



## **Cardinal Heenan Catholic High School, Leeds Admission Policy 2022/2023**

Cardinal Heenan Catholic High 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 run 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.

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.

If the number of preferences received is less than the admission number then all preferences will be met. However, when there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to this school parents, or carers, are declaring their support for the aims and ethos of the school.

The Governing Body is the admissions authority and has responsibility for admissions to the school and intends to admit 182 pupils to Year 7 in the school year which begins in September 2022.

### **Pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan (see note 1)**

The admission of pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or an Education, Health & Care Plan that names the school must 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.

### **Oversubscription criteria**

If the number of preferences received is less than the admission number then all preferences will be met

***At any time where there are more applications for places than the number of places available, places will be offered in the following order of priority:***

1. Catholic looked after Children and previously looked after Catholic children or looked after/previously looked after children from Catholic families. (see notes 2 & 3)
2. Baptised Catholic children with a sibling who attends Cardinal Heenan Catholic High School (see note 4)

3. Baptised Catholic children who live in the primary school defined areas of St. Augustine's Catholic Primary School, Leeds; Holy Name Catholic Voluntary Academy, Leeds; The Immaculate Heart of Mary Catholic Primary School, Leeds; Sacred Heart Catholic Primary School, Leeds; St. Paul's Catholic Primary School, Leeds; and St Urban's Catholic Primary School, Leeds. and go to the Catholic primary schools serving those areas. Baptised Catholic children who live in the Holy Rosary defined area and attend Holy Rosary & St Anne's Catholic Primary School. (see note 5)
4. Baptised Catholic children who live in the above named defined areas. (see note 5)
5. Baptised Catholic children who currently attend one of the Catholic primary schools (listed in 3 above) but do not live in the defined area.
6. Other Baptised Catholic children. (see note 3)
7. Other looked after and previously looked after children with a sibling who attends Cardinal Heenan Catholic High School. (see note 2 & 4)
8. Other looked after and previously looked after children. (see note 2)
9. Members of an Eastern Christian Church (see note 6)
10. Other children with a sibling who attends Cardinal Heenan Catholic High School.
11. Other children who currently attend one of the Catholic primary schools serving the areas of Cardinal Heenan Catholic High School.
12. Other children.

#### **Tie Break**

- Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to the school. 'straight line distance' will be used as the measure (see notes 8 & 9).
- If two or more pupils live equidistant from the school, places will then be decided by random allocation (see note 10).
- Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation (see note 10).

#### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round (year 7) a standard application form, known as the Common Preference Form must be completed online and returned to the Local Authority [www.leeds.gov.uk/schools-and-education/school-admissions](http://www.leeds.gov.uk/schools-and-education/school-admissions) 31 October 2021. Failure to provide a Common Preference Form (CPF) would mean that the application is not valid.

If parents feel that they should be in a specific category i.e. Baptised Catholic, then they are required to complete a Supplementary Information Form and provide the required evidence. The Supplementary Information Form is attached to this policy and should be submitted by 31 October 2021 directly to the school to [admissions@cardinalheenan.com](mailto:admissions@cardinalheenan.com) or Admissions Manager, Cardinal Heenan Catholic High School, Tongue Lane, Leeds LS6 4QE. Therefore, failure to provide a Supplementary Information Form (SIF) could affect the category

your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Parents or carers will be advised of the outcome of their applications on 1 March 2022. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

### **Late applications**

If you return the Common Preference Form after the deadline we cannot consider your application at the same time as those received on time. Late applications will be dealt with once all other applicants have been considered in accordance with the Local Authority Co-ordinated scheme.

### **Admission of Children Outside their Normal Age Group**

A request may be made for a child 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 Admissions Manager, Cardinal Heenan Catholic High School, Tongue Lane, Leeds LS6 4QE at the same time as the application is made. The Governing Body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and educational professional as appropriate.

### **In Year Applications**

An application can be made for a school place for a child at any time outside the admission round and the child will be admitted where there are available places. We are part of the Leeds coordinated in-year applications scheme. Applications should be made online via the Leeds City Council website by going to <https://www.leeds.gov.uk/schools-and-education/school-admissions/before-you-move-schools>. You can apply for places at our school and most other Leeds schools at the same time on this form. This webpage provides all of the information you will need to apply for an in-year place. You should also complete a Supplementary Information form if you would like your application to be considered in a specific oversubscription category.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above will be applied. If there are no places available, the child will be added to the waiting list (see below).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel. See Leeds City Council website for full details.

### **Waiting lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in the order of the oversubscription criteria set out above, and not in the order in which applications are received or added to the list. Each time a child is added, the waiting list will be re-ranked in line with the published oversubscription criteria. Waiting lists for admission will operate throughout the school year. Names are removed from the waiting list at the end of each academic year. **Inclusion on the waiting list does not mean that a place will eventually become available.**

## Fair Access Protocol

The school is committed to taking its 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 governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class exceptions).

### Notes (these notes form part of the over-subscription criteria)

1. **A Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. 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.
2. **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 a local authority or (b) provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. 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.
3. **Catholic** means a member of a church in 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, alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome.  
**Looked After Children from Catholic Families** – this has a dual meaning. It could be the child themselves who are baptised Catholic or it could be the family who are caring for the child that is Catholic. If it is the child who is a baptised Catholic normal rules apply and a baptism certificate should be seen by the admission authority. However, (in limited situations) this may not always be possible and in these cases the admission authority should seek to ensure that there is evidence that the child has been baptised. If a child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a letter from a priest evidencing the baptism of the parent/ carer.
4. **Sibling(s)** (brother or sister) includes:
  1. children with a brother or sister (including siblings, step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission.
  2. The child of a parent's partner where that child 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.
5. **Defined area** is a geographical area for the purposes of this policy. Please see defined area maps available for inspection in school and Here. (boundaries determined by the Diocese of Leeds).
6. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that church.
7. **Twins or triplets** (or multiple births) - where a family of twins or triplets request admission and if one sibling has been offered the last available place the other twin/triplets are offered a place.
8. 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 Preference Form (CPF). 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 CPF, provided that the child resides at that address for any part of the school week.

9. **Straight line distance** - in all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, using a straight line measure, have priority. If the governors fill 180 places part-way through a category, applicants in that category will be ranked on a nearest to school basis. This is determined by computer software used by the Local Authority to measure the straight line distance. This software measures the 'straight-line' distance from the centre of the main school building to the middle of the applicant's house. The applicants nearest the school will be offered a place.
10. **Random allocation** – this is only to be used when the last place to be offered would fall into one of the two categories above i.e. children living in a block of flats or children who live equidistant from the school using straight line distance criterion. An independent person will be used to make the random selection.