



## ADMISSIONS POLICY 2025

### 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 Board 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
2025 Entry	2024 Entry	2023 Entry	2022 Entry	2021 Entry	
210	210	210	210	210	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

If your child is due to move up to secondary school in September 2025, you will need to apply for a place through the School Admissions Team in the Local Authority in which you live.

In your application, you can name up to four preferences of secondary school. You are advised to name at least three preferences, which should be in preference order. More information about Rochdale Council’s online application process, including how to register for a parent portal account, can be found [here](#).

Please speak to your child’s primary school if you need help completing the application.

If you live outside of Rochdale Local Authority, details of neighbouring authorities can be found [here](#).

**The closing date for all applications for September 2025 admission is 31<sup>st</sup> October 2024.**

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

Late applications or applications missing key information, such as a child being a baptised Roman Catholic or having a sibling already attending our school, can 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 information from 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 2025 (National Offer Day).**

### In-Year Transfers between Secondary Schools

Cardinal Langley RC High School opts into the Local Authority’s coordinated in-year transfer scheme (Y7-11).

Parents/carers of children who live in the Rochdale Borough and who would like to transfer to Cardinal Langley RC High School from another secondary school will need to complete an [In-Year Transfer Application](#).

If you do not have access to a computer or the internet to apply online, there are free facilities at libraries and at certain community centres. You can also telephone the School Admissions Team at Rochdale Council and they will complete the application with you over the phone.

Parents/carers of children who live outside of Rochdale Local Authority should apply for a place through the Local Authority in which they live. Details of neighbouring authorities can be found [here](#).

### **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 via the [sixth form website](#).

The academic guidelines for entry into the Sixth Form are based on a minimum of 5 standard passes at GCSE (9-4) in 5 different subjects (only 1 BTEC will be considered), with at least 1 being GCSE English or GCSE Maths. Specific academic entry requirements may depend on the particular course and can be found [here](#).

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 Cared-For Children (C4C)
- 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 school in Year 7 through to Year 12 at the time of application
- 4 Baptised Roman Catholic children living in the contributory parishes of St. Peter and St. Thomas More, Middleton and Alkrington, and Our Lady's, Middleton; together serving the Catholic community of Middleton
- 5 Other Baptised Roman-Catholic children
- 6 Other Cared-For Children (C4C)
- 7 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
- 8 Other children who have a sibling in school in Year 7 through to Year 12 at the time of application
- 9 Other children

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

- 1 Baptised Roman-Catholic Cared-For Children (C4C)
- 2 Baptised Roman-Catholic children who have a sibling in the school at the time of application
- 3 Baptised Roman Catholic children living in the contributory parishes of St. Peter and St. Thomas More, Middleton and Alkrington, and Our Lady's, Middleton; together, serving the Catholic community of Middleton.
- 4 Other Baptised Roman-Catholic children.
- 5 Other Cared-For Children (C4C)
- 6 Other children who have a sibling in the school at the time of application.
- 7 Other children.

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

- 1 Baptised Roman-Catholic Cared-For Children (C4C)
- 2 Children already on our school roll in Year 11
- 3 Baptised Roman-Catholic children who have a sibling in the school at the time of application.
- 4 Baptised Roman Catholic children living in the contributory parishes of St. Peter and St. Thomas More, Middleton and Alkrington, and Our Lady's, Middleton; together, serving the Catholic community of Middleton.
- 5 Other Baptised Roman-Catholic children.
- 6 Other Cared-For Children (C4C)
- 7 Other children who have a sibling in the school at the time of application.
- 8 Other children.

### **Tie-Break**

When ranking the offer list and waiting list, governors will further 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 over those living further away).

Distance will be measured using the Local Authority's computerised measuring system, which is based on walkable distance from home to school.

Walking routes are deemed to be along recognised lit, paved routes which, in general, are overlooked by houses and as such are likely to be relatively safe to walk. Unlit, unmade-up shortcuts are not taken into account in calculating walking distances, even if they are public rights of way. Walking distances are measured using a computerised mapping system which uses the Ordnance Survey integrated network to measure from the centre point of the child's home to the main gate of the school

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 and placed on a waiting list if applicable.

### **Waiting Lists**

If we are not able to offer a place, your child can be placed on our waiting list. Should a place become available in the requested year group, it will be allocated to the child on the waiting list who ranks highest when the school's admissions policy and oversubscription criteria are applied, not on a first come, first served basis. Parents/carers will be notified by the local authority if a vacancy subsequently arises.

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

The School Admissions Team at Rochdale Council informs the school of any additions to our Year 6/7 transition waiting list. If we have not been able to offer a place, you are advised to contact the School Admissions Team to ensure that your child's name is added to this list.

