Cardinal Wiseman
Catholic School
Part of The Romero Catholic Academy

Admissions Policy

2020 - 2021

Responsible for Policy:	School Improvement Board (Local Academy Committee)
Date of Policy:	December 2018
Date of Review:	December 2019

CARDINAL WISEMAN
CATHOLIC SCHOOL

Cardinal Wiseman Catholic School Admission Arrangements for the academic year 2020/2021

Cardinal Wiseman Catholic School is part of the Romero Catholic MAC. The admissions authority for the school is the Board of Directors of the Romero Catholic MAC who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of Cardinal Wiseman Catholic School.

The admissions process for Cardinal Wiseman Catholic School is part of the Coventry Local Authority co-ordinated admissions scheme. To apply for a place at Cardinal Wiseman Catholic School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming Cardinal Wiseman Catholic School on the application form. Applications need to be made by 31st October 2019. Baptismal Certificates **MUST** be submitted with the application for any child who is Baptised Catholic (see Note 2 below).

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

You will be advised of the outcome of your application on 1st March 2020, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term 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.

The ethos of this school is Catholic. 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 be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association 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 the admission arrangements.

The Board of Directors is the admissions authority and has responsibility for admissions to this school. The Board of Directors has set its admission number at 240 (PAN) pupils to be admitted to Year 7 in the school year which begins in September 2020 (see Note 1 below).

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority firstly to children who will have a brother or sister (see Note 4 below) attending Cardinal Wiseman Catholic School at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 below).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at https://www.birminghamdiocese.org.uk/boundary-map and will be applied to the admission arrangements for the academic year 2020/2021. Cardinal

Wiseman Catholic School's parish boundaries are shown on the attached parish boundary map (Appendix B), which is also available on the school's website.

OVERSUBSCRIPTION CRITERIA

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below).
2. Baptised Catholic children (see Note 2 below) currently attending a named feeder school (see Note 5 below).
3. Baptised Catholic children who live in the feeder school or academy parish area (see Note 5 below).
4. Other Baptised Catholic children (see Note 2 below).
5. Non-Catholic children who are looked after or previously looked after (see Note 3 below).
6. Non-Catholic children currently attending a named feeder school (see Note 5 below).
7. Other Non-Catholic children.

Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child will need to submit a copy of the child's Baptismal Certificate. **This should be returned directly to the school**. If you do not provide a Baptismal Certificate by the closing date, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children.

The children must be living permanently in the same household.

Note 5

The named feeder schools and appropriate parishes for Cardinal Wiseman Catholic School 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

Note 6
Distances are calculated on the basis of a straight-line measurement from the centre of the child's home address to the centre of the school site. The Local Authority calculates these measurements on behalf of the school using a computerised mapping system. Ordnance Survey supplies the co-ordinates that are used to plot a child's home address and the address of the school.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final 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 the 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 Published Admission Number for the child's year group to be exceeded the Board of Directors will select the child to be offered the place by drawing lots. This process will be overseen by a person independent to the Board of Directors.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be a residential property that is the child's only or main permanent residence. Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to satisfy the Board of Directors that the child lives at the address put forward by the parents. Where documentary evidence can substantiate to the satisfaction of the Local Authority that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP
Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before 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 the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Year 7 in September 2021, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2021 when applications open in the autumn term of 2020. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

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

APPEALS
Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors have offered a place in the normal age group instead.

REPEAT APPLICATIONS
Any parent can apply for a place for their child at any time outside of the normal 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 Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

LATE APPLICATIONS
Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications received after the closing date of 31st October 2019 will be accepted but will be considered to be late and may not be processed until after 1st March 2020. Parents will be advised in their receipt letter that this will be the case. You are encouraged to ensure that your application is received on time.

CHANGE IN PREFERENCE
Once an application has been submitted, requests to change the preferences on that application will be accepted up to the closing date of applications on 31 October 2019. Requests to change preferences after 31 October 2019 will not be considered until after the allocation of school places on 1 March 2020. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application.

