CARDINAL POLE CATHOLIC SCHOOL

LUX MUNDI

Admissions Policy 2027-2028 – determined criteria

Cardinal Pole Catholic School was founded by the Catholic Church to provide education for children of Catholic families and is now part of the Lux Mundi Catholic Academy Trust. Whenever there are more applications then places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Trust 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 within the Trust, 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 is given to Catholic applicants in accordance with the oversubscription criteria listed below, although the school is inclusive and offer places to applicants of all faiths and none. 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.

The Trust Board is the admission authority and has responsibility for admissions to the schools. Whilst retaining responsibility for this, it has delegated the application of this policy to the Local Governing Body of the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round (excluding admission to year 12). The admission authority has set the school's Published Admissions Number ("PAN") at 180 pupils to Year 7 at Cardinal Pole Catholic School in the school year which begins in September 2027.

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:

Band	**CAT score**
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

A Common Application Form (CAF) must be sent to your Local Authority or completed online. The CAF can be obtained from the school or from the local authority and should be available on the local authority website.

You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. The Supplementary Information Form should be returned to the **Admissions Officer** by **31st October 2026**.

If you do not complete and return both these forms by the closing date of **Saturday 31st October 2026,** the admission authority may be unable to consider your application fully and this may affect your child's chance of being 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 admission authority on **1st March 2027**. A copy of this is available in the appendix.

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Oversubscription Criteria

In light of the above the admission authority 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 and previously looked after children who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Other baptised Catholic children. (as evidenced by a baptismal certificate or SIF)
3. Other looked after and previously looked after children.
4. Catechumens and members of an Eastern Christian Church.
5. Children of other Christian denominations whose membership is evidenced by a minister of religion.
6. Children of other Faiths whose membership is evidenced by a religious leader.
7. All other children.

Within each of the categories listed overleaf, the following provisions will be applied in the following order:-

(i) **Social/Medical Needs.** The admission authority will increase to top priority an applicant within a category where compelling evidence is provided at the time of application of exceptional circumstance, or 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.

(ii) **Siblings.** The attendance of a brother or sister at 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), 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 children in (i) above. 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.

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 local authority, in a straight line, calculated using a GIS computerised system that identifies the address using the geographical reference (see home address definition in the notes section below) 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, supervised by an independent witness.

Pupils with an Education, Health and Care Plan (EHCP). The admission of pupils with an Education Health and Care Plan (EHCP) 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.

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 admission authority is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the admission authority and the Diocese for the current admission year as long as it is their view that the Fair Access Policy has been correctly applied. The admission authority has this power even when admitting such a child would exceed the normal admission number.

Appeals and Waiting List. Those students who are unsuccessful in obtaining a place have the right to appeal and information on how to appeal will be sent with the letter of refusal. 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 the following July. 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. Please ensure that any information/evidence you hold to support your application is submitted with the original application; do not wait until there is a need to appeal.

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 admission authority's 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 prior to admission**. If more applications are received than there are places available, then applications will be ranked by the admission authority in accordance with the oversubscription criteria. 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 admission authority 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 or when an offer has been made to a family and has not been accepted or does not respond within the timescale indicated. When a place becomes available, the admission authority will re-rank the list and the admission authority 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.

Admission to the Sixth Form: The Sixth Form is available for all existing pupils subject to pupils fulfilling the Sixth Form Admission Criteria and subject to applicants fulfilling the individual requirements of suitable courses. 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. Please 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 120 in Year 13.

NOTES: **DEFINITIONS**

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.
3. 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.
4. **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).
5. **Catholic** 'Catholic' means 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 child living with a family where at least one of the parents is Catholic.
   For a child to be treated as Catholic, evidence of 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 laws of the Church.
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. '**Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
8. **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 creedal 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 CYTÛN 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.

9. **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

   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.

10. **Sibling** includes: all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and 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.
11. 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.
12. **Resident.** A child's "home address" refers to the address where the child usually lives for more than 50% of the school week 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 CAF, provided that the child resides at that address for any part of the school week.

APPENDIX 1

Cardinal Pole Sixth Form Admissions Criteria 2027/2028

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 120 places.

Admission to the Sixth Form

Students on roll at Cardinal Pole Catholic School are required to apply for a place in the Sixth Form as are students from other schools.

Interviews

Internal and external applicants will receive an Information, Advice and Guidance interview to discuss their predicted grades and possible courses, and to assess their suitability for the Sixth Form.

Minimum Entry Requirements

There are 2 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: 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, including English and Maths, and at least two Grade 5's and above and Science at least a 4 for Health and Social Care. For these courses we will also accept a Distinction from one BTEC Diploma Level Two as the equivalent of one GCSE pass grade.

Academic subject specific entry requirements:

Subject	Minimum Grade	Additional Information
Art & Design	5 in Art	If not studied before a portfolio and subject interview will be required.
Biology and Chemistry	7 in Combed Sciences 6 in Maths	
Physics	7 in Science & Maths	Maths A-Level must also be studied
Business	5 in English (Literature or Language) 5 in Maths	

Computer Science	5 in English Language, 6 in Maths 6 in Computer Science	On-screen Assessment must be passed.
Drama & Theatre Studies	5 in Drama	If not studied before an audition will be required.
Economics	6 in English (Literature or Language) 5 in Maths	
English Literature	6 in both English Literature and English Language	
French	6 in French	
Further Maths	8 in Maths	
Geography	6 in Geography 5 in Maths	If not studied before a 6 in English (Literature or Language) will be required.
Government & Politics	5 in English Language or Literature	
History	6 in History	If not studied before a 6 in English (Literature or Language) will be required.
Maths	7 in Maths	
Media Studies	5 in English Language	
Philosophy and Ethics	6 in Religious Studies 5 in English Literature	
Psychology	5 in English, Maths and Science 6 in at least one of the above	
Sociology	5 in Sociology	If not studied before a 5 in English (Literature or Language) will be required.
Spanish	6 in Spanish	

Please note admission onto courses without meeting these criteria may be granted on a discretionary basis.

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.

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 must achieve a minimum of 3 Ds at the end of Year 12 or passes on vocational courses. Students who do not meet the 3Ds or passes criteria will be offered the opportunity to move to a more appropriate course in Year 12. They must also meet minimum expectations of 95% attendance and punctuality.

Oversubscription Criteria

1. Students who are "Looked After" or previously "Looked After" (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 which does not exceed 120 for all students in that year group).

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 not be 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 Executive 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/carer's current council tax bill.

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