



ST CUTHBERT'S
— CATHOLIC HIGH SCHOOL —

Admissions Policy 2024-2025

This Admission Policy is for admission to the school during the academic year beginning September 2024.

Approved by:	Local Governing Committee	Approved on:	
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ST CUTHBERT'S CATHOLIC HIGH SCHOOL, NEWCASTLE

ADMISSIONS POLICY 2024-25

1. Introduction

St Cuthbert's Catholic High School is a Roman Catholic comprehensive academy in the trusteeship of the Diocese of Hexham and Newcastle and a member of the Bishop Bewick Catholic Education Trust. It is part of the provision of Catholic education in this diocese. The school exists to provide a Catholic education for boys of the Catholic families and is conducted by the Catholic Education Trust in accordance with its Trust Deed and Articles of Association. Once it has met its historic and current obligations to children of the Catholic community, St Cuthbert's welcomes those who support the distinctive religious ethos of the school.

Whenever there are more applications than places available, priority will be given to boys in accordance with the oversubscription criteria listed below. It is essential that the Catholic character of the school's education be fully supported by all families in the school.

The school, therefore, expects and requires that all parents/carers 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 a place, and be admitted to the school, in accordance with the published admission arrangements.

Bishop Bewick Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

The admission policy criteria will be dealt with on an equal preference basis.

2. Catholic Feeder Primary Schools:

Sacred Heart, Fenham	St Bede's, Denton Burn	English Martyrs, Fenham
St George's, Bells Close	St Oswald's, Gosforth	St Charles', Gosforth
St John Vianney, West Denton	St Cuthbert's, Kenton	Our Lady and St Anne's
St Cuthbert's, Walbottle	St Michael's, Elswick	St Mark's, Westerhope
St Joseph's, Benwell		

3. Published Admission Number

The published admission number (PAN) is 200 pupils for Year 7 beginning in September 2024.

4. Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. These are available from primary schools, the Civic Centre or online, information can be found on the Local Authority website www.newcastle.gov.uk.

The parent will be advised of the outcome of the application on 1st March 2024 or the next working day, by the local authority. If the application is unsuccessful (unless the boy gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed below, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be sent to the school marked for the attention of the Admissions Officer within two weeks of the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admission applications which is **31st October 2023**.

5. Boys with an Education, Health and Care Plan (see note a)

The admission of boys with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Boys who have an Education, Health and Care Plan (EHCP) where the school is named as the most appropriate educational setting for the boy will be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

6. Late Applications

Late applications will be considered only after all those received by the date have been processed. Parents are advised to ensure that the application is submitted before the closing date.

7. Admission of boys outside their Normal Age Group

A request may be made for a boy to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Any such request should be made in writing to the Head Teacher of the school. The Admissions authority will make its decision about the request based on the circumstances of each case and in the best interests of the boy. In addition to taking into account the views of the Head Teacher who has statutory responsibility for the internal organisation, management and control of the school, the admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

8. Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. The waiting list will be held open until 31st December 2024. Inclusion on the school's waiting list does not mean that a place will eventually become available. If a place becomes available, the oversubscription criteria will be applied, and parents will be informed.

9. In-Year Applications

An application can be made for a place for a boy at any time outside the admission round and the boy will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admissions team at:

Admissions and Information Service
Newcastle City Council
Room 225 Civic Centre
Barras Bridge
Newcastle upon Tyne
NE1 8QH

☎ 0191 278 7878

or by email at admissions.information@newcastle.gov.uk
[www.scchs.org.uk]

If the boy is new to the city and does not currently have a school place, parents can apply online. Alternatively, paper forms are available from any school or Customer Service Centre. If the boy

currently goes to school in Newcastle and parents want them to move schools, they must complete a paper application. Hard copies are available from the school.

The parent will be advised of the outcome of the application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out below, will be applied.

The parent has the right of appeal to an independent appeal panel if refused a place.

If there are no places available, a request can be made that the boy is added to the waiting list.

10. Right of Appeal

Where a parent has been notified that a place is not available for a boy, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeal process are available by writing to the admissions authority at the school's address.

