

# Cardinal Pole Catholic School



## Admissions Policy 2018-2019 - FINAL

Cardinal Pole Catholic 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 students. 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 the families in the school. All applicants and candidates are therefore expected to 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.

Priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy the Applicant refers to you the parent/carer applying for the place and Candidate refers to the student for whom the application is being made.

**PLEASE NOTE THAT THE SCHOOL HAS OVER 500 APPLICANTS EACH YEAR AND IT IS ESSENTIAL THAT YOU DETAIL ANY FAITH COMMITMENT.**

The Governing Body has sole responsibility for applications to the school and intends to admit the Published Admission Number of 180 students to year 7 in 2018.

All candidates applying for a place will take the Cognitive Ability Tests (CAT3) designed by GL Assessments for the purpose of banding. The test is not an entrance examination that pupils pass or fail. It is a way of ensuring that the school admits children of all abilities. Children will be placed in one of four bands based on their score in the tests. The school may seek other evidence of the child's academic ability if (for acceptable reasons) the child is not able to take the test.

Candidates will be placed into one of four ability bands, A, B, C and D dependent on their CAT score. The boundaries of each band reflect the national range of abilities and are as follows:

<b>Band</b>	<b>CAT score</b>
Band A	110 and above
Band B	101-109
Band C	90-100
Band D	Below 90

Applications from candidates will be placed in four ability bands of equal size, i.e. four bands of 25% of applicants each. If in any band there are more applications than places available; or when the number of applicants exceeds the admission number, offers of places are made using the over subscription criteria. If a band is undersubscribed, all children falling into that band group will be admitted and the places will be filled from the unallocated applicants from the next nearest band taking a child first from the higher band where this is oversubscribed. Parents seeking a place for their child outside the normal age range at transfer from Year 6 to year 7 or at any other time of the year (in-year admission), should read the guidance on out of normal age admissions in Hackney's Secondary School Booklet.

## **Application Procedure**

### **Certificate of Catholic Practice**

The Certificate of Catholic Practice should be completed by all those applying under criterion 2. This means a certificate given by the family's parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops' Conference of England and Wales.

A Common Application Form (CAF) must still be sent to your Local Authority, or completed on line. The CAF can be obtained from the School or from the local authority and should be available on the local authority website. The Certificate of Catholic Practice is available from the priest at the parish where the family normally worships and is also on the Westminster Diocese website. If you do not complete and return these forms by the closing date of: **Friday 26<sup>th</sup> October 2018** the Governing Body may be unable to consider your application fully and it is unlikely that your son/daughter will be offered a place at the School. Applications received after the closing date will be dealt with after the initial allocation process has been completed. Notification letters will be sent out by the LA on behalf of the governors on **March 1<sup>st</sup> 2019**.

### **Oversubscription Criteria**

In light of the above the Governors will have regard to the following oversubscription criteria where there are more applications for places than the number of places available:

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
2. A Catholic child with a Certificate of Catholic Practice.
3. Other baptised Catholic applicants.
4. Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
5. Those preparing for the sacraments of Baptism and Holy Communion with the Catholic Church (Catechumens).
6. Christian applicants who have a baptism certificate or a letter from their Minister showing they are a member of the Church.
7. Children of other Faiths whose application is supported by a letter from a religious leader confirming membership of the faith community.
8. All other applicants

**If you do not have a Certificate of Catholic Practice but wish to be considered under the oversubscription criteria, you must let the school know of your faith commitment in writing by the closing date.**

## DEFINITIONS

**\*'Parent' is the person or persons who have legal responsibility for the child. NOTES:**

**1. Looked After Children** Has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

**2. Adopted** means a child who has ceased to be looked after having been adopted and whose parents can give proof of this status.'

**3. Special Guardianship order** A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

**4. Catholic** The term Catholic in the policy means a baptised person who is a member of any Catholic Church that is in full communion with the See of Rome.

**5. 'Certificate of Catholic Practice'** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>

**6. Catechumen** means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens

**7. Children of other Christian denominations** children who belong to other churches and ecclesial communities which, acknowledging 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 of CYTŪN 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.

**8. Children of other faiths** "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' 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.

**9. Oversubscription** Where the offer of places to all applicants in any of the above categories would exceed the number of places available, priority is given to those with a sibling attending the school at the time of admission, or in the case of siblings in Year 11, those who are expected to be in attendance at the time of admission. The term siblings include step and half-sisters/brothers. 'When the last offer is made to a child of a multiple birth i.e. twin, triplet etc., the remaining child(ren) will also be offered a place, even though it will mean exceeding the published admission number.'

