



**CARDINAL WISEMAN**  
CATHOLIC SCHOOL AND LANGUAGE COLLEGE

# **ADMISSIONS POLICY**

**September**  
**2016 - 2017**

**DIOCESAN EDUCATION SERVICE**

## **Name of School: Cardinal Wiseman Catholic School & Language College**

The admissions process is part of the Coventry LA co-ordinated scheme.

The Admission Policy of the Governors of Cardinal Wiseman Catholic School & Language College is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. 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 Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year 2016/17 is 240.

If the number of applications is less than the published admission number then all applicants will be offered a place.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below).

In all categories, priority will be given to those who have a brother or sister (see Note 3 below) attending Cardinal Wiseman Catholic School & Language College at the time of admission and then distance.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order, child arrangements order or special guardianship order).
2. Baptised Catholic children who currently attend a Catholic feeder school (see Note 4 below).
3. Baptised Catholic children who live in the feeder school parish area (see Note 4 below).
4. Other Baptised Catholic children.
5. Non-Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order, child arrangements order or special guardianship order).
6. Non-Catholic children who currently attend a Catholic feeder school.
7. Other Non-Catholic children.

## **APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP**

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Governing Body. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Governing Body will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission>

## **OVER-SUBSCRIPTION**

If there is over-subscription within the category, the Governors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the centre of the applicant's home address and centre of the school site. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system (See Note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the admission number to be exceeded, the governing body will draw lots, overseen independently, to select the child to be offered the final place. Where appropriate, the governing body will give careful consideration to offering places above the Admission Number to applications from individuals with parental responsibility for children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

### **Note 1**

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the school must be admitted. This will reduce the number of places available to applicants.

### **Note 2**

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest. Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

### **Note 3**

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children.

The children must be living at the same permanent address.

#### **Note 4**

The designated feeder schools and appropriate parishes for Cardinal Wiseman Catholic School & Language College are:

Corpus Christi Catholic Primary School	-	Corpus Christi Parish
Good Shepherd Catholic Primary School	-	St Elizabeth's Parish
Sacred Heart Catholic Primary School	-	Sacred Heart Parish
St Gregory's Catholic Primary School	-	St John Fisher Parish
St John Fisher Catholic Primary School	-	St John Fisher Parish
St Patrick's Catholic Primary School	-	St Patrick's Parish
SS Peter & Paul Catholic Primary School	-	St Patrick's Parish

Maps of the parish areas are available at the school and parish or by post on request.

#### **Note 5**

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

#### **APPEALS**

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of Governors. Appeals will be heard by an independent panel.

#### **REPEAT APPLICATIONS**

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

#### **LATE APPLICATIONS**

Late applications will be dealt with according to the LA co-ordinated scheme.

#### **APPLICATIONS OTHER THAN THE NORMAL INTAKE TO Y7 (In-year applications)**

An application should be made directly to the local authority who will need to consult with the governors.

#### **WAITING LISTS**

Waiting lists for admission will remain open until the 31 December 2016 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the governing body in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

#### **IN YEAR FAIR ACCESS POLICY**

The governing body have adopted the LA policy for admission of previously excluded or hard to place children.

## 6<sup>th</sup> FORM ADMISSIONS POLICY 2016-2017

Cardinal Wiseman provides for a maximum of 150 students in Year 12. Cardinal Wiseman's admission number for external students applying to join in Year 12 in September 2016 is 15. Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These requirements are:

- to study A- Levels an average point score of 6 on the Wiseman Scale (average of grade B including grade B GCSE English)
- to study Level 3 BTEC's an average point score of 5 on the Wiseman Scale (average of grade C including grade C GCSE English).

How is the average level 2 grade calculated?

By using a very simple table which converts your level 2 grade to a number like this:

GCSE grade	Points
A*	8
A	7
B	6
C	5
D	4
E	3
F	2
G	1

Once the conversion has been made, your score is added up and the average calculated by dividing the total points by the number of subjects that you have taken.

Each individual subject has their own entry requirements. You need to read the entry requirements contained within our Sixth Form prospectus, available from the Sixth Form Office.

When there are more external applicants than the admissions number that satisfy any minimum course requirements, and once any pupils with a statement of special educational needs which names Cardinal Wiseman and which we have agreed have been admitted, the over subscription criteria outlined below will be applied.

### OVER-SUBSCRIPTION

Please refer to the over-subscription criteria on Page 2 of the main policy.

### APPEALS

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

Parents or students who wish to appeal against the decision of the Governors to refuse their child or themselves a place in the school may apply in writing to the Chair of Governors.

There is no charge or cost related to the admission of a child to this school.

## APPENDIX

### DEFINITION OF A “BAPTISED CATHOLIC”

To establish clarity, consistency and fairness in the application of Criteria of Admission in Catholic Schools in accordance with the Trust Deed of the Archdiocese of Birmingham, it is necessary to define the description of a “Baptised Catholic” for the benefit of parents who are making applications and for governors who formulate and apply the criteria for admissions.

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church, 1203*). Written evidence\* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

### WRITTEN EVIDENCE OF BAPTISM

*The Governing bodies of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.*

*Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.*

*Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.*

*Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. 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.)*