



Cardinal Langley RC High School

ADMISSIONS POLICY 2027

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.

The 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 within this document.

The school is conducted by its governing board 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.

Admissions Authority

The governing board 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, excluding admission to year 12. The admission authority has set the school's Published Admissions Number (PAN) as follows:

2027 normal admissions round	2026 normal admissions round	2025 normal admissions round	2024 normal admissions round	2023 normal admissions round	Sixth Form
222*	210	210	210	210	180

*At the meeting of the Full Governing Board on 8th July 2026, Governors agreed to increase the PAN relating to the September 2027 intake by 12 places, from 210 to 222.

Transition to Secondary School from Primary Schools

If your child is due to move up to secondary school in September 2027, 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:

[How to apply for a Year 7 secondary school place | Rochdale Borough Council](#)

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:

<https://www.clrchs.co.uk/school-information/admissions/>

The closing date for all applications for September 2027 admission is 31st October 2026.

Parents/carers should ensure that all relevant information is included on/with the application form, including any evidence of faith.

All applications that are submitted on time will be considered at the same time after the closing date.

Late applications or applications missing key information, such as a child being Catholic or having a sibling on roll, can affect the child's position on the admissions list and may result in him/her missing out on a place.

The Local Authority will inform parents/carers of the Governors' decision to offer a place on 1st March 2027 (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).

You can apply for a place for your child at any time outside the normal admission round. Applications should be made through the School Admissions Team at Rochdale Council using the following link:

[How to apply for a school place \(in-year\) | Rochdale Borough Council](#)

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.

Admission to the Sixth Form

The school operates a sixth form for a total of 180 students. 90 places overall will be available in year 12. While the admission number is 90, if fewer than 90 of the school's existing students transfer into year 12, additional external students will be admitted until year 12 meets its capacity.

Both internal and external students wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements. In addition, they will need to satisfy minimum entrance requirements to the courses for which they are applying

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 for a particular course can be found [here](#).

If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When year 12 is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the oversubscription criteria set out below.

Where there is a space in year 13, i.e. where there are fewer than 90 students in the year group, the school will admit additional students up to this number using the oversubscription criteria set out in this document.

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](#).

Entry is not dependent on previous attendance or behaviour record.

Admissions/Oversubscription Criteria

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

Normal Admissions Round and In-Year Transfers

1. Catholic looked-after and previously looked-after children.
2. Catholic children who attend a feeder Catholic primary school or who live 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. Our feeder primary schools are:
 - St. John Fisher RC Primary School, Middleton
 - St. Peter's RC Primary School, Middleton
 - St. Thomas More RC Primary School, Middleton
 - St. Mary's RC Primary School, Middleton
3. Other Catholic children
4. Other looked-after and previously looked-after children
5. Catechumens and members of an Eastern Christian Church

6. Children with a sibling on roll in years 7 - 12 at the time of the application where Governors determine that there is an exceptional social, medical or pastoral need to keep the family unit intact (please refer to the notes)
7. Other children.

For Sixth Form Entry (Year 12)

- 1 Catholic looked after and previously looked after children.
- 2 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.
- 3 Other Catholic children.
- 4 Other looked after and previously looked after children.
- 5 Other children.

Within each of the criteria listed, the following provisions will be applied in the following order:

1. Applicants who have a sibling on roll in Years 7-12 at the time of the application will be prioritised within each criterion group
2. Applicants will be further prioritised within each criterion group according to 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

Tie Break

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 draw and the required number of names will be drawn out.

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 31st 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 Year 12 admissions waiting list will not be maintained beyond the autumn term of the admission year (31st December).

Admissions Information & Contacts

RBC School Admissions Team
Number One Riverside
Smith Street, Rochdale, OL16 1XU
T: 0300 303 0340
E: school.admissions@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 admission application is refused, 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.

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

Further information about the LA appeals process can be found here:
[How to make a secondary school admission appeal | Rochdale Borough Council](#)

Government guidance on appeals can be found [here](#).
The School Admissions Appeal Code can be found [here](#).

Children with an Education Health & Care Plan (EHCP)

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.

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:
[School places for children with special educational needs | Rochdale Borough Council](#)

Please note: An EHCP is not an application for a school place. Parents still need to follow the application process and apply for a place through the School Admissions Team at the relevant local authority.

Looked-After Children and Previously Looked-After Children

Known as Cared-for Children here at Cardinal Langley.

Looked-After Children

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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Previously Looked-After Children

Children who were adopted or subject to a child arrangements orders or a special guardianship order immediately following having been looked after and children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted:

Adoption

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements order

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Special Guardianship Order

See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

State Care outside of England

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Evidence of Faith

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.