**10. Distance Tie Break** Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the places up to the admissions number (180) will be offered to those living nearest to the School. Distance is measured by the Learning Trust, in a straight line, calculated using a GIS computerised system that identifies the address using the geographical reference (the address at which the child resides for 50% or more of the school week) to the front gate of the School on Morning Lane. Where two or more students have equal priority for the one remaining place, the offer will be decided by random allocation i.e. drawing of lots.

**11. Resident** A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

**12. Social/Medical Needs** The governors will increase priority for an applicant within a category where compelling evidence is provided at the time of application of exceptional circumstance, a medical or a pastoral need of the student which can only be met at this school. This evidence must consist of letters/reports from a parish priest, Headteacher, consultant or social worker.

**13. Pupils with an Education, Health and Care Plan (EHC)** The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Pupils with EHC plans and looked after children are included in the banding allocations if there is a score or a teacher assessment available. In the absence of a score they will be added to Band D. Children with this school named in their EHC Plan will be admitted, subject to local authority processes. For post 16, admissions of students with an EHCP is subject to the student meeting the academic admission policy for the sixth form and the subject admission criteria.

**14. Fair Access** The School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the Governing Body and the Diocese for the current admission year as long as the fair access policy has been correctly applied. The Governing Body has this power even when admitting such as child would exceed the normal admission number.

**15. Appeals and Waiting List** Those students who are unsuccessful in obtaining a place have the right to appeal and information on how to appeal is available on the website. The same process is applied to the Sixth Form. A waiting list will be maintained by the School for the academic year of admissions until July 2017. As vacancies arise pupils will be admitted from the list, in accordance with the oversubscription criteria above. It is important to note that because of this applications received after the allocation of places may take priority over those already on the waiting list.

**16. In-Year Admissions** In year applications are made directly to the school. If a place is available and there is no waiting list then the local authority will communicate the governors' offer of a place to the family once agreed and the admission processes of the school agreed. This includes ensuring that the applicant and parents support the ethos of the school. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria, [with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children]. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal.

You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will re-rank the list and the Governors will inform parents whether or not a place is to be offered. In the case of Sixth Form admissions, applications will be considered outside the normal admission round where vacancies are available and the timing of the application, where a new academic year has begun, makes such an admission educationally viable. Please see Sixth Form Admission Policy for further clarification.

**17. Admission to the Sixth-Form** The Sixth Form is available for all existing pupils subject to pupils fulfilling the Sixth Form Admission Criteria and the criteria for subjects. Remaining places in the Sixth Form of the School for external applicants will be distributed in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses. Applicants will be placed in their age appropriate year group. Please note that students can only continue a course which they have commenced prior to their 18<sup>th</sup> Birthday. For further information see Appendix 1, Sixth form Admissions Policy.

Admission to the Sixth Form is permitted only where the published admissions criteria are met. Please see the school's website for these criteria. The capacity of the Sixth form for year 12 is currently 120 and 100 in year 13.

## **APPENDIX 1**

### **Cardinal Pole Sixth Form Admissions Criteria 2018/2019**

#### **Introduction**

Cardinal Pole Catholic School Sixth Form is a comprehensive Sixth Form providing an exciting range of courses with outstanding results. Admission to the sixth form is managed by the school in accordance with the Admissions Criteria of the London Borough of Hackney. Any queries regarding sixth form admissions should be directed to the school. The capacity for Year 12 is 110 places.

#### **Admission to the Sixth form**

Students on roll at Cardinal Pole are required to apply for a place in the sixth form as are students from other schools.

#### **Internal applicants**

Internal applicants i.e. students on roll will receive an Information, Advice and Guidance interview in the autumn term to discuss their predicted grades and possible courses. This will happen shortly after the KS5 'Open Evening'. They will be asked to make choices at this point on which courses they wish to study.

#### **External applicants**

All external applicants may be invited to a meeting to discuss subject choices.

#### **Minimum Entry Requirements**

There are 3 main pathways:

**Academic:** All students wishing to study A-level courses must achieve a minimum of six grades of between 4 and 9 at GCSE including three 6's or above. Students must also have English Literature or Language and Maths at a minimum grade 4. In addition students must meet an ALPs prediction of at least a D in their chosen subjects.

**Vocational 1:** Students wishing to study Level 3 Vocational Business or Health & Social Care must achieve a minimum of five grades of between 4 and 9 at GCSE with English Language or Literature and Maths at least a 4. For these courses we will also accept a Distinction from one BTEC Diploma Level Two as the equivalent of one GCSE A grade.

**Vocational 2:** Students wishing to study Level 2 Vocational Business and/or Health & Social Care must achieve a minimum of five grades of between 3 and 9 at GCSE with English and Maths grades both at least a 4.