WAITING LIST
In addition to their right to appeal, children who have not been offered a place at Cardinal Wiseman Catholic School but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until the last day of the summer term 2020 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the

time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

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

IN YEAR FAIR ACCESS PROTOCOL

The Board of Directors of Cardinal Wiseman Catholic 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 Board of Directors is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO YEAR 7 (IN-YEAR ADMISSIONS)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made by contacting Coventry local authority's School Admissions Team who will liaise with the school's Board of Directors regarding any applications submitted. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied. If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

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

ADMISSION TO THE SIXTH FORM

The school operates a sixth form for a total of 200 pupils. 100 places overall will be available in Year 12. Whilst the admission number is 1, if fewer than 99 of the school's existing pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 100.

Applications for the sixth form should be made directly to the school using the application form available from the school's sixth form office or from the school's website. Completed application forms must be returned to the school by 1.30pm on the first Friday of December of the year preceding proposed admission.

Both internal and external students wishing to enter the sixth form will be expected to have met the following minimum academic entry requirements for the sixth form. These are:

- **EUROPA PATHWA**Y: 3 Grade 9-4 GCSE / BTEC passes plus English and Maths at Grade 5.
- **GANYMEDE PATHWAY**: 3 Grade 9-4 GCSE / BTEC passes plus English and Maths at Grade 4.
- **FOUNDATION PATHWAY**: 5 Grade 2+ at GCSE.

SUBJECT SPECIFIC GRADES: individual subjects have their own entry requirements as shown below.

Subject Specific Entry Requirements	
(Note: All grades refer to GCSE qualifications)	
I wish to study …	**I require a minimum of …**
Applied Science	Grade 4 in Combined Science GCSE
Art	Grade 4 in Art (GCSE) or Merit in Art and Design (BTEC) or a portfolio of work if no experience of Art at KS4
Biology	Grade 6 in Biology or Grade B in Additional Science
Business Studies	GCSE / BTEC (Level 2) in this subject is desirable but not essential
Chemistry	Grade 6 in Chemistry or Grade 6 in Additional Science
Economics	GCSE in this subject is desirable but not essential
English Literature	Grade 6 in GCSE English Language or Literature
French	Grade 6 in French
Further Maths	Grade 7 in Maths
Geography	Grade 6 in Geography
Health & Social Studies	Pass (BTEC, Level 2) in this subject is desirable but not essential
History	Grade 6 in History
ICT	Grade 4 in IT/Computer Science desirable
Maths	Grade 7 in Maths
Media Studies	Merit (BTEC, Level 2) in this subject is desirable but not essential

Music	Competency in at least one instrument and have gained a Pass in BTEC First Diploma in Music. Performance auditions may be requested
Performing Arts	Grade 4 GCSE in this subject is desirable but not essential
Philosophy & Ethics	Grade 5 in Religious Studies
Photography	Grade B in Photography (GCSE) or Merit in Art and Design (BTEC) or a portfolio of work if no experience of Photography at KS4
Physics	Grade 6 in Physics or Grade 6 in Additional Science. It is recommended that students also study A Level Maths
Polish	An ability to read / write in Polish
Product Design	Grade 6 in Product Design (GCSE) or a portfolio of work if no experience of Product Design at KS4
Psychology	No specific requirements
Sociology	No specific requirements
Spanish	Grade 6 in Spanish
Sport	Grade 4 in Physical Education (GCSE) or Merit (or equivalent) at OCR Cambridge Nationals

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the opportunity 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 space in Year 13, ie where there are few than 100 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria set out below.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority firstly to children who will have a brother or sister (see Note 4 above) attending Cardinal Wiseman Catholic School at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 above).

Please note that Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

OVERSUBSCRIPTION CRITERIA FOR SIXTH FORM

Provided the academic requirements have been met, priority will be given to other applicants as follows:

1. Baptised Catholic students (see Note 2 above) who are looked after or previously looked after (see Note 3 above) and currently attend other schools.
2. Baptised Catholic students (see Note 2 above) from other schools.

3. Students who are looked after or previously looked after (see Note 3 above) and currently attend other schools.
4. Students who have a brother or sister (see Note 4 above) attending Cardinal Wiseman Catholic School who will continue to attend Cardinal Wiseman during the following school year.
5. Students from other schools.