Governors will also accept confirmation from a child's Catholic primary school that the child is Catholic if this information is verified as part of their admissions process (i.e. if a certificate of baptism or reception into the Catholic faith has been seen and recorded).

Eastern Catholic Churches in Communion with the See of Rome, as of date of issue:

Alexandrian liturgical tradition:

- Coptic Catholic Church
- Eritrean Catholic Church
- Ethiopian Catholic Church

Syro-Antiochian or West Syriac liturgical tradition:

- Maronite Church
- Syriac Catholic Church
- Syro-Malankara Catholic Church

Armenian liturgical tradition:

- Armenian Catholic Church

Byzantine (Constantinopolitan) liturgical tradition:

- Albanian Greek Catholic Church
- Belarusian Greek Catholic Church
- Bulgarian Greek Catholic Church
- Greek Byzantine Catholic Church
- Greek Catholic Church of Croatia and Serbia
- Hungarian Greek Catholic Church

- Italo-Albanian Catholic Church
- Macedonian Greek Catholic Church
- Melkite Greek Catholic Church
- Romanian Greek Catholic Church
- Russian Greek Catholic Church
- Ruthenian Greek Catholic Church
- Slovak Greek Catholic Church
- Ukrainian Greek Catholic Church

Chaldean or East Syriac tradition:

- Chaldean Catholic Church
- Syro-Malabar Church

Catechumen means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

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

Home Address

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.

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.

Siblings

A sibling is defined as:

- 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
- 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.

An offer of a place to a sibling does not guarantee a place for siblings in future years.

Allocation of Places to Twins/Multiple Births/Same Year Group Siblings

Governors 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.

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 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). Governors 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 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 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](#).

Exceptional Social, Medical or Pastoral Need

This admissions/oversubscription criterion will apply to children with a sibling already on school roll in years 7 – 12 at the time of the application where Governors determine that keeping the family unit intact is crucial for the wellbeing of the child.

Applicants should put their case to the Governing Board in writing at the time of the application and provide evidence (a medical note or certificate, a letter from Social Services, for example)

The needs should be the needs of the child, not the social or domestic convenience of the family.

Governors anticipate that such cases will be rare and exceptional. Circumstances may for example include the recent death of a parent or other sibling of the child; a parent or sibling of the child receiving end of life care following a terminal diagnosis; the child and/or their sibling at risk of being taken into care.

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 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.

Policy Review & Consultation

The school's Governing Board will review and determine its admissions arrangements annually.

Admission arrangements applicable in and from September 2027 must be determined (i.e. formally agreed) by 28th February 2026 and submitted to the Local Authority and the Diocese by 15th March 2026. 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 1st October and 31st January in the determination year.

Consultation will take place in the following way:

- General notification on the school's website 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).

As significant changes were proposed as part of this review of admissions arrangements, the Governing Board entered a period of consultation during the 6-week period from 19th December 2025 until 30th January 2026.

The following changes to policy have been consulted on and agreed by Governors in relation to admissions in and from September 2027:

- General changes to bring the school policy in line with diocesan model policy, especially in terms of:
 - Definition of a Catholic
 - Inclusion of Catechumen and member of the Eastern Christian Church as an admission/ oversubscription criterion
 - Definition of a sibling
 - Home address
- Changes to admissions/oversubscription criteria:
 - Combining the criterion 'Catholic children attending a feeder primary school' and 'Catholic children living in a contributory parish' so as not to disadvantage Catholic children who have not been able to secure a place at a local Catholic primary school.
 - Inclusion of Catechumen and member of the Eastern Christian Church as an admission/ oversubscription criterion.
 - Removal of 'Sibling on Roll' as a specific admissions/oversubscription criterion. Children with a valid sibling link will instead be prioritised within their respective criterion group, which is the current practice already.
 - Removal of the criterion 'Other child attending a feeder primary school'
 - Inclusion of 'Exceptional social, medical or pastoral need' as an admissions/oversubscription criterion and notes as to whom this will apply and in what circumstances.

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 2027 once published, you will have until 15th May 2026 to lodge your objection with the [Office of the Schools Adjudicator](#).

Policy Approval:

Signature of Headteacher:		Date:	09.02.2026
Signature of Chair of Governors:		Date:	09.02.2026

Policy Control:

Policy Type:	Statutory https://www.gov.uk/guidance/governance-in-maintained-schools/statutory-policies-for-maintained-schools
Review Frequency:	Annually
Approval:	Governing Board
Delegated to:	Admissions Committee
Last Reviewed/Approved:	Autumn 2025/Spring 2026
Date of Next Scheduled Review:	Autumn 2026