11. Fair Access Protocol

The school is committed to taking its fair share of boys who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admissions authority is empowered to give absolute priority to a boy where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority has this power, even when admitting the boy would mean exceeding the published admission number

12. False Evidence

The admissions authority reserves the right to withdraw the offer of a place where false evidence is received.

13. Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. The notes referred to can be found after the criteria and give further information which must be read carefully.

Within each of the categories listed below the following provisions will be applied in the following order.

- i. Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the boy, which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note k)
- ii. The attendance of a sibling at the school at the time of enrolment (not application) will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after boys in (i) above. (see note h)

Oversubscription Criteria

1. Catholic looked after and previously looked after boys. *Please refer to notes b and c.*
2. Catholic boys who attend a Catholic feeder primary school. *Please refer to note c and l.*

3. Other Catholic boys. *Please refer to note c.*
4. Other looked after boys and previously looked after boys. *Please refer to note b*
5. Boys who are catechumens and/or members of an Eastern Christian Church. *Please refer to note d.*
6. Boys of other Christian denominations who attend a Catholic feeder primary school, whose membership is evidenced by a minister or faith leadership. A letter of support must be provided. *Please refer to note e and l.*
7. Other boys who are being educated in a Catholic feeder primary school. *Please refer to notes l & m.*
8. Boys of a member of school staff who has been employed at the school for two or more years at the time at which application for admissions to the school is made. *Please refer to note j.*
9. Boys of other Christian denominations whose membership is evidenced by a minister or faith leader. *Please refer to note e.*
10. Boys of other faiths whose membership is evidenced by a minister or faith leader. *Please refer to note f.*
11. Other Boys.

14. Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to boys living closest to the school determined by the shortest distance. Distance will be measured in a straight line from a single fixed central point at the school to a point in the centre of the home address of the boy, using the Local Land and Property Gazetteer and British National Grid Easting and Northing coordinates. In the event of distances being the same for two or more boys where this would determine the last place to be allocated, the place will be offered to the older boy.

15. Notes and Definitions

- (a) 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.
- (b) A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means children who are currently looked after by a local authority (in care) in the UK, children who were previously looked after by a local authority in the UK or who appear to the admissions authority to have been in a state care outside of the UK, and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications.

An adoption order is an order made under section 46 of the Adoption and Children Act 2002.

A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014.

A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians.

A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

- (c) **Catholic:** 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 male child living with a family where at least one of the parents is Catholic. For a boy to be treated as Catholic, evidence of Catholic 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 law of the Church.
- (d) **Catechumen/Eastern Christian Church Catechumen:** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the boy on whose behalf the application is being made. 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. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
- (e) **Christian Denominations** Boys of other Christian denominations means boys who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
- (f) **Boys of other faiths** means boys who are members of a religious community that does not fall within the definition of 'other Christian denominations' at (e) above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
- a religion which involves belief in more than one God, and;
 - a religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

- (g) A boy's '**home address**' refers to the address where the boy 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 boy, and the boy lives for part of the week with each parent, the home address

will be the address given in the CAF, provided that the boy resides at that address for any part of the school week.

- (h) **Sibling includes:** (i) all natural brothers, half-brothers, adopted brothers, step brothers, foster brothers, whether or not they are living at the same address; and (ii) the son of a parent's partner where that boy lives for at least part of the week in the same family unit at the same address as the applicant.
- (i) 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 (having care of a child means that the child lives with and is looked after by that person).
- (j) **Sons of Staff:** a member of staff includes all school staff who are under the direct employment of the Bishop Bewick Catholic Education Trust and engaged at St Cuthbert's Catholic High School.
- (k) To demonstrate an **exceptional social, medical or pastoral need** of the boy which can be most appropriately met at this school, the admissions authority will require clear and compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

(l) Catholic Feeder Primary Schools:

Sacred Heart, Fenham	St Bede's, Denton Burn	English Martyrs, Fenham
St George's, Bells Close	St Oswald's, Gosforth	St Charles', Gosforth
St John Vianney, West Denton	St Cuthbert's, Kenton	Our Lady and St Anne's
St Cuthbert's, Walbottle	St Michael's, Elswick	St Mark's, Westerhope
St Joseph's, Benwell		

- (m) Boys who are not Catholic attending a Catholic feeder primary school.

This policy should be read in conjunction with the local authority's admission guidance for parents.