If there is oversubscription within the category, the Board of Directors will give priority to children living closest to the academy determined by shortest distance, which will be measured using the same method as outlined in the Year 7 oversubscription policy.

APPEALS

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

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

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

APPENDIX A

DEFINITION OF A "BAPTISED CATHOLIC"

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. 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 *Rite 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*).

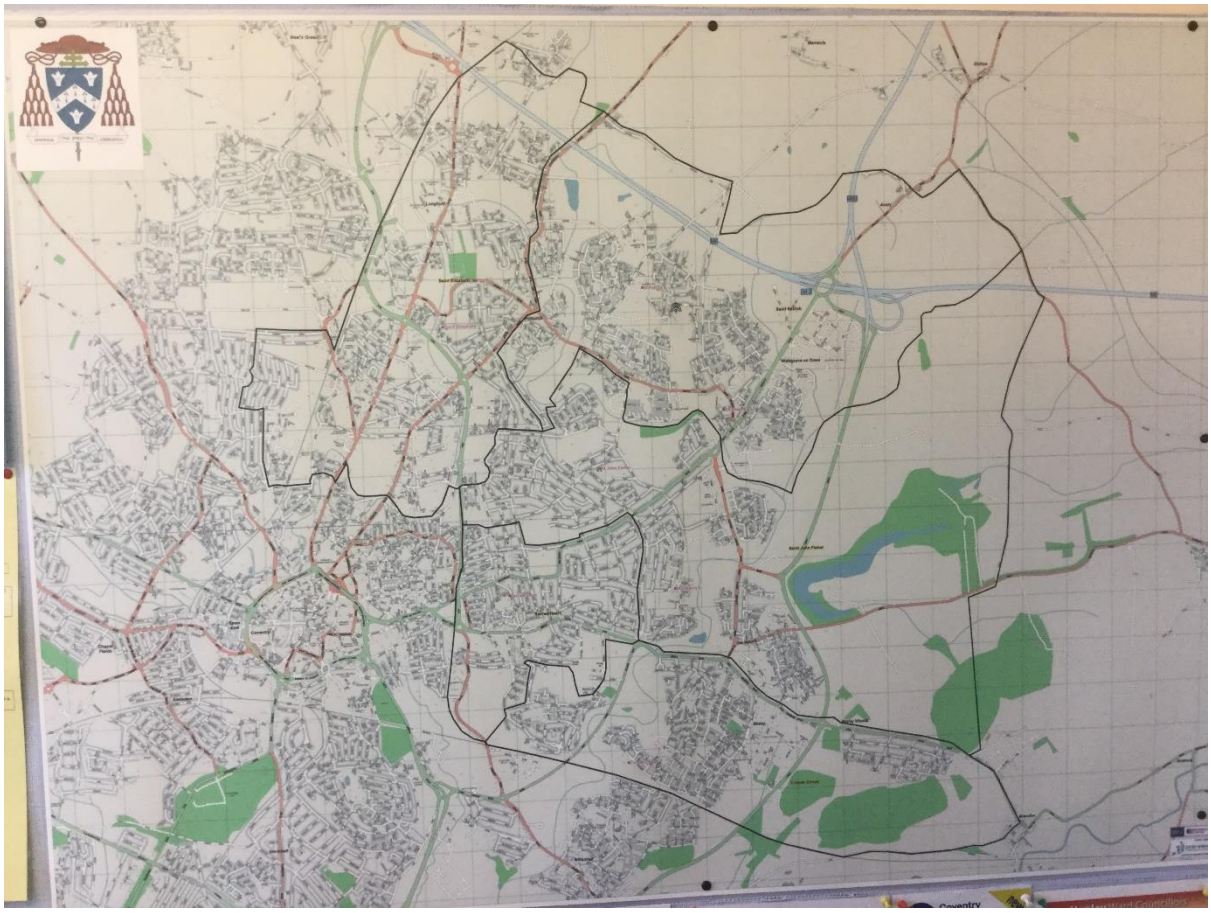
WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies 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 and Boards of Directors 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.)

APPENDIX B

CARDINAL WISEMAN CATHOLIC SCHOOL PARISH BOUNDARY MAP