



## **Cardinal Heenan Catholic High School, Leeds**

### **Admission Policy 2027/28**

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 always be given to Catholic children in accordance with the oversubscription criteria listed below. 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 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 these admission arrangements.

The Governing Body is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number (PAN) at 185 pupils to Year 7 in the school year which begins in September 2027.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

#### **Pupils with an Education, Health and Care Plan (see Note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and 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**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Baptised Catholic looked after and previously looked after children or looked after/previously looked after children from catholic families (see Notes 2 and 3)
2. Baptised Catholic children with a sibling who attends Cardinal Heenan Catholic High School (see Notes 3 and 6)
3. Baptised Catholic children who live in the primary school defined areas and attend one of the Catholic primary schools serving those areas of; St Augustine's Catholic Primary School a Voluntary Academy; Holy Name Catholic Voluntary Academy; Immaculate Heart of Mary Catholic Primary School, A Voluntary Academy; Sacred Heart Catholic Primary School, A Voluntary Academy; St Paul's Catholic Primary School, V.A.; and St Urban's Catholic Primary School, a Voluntary Academy. Baptised Catholic



children who live in the Holy Rosary defined area and attend Holy Rosary and St Anne's Catholic Primary School (see Notes 3, 4 and 6)

4. Baptised Catholic children who live in the above-named defined areas (see Notes 3 and 4)
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 (see Notes 3 and 4)
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 Notes 2 and 6)
8. Other looked after and previously looked after children (see Note 2)
9. Members of an Eastern Christian Church (see Note 5)
10. Other children with a sibling who attends Cardinal Heenan Catholic High School (see Note 6)
11. Other children who currently attend one of the Catholic primary schools serving the areas of Cardinal Heenan Catholic High School (listed in 3 above)
12. Any 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, priority will be given to children living closest to the school determined by the shortest distance. We use a straight line distance system provided by Leeds City Council admission team (See Note 10).

If two or more pupils live equidistant from the school, places will then be decided by random allocation (see Note 11).

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 Notes 9 and 10).

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

To apply for a place at this school in the normal admission round, a standard application form, known as the Common Application Form (CAF) must be completed online and submitted to the local authority by 31 October 2026. See Leeds City Council's website for full details:

[Apply for a secondary school](#)

Failure to complete an online Common Application Form (CAF) would mean that the application is not valid.

If parents/carers 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 SIF can be found on our website by following this link [Admission for Year 7 in September 2027 - Cardinal Heenan](#) and returned to [admissions@cardinalheenan.com](mailto:admissions@cardinalheenan.com) or post to Admissions, Cardinal Heenan Catholic High School, Tongue Lane, Leeds, LS6 4QE no later than 31 October 2026.

Therefore, failure to provide a SIF could affect the category your application is placed in. Please note that it is the responsibility of the parents/carers to complete all forms and supply evidence. All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31 October 2026.



Parents/carers will be advised of the outcome of your application on 1 March or the next working day by Leeds City Council on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel. See Leeds City Council's website for full details:

[School appeals \(leeds.gov.uk\)](https://www.leeds.gov.uk/school-appeals).

### **Late Applications**

If you return the Common Application Form (CAF) 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 Headteacher, Cardinal Heenan Catholic High School, Tongue Lane, Leeds, LS6 4QE at the same time as the application is made. The admission authority 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 headteacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents/carers and of appropriate medical and educational professional as appropriate.

### **In Year Applications**

An application can be made for a place for a child in Years 7 to 11 at any time outside the normal admission round and the child will be admitted where there are available places. Applications should be completed online and submitted to the local authority. See Leeds City Council's website for full details.

[Before you move schools.](#)

You are also requested to complete our Supplementary Information Form (SIF) and provide the required evidence if you wish to be considered within our oversubscription criteria listed above. The SIF can be found on our website by following this link [Admission for Year 7 in September 2027 - Cardinal Heenan](#) and returned to [admissions@cardinalheenan.com](mailto:admissions@cardinalheenan.com) or post to Admissions, Cardinal Heenan Catholic High School, Tongue Lane, Leeds, LS6 4QE.

Wherever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. 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's website for full details:

[School appeals \(leeds.gov.uk\)](https://www.leeds.gov.uk/school-appeals).

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be automatically added to the waiting list in line with Leeds City Council Admissions Co-ordinated Admission Arrangements. 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 oversubscription criteria listed above. 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 in the school's waiting list does not mean that a place will eventually become available.

### **Fair Access Protocol**

The 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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the Pupil Admission Number (PAN).

**The admission authority reserves the right to withdraw the offer of a place where it is satisfied that the offer or place was obtained by deception.**

### **Notes (these notes form part of the oversubscription criteria)**

1. 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. 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 a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an 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. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. For a child to be treated as a **Baptised 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.

**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. **Defined area** is a geographical area for the purposes of this policy as determined by the Diocese of Leeds. Please see our school website [Defined Area Maps - Cardinal Heenan](#) for defined area maps
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that church.
6. **Sibling(s) (brother or sister)** includes:



- (i) all natural brothers or sisters, (including 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; and
  - (ii) 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.
7. 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.
8. **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.
9. **'Live'** - 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 Application Form (CAF). 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 Common Application Form (CAF), provided that the child resides at that address for any part of the school week.

### **Which address to use**

When you apply you must use the child's permanent address, where they usually live with their parent or carer. You must not use any other address on your application.

Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered a fraudulent application. We will investigate all queries about addresses and we could ask the local authority to change the school place offer.

If we find out that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at our school.

### **If the child lives in different properties (shared care)**

Only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

For applications made in the normal round, if there is no agreement, the local authority will decide on our behalf which address will be used. This decision will be based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor.

### **If parents disagree on an application made in the normal round**

Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this.

When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply



Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

### **Moving home**

When offers are made on national offer day, we assume your address will be the same when you take up our school place in September. If you are planning to move house, you must still use your current address on your application.

As soon as you move house, you must tell Leeds City Council of your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of your new address. They may have to change the school place offered to you. Find out more on Leeds City Council's [making changes to your application page](#).

10. **Straight line distance** - We use a straight line distance system provided by Leeds City Council admission team. The program measures the straight line distance from a defined Local Land and Property Gazetteer (LLPG) point on the main school building to a defined point on your home address.

The point we measure to at your home address is set by the LLPG, which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home.

11. **Random allocation** – will be witnessed by a person independent of the school. Random allocation 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.
12. **Consultation of Admission Policy** – this was last conducted in December 2024 to January 2025.

