applications will be considered after all of the others or placed on a waiting list.

### **Waiting Lists**

Waiting lists will be ranked according to the relevant admissions/oversubscription criteria and not on a first come first served basis. Parents/carers will be notified if a vacancy subsequently arises.

#### **Year 6 Transition Waiting List (September Entry into Y7)**

The Year 6/7 transition waiting list will not be maintained beyond the Autumn term of the admission year.

#### **Within-Year Transfer Waiting List (Y7-11)**

The within-year transfer waiting list will be maintained for the full academic year in which the transfer would apply.

#### **Sixth Form Waiting List (Y12)**

The sixth form admissions waiting list will not be maintained beyond the Autumn term of the admission year.

## **The Right of Appeal**

If an application for admission or a within-year transfer request has been turned down by the Governing Body, parents/carers can appeal to an Independent Appeals Panel. This appeal must be made in writing to Rochdale Local Authority Legal Services Team within 20 school days of notification of refusal. The date of notification will be two working days after posting by first class post. The decision of the appeals panel is binding on all parties.

## **Admissions & Appeals Information**

The following forms and documents are available from the School Admissions Team at Rochdale Local Authority:

- Secondary School Application Form
- Within-Year Transfer Form - Part One
- Within-Year Transfer Form - Part Two
- Secondary School Appeal Form
- Secondary Allocation and Appeal Procedure
- School Admissions Appeal Timetable

### **Contact Details:**

RMBC School Admissions Team  
Number One Riverside  
Smith Street, Rochdale, OL16 1XU  
Tel: 0300 303 0340  
Email: [online.admissions@rochdale.gov.uk](mailto:online.admissions@rochdale.gov.uk)  
Website: [www.rochdale.gov.uk](http://www.rochdale.gov.uk)

RMBC Legal Services Team  
School Admissions Appeals  
Number One Riverside  
Smith Street, Rochdale, OL16 1XU  
Telephone: (01706) 924614

## **NOTES**

### **Children with Statements of Special Educational Needs or Education Health & Care Plan**

Where pupils have a statement of Special Educational Needs or Education Health & Care Plan that names a specific school, the Governing Body has a statutory duty to admit those pupils. This means that children with such a Statement or Plan will be allocated a place before any other places are allocated.

### **Looked-After Children and Previously Looked-After Children**

A Looked-After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions under section 22(1) of the Children Act 1989.

A previously Looked-After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

### **Evidence of Faith**

For a child to be considered Roman Catholic, evidence of Faith is required in the form of a certificate of Roman Catholic Baptism. Governors will also accept confirmation from the child's Roman Catholic primary school that a child has been baptised if this information is verified as part of their admissions process.

If the parent/carer cannot produce a certificate of Baptism, Governors will accept verification from the Parish Priest that there is a baptismal entry in Parish records.

If a child has been received into the Roman Catholic Faith from the Church of England, Governors will require evidence of Baptism and that the child has completed the Sacramental Programme to become Roman Catholic.

If a child is due to be Baptised or received into the Roman Catholic Faith, this must take place before the deadline for applications, and evidence provided, in order for him/her to be ranked as Roman Catholic on the offer list.

It is the responsibility of parents and carers to provide evidence of faith, where necessary, at the application stage.

### **Shared Parenting**

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 school days in a week.

### **Siblings**

A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. An offer of a place does not guarantee a place for siblings in other years.

### **Allocation of Places to twins**

Where a single place remains at a school and the application being considered is for twins or children from multiple births or same year group siblings the Governing Body will allocate above the Published Admission Number to accommodate each child.

### **Children of UK Service Personnel**

Families of UK service personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. A school place can be allocated in advance of the confirmed posting, even if there is uncertainty about the exact future address.

For the children of armed forces families and crown servants returning to the UK or the Rochdale Metropolitan Borough at the end of their service, a school place can be allocated in advance of their return, even if there is uncertainty about the exact future address and the child is not yet in the UK. The place can be held open until the family arrive in the UK or return to the area (usually until the start of the following term, but could be longer in particular circumstances).

### **Admission into a Different Year Group**

There may be exceptional circumstances where admission into a different year group may be advised or considered (gifted and talented children, for example, or those who have experienced problems or missed part of a year, due to ill health for example). The Governors' Admissions Committee will make a decision based on the circumstances of each case. Parents/carers of children refused a place at the school have a statutory right of appeal. This right does not apply if they are offered a place but it is not in their preferred age group. Where a Summer-born child has been admitted into Reception rather than Year 1, Governors would generally accept them along with their cohort rather than according to age/DOB.

### **The Governing body reserves the right to:**

- Increase the number of places they are able to offer parents/carers
- Accept direct applications from parents/carers for within-year admissions
- Withdraw the offer of a school place where false evidence is received in relation to Faith, sibling connections or place of residence.

### **Policy Review & Consultation**

The school's Governing Body will review and determine the admissions policy annually.

Admission arrangements applicable in and from September 2018 must be determined (i.e. formally agreed) by 28<sup>th</sup> February 2017 and submitted to the Local Authority and the Diocese by 15<sup>th</sup> March 2017. They will be publicised on the school's website from this date for the full offer year

Consultation on admission arrangements will take place whenever significant changes to the policy are proposed or every seven years if there is no significant change. Consultation will be for a minimum of 6 weeks and will take place between 1<sup>st</sup> October and 31<sup>st</sup> January in the determination year.

Consultation will take place in the following way:

- General notification on the school's website [www.clrchs.co.uk](http://www.clrchs.co.uk)
- Notification in writing to the Local Authority, other neighbouring authorities, feeder primary schools, other admissions authorities within the local area, the Diocese and other persons who, in the opinion of the admission authority, have an interest in the proposed admissions
- Notification to parents/carers of children between the ages of two and eighteen (through the general communications systems in place within Cardinal Langley RC High School and other organisations listed above).

As there are no changes to policy being proposed, consultation in relation to admissions in and from September 2018 is not required.

**Policy Approval:**

Signature of Headteacher:

Signature of Chair of Governors:



28.09.2016



28.09.2016

Date

Date

Any comments or complaints regarding the school's admissions arrangements should, in the first instance, be made in writing to the Chair of Governors at the school.

If you have any objections to our published admissions process for 2018, you have until 15th May 2017 to lodge your objection with the Office of the Schools Adjudicator. <https://www.gov.uk/guidance/schools-adjudicator-make-an-objection-appeal-or-referral>