The Year 6/7 transition waiting list will not be maintained beyond 31<sup>st</sup> December of the admission year. If after this time you still wish your child to be considered for a place, you will need to re-apply as an in-year transfer.

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

We will automatically add your child to our in-year transfer waiting list if we have not been able to offer a place. The in-year transfer waiting list will be maintained for the full academic year in which the transfer application is received. At the end of the academic year, your child will be removed from the waiting list and you would need to re-apply if we have not been able to offer a place. Applications received in school after the last day of the summer term will be carried across to the next academic year.

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

The sixth form admissions waiting list will not be maintained beyond the autumn term of the admission year (31<sup>st</sup> December).

### **Admissions Information & Contacts**

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

Details of neighbouring authorities can be found [here](#).

The School Admissions Code can be found [here](#).

### **The Right of Appeal against Non-Admission**

If an application for a September Y7 place or an in-year transfer request has been turned down by the Governing Board, parents/carers have a right to appeal to an Independent Appeals Panel. This appeal should 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.

RMBC Legal & Democratic Services  
Number One Riverside  
Smith Street, Rochdale, OL16 1XU  
T: (01706) 924693  
E: [school.appeals@rochdale.gov.uk](mailto:school.appeals@rochdale.gov.uk)  
W: [www.rochdale.gov.uk/schoolappeals](http://www.rochdale.gov.uk/schoolappeals)

There is further information about the LA appeals process [here](#).

Government guidance on appeals can be found [here](#).

The School Admissions Appeal Code can be found [here](#).

### **Children with an Education Health Care Plan**

Where pupils have an Education Health Care Plan that names Cardinal Langley RC High School, the Governing Board has a statutory duty to admit those pupils. This means that children with such a Plan will be allocated a place before any other places are allocated.

More information about applying for a school place for a child with an EHCP can be found [here](#).

Please note: An EHCP is not an application for a school place. You still need to follow the application process and apply for a place through the School Admissions Team in the Local Authority in which you live.

### **Cared-for Children (C4C)**

A cared-for 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.

Or, one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

Included in this definition are those children who appear (to the governing board) to have been in state care outside of England and who cease to be in state care as a result of being adopted.

Please refer to the LA's [Memorandum of Understanding](#) form which should accompany any in-year transfer application for a cared-for child.

### **Evidence of Faith**

**For a child to be considered Roman Catholic, evidence of Faith must be provided to the school** 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 to the school, 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; a half brother or sister; an adopted or foster brother or sister; a step brother or sister or a 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/Multiple Births/Same Year Group Siblings**

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 Board 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.

### **Fair Access Protocol**

The new Schools Admissions Code applicable from September 2021 allows decisions about admitting children under the Fair Access Protocol to be made by one individual in an admission authority, provided that suitable authority has been delegated to that individual.

The authority to make decisions in relation to admissions under the Fair Access Protocol has been delegated to the Headteacher and to the Senior Deputy Headteacher.

The DfE guidance on Fair Access Protocols can be found [here](#).

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

- Increase the number of places they are able to offer
- Accept direct applications 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 Board will review and determine the admissions policy annually.

Admission arrangements applicable in and from September 2025 must be determined (i.e. formally agreed) by 28<sup>th</sup> February 2024 and submitted to the Local Authority and the Diocese by 15<sup>th</sup> March 2024. 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 Rochdale 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, may 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).

No consultation period is required in relation to admissions arrangements applicable in and from September 2025, as there has not been any change to policy.

Some general updates have been made, along with clarification for parents/carers in terms of the application process for children with an EHCP, and in terms of the in-year transfer waiting list, highlighting that 'maintaining the waiting list for the full academic year in which the transfer application is received' means that children are removed from the waiting list at the end of the academic year and that parents would need to re-apply if we have not been able to offer a place.



**Date of previous consultation:** Autumn 2022 (in relation to the 2024 Admissions Policy)

### Complaints

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 admissions arrangements for 2025 once published, you will have until 15<sup>th</sup> May 2024 to lodge your objection with the [Office of the Schools Adjudicator](#).

### Policy Approval:

Signature of Headteacher:		Date:	06.12.2023
Signature of Chair of Governors:		Date:	06.12.2023

### Policy Control:

Policy Type:	Statutory <a href="https://www.gov.uk/government/publications/statutory-policies-for-schools">https://www.gov.uk/government/publications/statutory-policies-for-schools</a>
Review Frequency:	Annually
Approval:	Governing Board
Implementation delegated to:	Admissions Committee
Last Reviewed/Approved:	Autumn 2023
Date of Next Scheduled Review:	Autumn 2024