#### **Academic subject specific entry requirements:**

<b>Subject</b>	<b>Minimum Grade</b>	<b>Additional Information</b>
<b>Art &amp; Design</b>	5 in Art	If not studied before a portfolio and subject interview will be required.
<b>Biology, Chemistry &amp; Physics</b>	7 in the chosen science. 6 in Maths	
<b>Business</b>	5 in English (Literature or Language) 5 in Maths	
<b>Drama &amp; Theatre Studies</b>	5 in Drama	If not studied before an audition will be required.
<b>Economics</b>	6 in English (Literature or Language) 5 in Maths	
<b>English Literature</b>	6 in both English Literature and English Language	

<b>French</b>	7 in French	
<b>Further Maths</b>	8 in Maths	
<b>Geography</b>	6 in Geography 5 in Maths	If not studied before a 5 in English (Literature or Language) will be required.
<b>History</b>	6 in History	If not studied before a 5 in English (Literature or Language) will be required.
<b>Maths</b>	7 in Maths	
<b>Philosophy and Ethics</b>	6 in Religious Studies 5 in English Literature	
<b>Psychology</b>	6 in Science Core or Additional 5 in English (Literature or Language)	
<b>Sociology</b>	5 in Sociology	If not studied before a 4 in English (Literature or Language) will be required.
<b>Spanish</b>	7 in Spanish	

**Please note admission onto courses without meeting these criteria may be granted on a discretionary basis by the Governing Body**

All those seeking admission to the sixth form must achieve the necessary grades for access onto the courses they have chosen. Students will also be expected to display evidence of motivation and commitment to post-16 study.

Maximum admission numbers of 20 places apply to A-level and vocational level 3 courses. Level 2 courses have a maximum admission number of 15 places.

### **GCSE English and Maths Exam resits**

Students who do not hold at least a grade 4 in Maths and/or English at GCSE will be required to continue lessons in these courses until they attain a grade 4.

All students must be enrolled for a course which meets the minimum requirements for 'full-time' study (i.e. minimum average 15 hours per week in lessons).

### **Entry into Year 13**

There is no guarantee of entry into Year 13 for students in Year 12. Students wishing to move on to the second year of a course will need to achieve a minimum of 3 Ds at the end of year 12 or merits on vocational courses. Students who do not meet the 3Ds or merits criteria will be offered the opportunity to move to a more appropriate course. They must also meet minimum expectations of 96% attendance and punctuality. Please note that students can only continue a course which they have commenced prior to their 18<sup>th</sup> Birthday.

### **Oversubscription Criteria**

1. Students who are in the care of a local authority (as defined by section 22 of the Children Act 1989) subject to meeting the specific entry criteria for their chosen programme of study.
2. Applicants who are judged to have an exceptional social or medical need where they meet the admissions criteria. There will have to be a clear link between the child's exceptional need and the school. Parents/carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker, or similar professional. That evidence will need to support the link between the need and the school.
3. Internal year 11 students subject to meeting the specific entry criteria for their chosen programme of study (up to a limit of 100).

4. External applicants subject to meeting the admissions criteria for their chosen programme of study where places are still available on that programme (up to a limit of 20)

In the event of oversubscription places will be allocated to those applicants meeting the basic qualification who live closest to the school and for whom places on their chosen courses are available. Each applicant must select their courses of study at the time of the application; these cannot be changed before the application is determined.

Closeness to the school is measured in a straight line ('as the crow flies') from the centre of the pedestrian gate in the perimeter fence on Morning Lane and the permanent address at which the applicant normally resides at the time of the application. The school will carefully verify the permanent address of the applicant.

Once applicants have been ranked according to distance:

1. Places will be allocated in order of closeness to the school.
2. Once the places available for a particular course of study have been filled, any other applicant who has chosen that course will be not considered for admission to that course, regardless of whether places are available on other courses that the applicant has chosen. The number of students who have applied for each course will need to be taken into account. Extra students may sometimes be accommodated over the admission number if the chosen course is not full.

All decisions regarding admissions will be initially be heard by the Headteacher.

### **Appeals**

Should admission to the sixth form at Cardinal Pole Sixth Form be refused, applicants can acquire details of the statutory appeals procedure from the website.

### **False Information**

In the event that Cardinal Pole Catholic School makes the offer of a place in the sixth form on the basis of a fraudulent or intentionally misleading application which has effectively denied a place to a sixth former with a stronger claim, then the initial offer will be withdrawn.

### **Conditions**

All places offered are subject to the following post-acceptance conditions:

1. The applicant must provide documentary proof of having in fact met the minimum and course specific entrance requirements
2. The applicant must produce proof of address in the form of a copy of their parent/guardian's current council tax bill.

Any applicant who is unable to satisfy these conditions will not be admitted to the school.