



ESSENTIAL READING FOR ALL PROSPECTIVE PARENTS

At Cardinal Allen Catholic High School each child is regarded as unique and important. Our School willingly accepts its responsibility to provide opportunities for the formation of each person in the community through the mission of integrating human development and the values of Christ.

INTRODUCTION

1. Cardinal Allen High School is a Catholic school situated in the Diocese of Lancaster and is maintained by the Local Authority. All rites, ceremonies and religious instruction are of the Roman Catholic Church. The practice of the Catholic faith is fundamental to the whole life of the school.
2. The Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has a regard for:
 - the advice of the Diocesan Trustees on the nature and purpose of Catholic schools
 - the Governing Body's responsibility towards the school and the Catholic community it serves
 - the Catholic character of the school and its Foundation Statement

3. The school serves Catholic children from the Catholic parishes situated within the Borough of Wyre [St. Mary's, St. Wulstan's and St. Edmund's - Fleetwood, St. John's, St. Martin De Porres and English Martyrs - Poulton, Sacred Heart and St Nicholas Owen - Thornton] together with the Catholic parishes of Cleveleys (St Teresa and St John Southworth), Bispham (St Bernadette), Pilling (St. William) Knott End (St. Bernard) and Great Eccleston (St Mary). In the case of Great Eccleston the children who travel to that school from Elswick, Little Eccleston, Larbreck, Out Rawcliffe, Singleton, Thistleton, St Michael's and Inskip are also included. **Specifically, and in the first instance, Cardinal Allen has the following partner schools: St. Wulstan's and St. Edmund's, Fleetwood; St. Mary's, Fleetwood; St. Teresa's, Cleveleys; Sacred Heart, Thornton; St. John's, Poulton; St. Bernadette's, Bispham; St. Mary's, Gt. Eccleston; St. William's, Pilling.**
4. **The Governing Body has set the planned admissions number for September 2018 at 165.** The Local Authority and other neighbouring Admissions Authorities will be consulted on our intentions.
5. The Governing Body will consider all applications against the Admissions Criteria set out later in Sections A to G of this policy. A child's ability or aptitude is not a consideration.
6. Applications for a place at the school should be made online at www.lancashire.gov.uk. For those who cannot complete online, the ADM2 form included in the Lancashire County Council booklet on 'Arrangements for transfer at 11' can be used. In the case of Blackpool residents, a Blackpool application form should be completed. In the same way, the application can be completed online via the Blackpool Council site www.blackpool.gov.uk. All applications should be completed no later than **Tuesday 31st October 2017**. All applications received by the closing date will be considered.
7. **A Supplementary Information Form** will be provided by the school requesting further information so that the admission criteria may be applied to determine priority. The form will be available from each Primary School listed in paragraph 3, at the Open Evening or subsequently from school. ***Please ensure that the form provided by the Local Authority is also completed.***
8. For September 2016 admissions the school received **404 applications**.

PLACES WILL BE OFFERED IN ACCORDANCE WITH THE FOLLOWING ORDER OF PRIORITY

A. Children Looked After and previously Children Looked After (i.e. CHILDREN IN CARE OR PREVIOUSLY IN CARE)
B. Baptised Catholic children
C. Children who are not Baptised Catholics who will have a sibling* in the school at the expected time of admission.
D. Other Christian children
E. Children who are not Baptised Catholics/Christians who currently attend one of the partner Catholic Primary Schools named above
F. Children of Staff **
G. Other children

Please note that:

- For the purposes of admissions, a baptised Catholic is:
 - Baptised into full communion with the Catholic Church***
 - Baptised in another Christian faith and received into full communion in the Roman Catholic faith.***
 - A Catechumen who wishes to be baptised and has been enrolled in a recognised course leading to baptism***
 - Additional guidance for Eastern Christian/Orthodox Churches is available on the school website or directly from school.***
- *Sibling refers to full brothers or sisters, half brothers or sisters, adopted brothers or sisters, or the child of the parent/carer's partner where the child for whom the place is sought is living in the

same family unit at the same address as that sibling. Stepchildren or foster children who live at the same address are also classed as siblings.

- Home is taken to be the address registered at the child's primary school.
- Where a pupil lives with one parent for part of the week and the rest of the week with a second parent, only one address can be used on the application. This will normally be where the child lives for most of the week i.e. the address from which the child will travel to and from school. Parents may be asked to show evidence of the claim that is being made for the address used. Typically this may be the address at which child benefit is claimed. If the situation is unclear please contact the school or Education Office for further advice.
- In the case of twins (triplets etc.) we will endeavour to offer places for all family members by applying our criteria in the normal way. In the event that there is the potential for siblings to be split a random draw will be conducted by the Local Authority to determine the place allocation. We will then advise parents to go to appeal for any other sibling places.
- Applicants under criteria B and D will need to produce evidence of baptism.
- **Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (this provision is contained in the current Code). Any decisions under this heading will not take precedence above the priority afforded to Catholic children.

Information relating to decisions on priority and tie-breaks:

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. The centre of school is the School Chapel. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

Where a child has an agreed Education, Health and Care Plan (formerly a Statement of Special Educational Needs) stipulating attendance at Cardinal Allen Catholic High School, then it is understood that the Governing Body will have been consulted about the admission during the decision-making process which led to the Plan's completion. In these cases, it is expected that the maintaining Local Authority will have consulted the Governors before the closing date for the receipt of the ADM2 forms.

Arrangements for Admission:

1. All applications will be considered at the same time and after the closing date by the Admissions Committee of the Governing Body.
2. Parents will be informed by letter of the outcome of their application on or after 1st March 2018. Where an application has not been successful, the letter will give the reasons for the decision and will tell parents of their right to appeal against the decision. Guidance on how to appeal will also be included.
3. Late applications: Applications received after **Tuesday 31st October 2017** will not necessarily be dealt with at the same time as those received on time.

OTHER POINTS TO NOTE

Late applications for admission: Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

Waiting List: The School operates a Waiting List and unsuccessful applicants can request that their child's name be included. The Waiting List will be maintained for the full Autumn Term. Priority is strictly allocated according to the Admissions Criteria, including distance from home to the centre of school (the School Chapel).

Non-routine or 'In Year' Admissions: It sometimes happens that a pupil needs to change school other than at the "normal" time; such admissions are known as 'In Year' admissions. Parents wishing their child to attend Cardinal Allen should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the Admissions Committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the school's Supplementary Information Form and return it directly to the school. Failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria.

Cardinal Allen works with the majority of other Lancashire schools in operating a first day of term transfer policy. This does not apply if you are new to the area and the child does not already have a school place.

Appeals Process: The School Standards and Framework Act 1998 gives you the right to appeal to an Independent Appeal Panel which has the power to direct the Governing Body of a Voluntary Aided school to make places available at the school.

If you wish to proceed with an appeal, the necessary papers are available from Mrs Steele at the school. These should be completed and returned to the school so that they can be processed and forwarded to the offices of the Appeals and Complaints Team at Lancashire County Council who will then make arrangements for the appeal to be heard by an Appeals Panel.

Fraudulent Applications: Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

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