



Transfer to secondary school – September 2023 Admissions policy 2023-24

St John Henry Newman Catholic School is a Voluntary Aided Roman Catholic School for all pupils aged 11-18 years, serving Carlisle and North-East Cumbria. Please note that the school has no catchment area.

The number of places available for admission to Year 7 in September 2023 will be 120. Admission arrangements are made for admission to the above school in accordance with parental wish through the procedures explained in this policy.

Applications must be on the appropriate Local Authority form. These forms must be returned within the timescale determined each year by the Local Authority.

Please note that the school has no catchment area and all Year 6 pupils are welcome to apply. The school's governors control admissions and will admit pupils in the following order of priority (see Note 4):

1. Children who are looked after/previously looked after, that is, children who are/were in public care, giving priority to the youngest (see Note 1).
2. Children who have been baptised according to the rites of the Roman Catholic Church (see Note 2).
3. Children who are in Year 6 at a Roman Catholic primary school.
4. Children who have brothers or sisters at St John Henry Newman Catholic School, with priority given to those with the youngest siblings. Brothers and sisters are those living at the same address and include step and foster siblings. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school at the time of admission.
5. Children who are in Year 6 at a recognised Christian primary school.
6. Children of other faiths whose parents are in sympathy with the aims and ethos of the school.
7. All other children.

The criteria outlined above will be strictly followed, there being one exception. If a child has an Education, Health and Care Plan (EHCP) naming St John Henry Newman Catholic School then irrespective of the criteria the child will be allocated a place.

Tie breaker:

In the event of the school reaching capacity within the above categories, the school will use the distance, as a straight-line measurement from the home to the main entrance of the school.

Note 1: A child in public care (looked after child) means a child who is/was previously looked after by a local authority in accordance with section 22 of the Children Act 1989. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Note 2: A certificate of baptism may be requested.

Note 3: Evidence required for oversubscription criteria:

Order of priority	Oversubscription criteria	How verified
a	Children who have been baptised according to the rites of the Roman Catholic Church (see Note 2).	Proof of baptism
b	Children who attend a Roman Catholic primary school.	Information from primary school.
c	Children who have brothers or sisters at Newman, with priority given to those with the youngest siblings.	Information held at the school.
d	Children who attend a Christian primary school	Information from primary school.
e	Children of other faiths whose parents are in sympathy with the ethos of the school	School to seek verification; from the application form/supporting documentation
f	All other children	

Note 4: The governors reserve the right to withdraw an offer of a place if any of the information submitted on which the offer of a place was made is false.

Waiting list:

If the school has reached its admission number, a waiting list will be maintained from 1 April.

Any parent can request that their child be placed on the waiting list in accordance with the admissions criteria.

Children will be placed on the waiting list according to the oversubscription criteria (see Note 3).

The length of time someone has been on the waiting list will not be taken into account for the purpose of the allocation of places.

The school will continue to maintain the waiting list for the relevant school year and outside the normal year of entry.

If you wish your child to move schools mid-year please contact our admissions office on 01228 404942 or the Local Authority School Admissions and Appeals team on 01228 226158.

Appeals:

Parents who wish to appeal against a decision to refuse their child a place in the school can submit an appeal to an independent appeal panel. Parents wishing to appeal should apply in writing to the Clerk to the Governors, c/o St John Henry Newman Catholic School, Sclegate Road, Carlisle CA2 4NL. Appeals hearings are heard by independent appeals panels.

Admission at post-16:

Students will be admitted to the Sixth Form at age 16 from both St John Henry Newman and other secondary schools if there are places available, providing that an appropriate course of study is available and that the student is prepared to follow a course of study recommended by the school, in consultation with the student. There will be no limit on the number of places available to St John Henry Newman's Year 11 students. Please note that there are entry requirements for A level/BTEC courses.