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Supplementary Information Form

for Admission to Cardinal Heenan Catholic High School, Leeds, from September 2018

The school to which you are applying is a voluntary aided Catholic school. It is designated as a school with a religious character and, as such, is permitted to give priority to applicants who are of the faith of the school.

The governing body has responsibility for admissions to the school. In order to apply the school's oversubscription criteria the governing body requires additional information that is not collected on the local authority's Common Application Form. This information may be supplied by completing this Supplementary Information Form. **Failure to complete this form may affect the oversubscription criteria in which your child is placed.**

Full name of child (including surname)	
Date of birth	
Child's permanent address including postcode	
Contact telephone number(s)	
Religion of child	

Full name(s) of parent(s)/carer(s)	Relationship to child <i>Please see Notes on 'Looked After Children'</i>

Current School	
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If, at the time of admission, you will have other children attending this school, please provide details below:	
Full name(s)	Date(s) of birth

CATHOLIC CHILDREN

If you think that your application should be considered under category 1, 2, 3,4,5,6, or 7 of the Cardinal Heenan Admissions and Oversubscription Criteria, you must supply the information below and attach the evidence requested.

Date of baptism (You must attach proof of baptism i.e. baptismal certificate or a letter from your priest)		Place of baptism and address	
Name of the parish in which you now live and your parish priest			

**Please return your completed form to
Admissions, Cardinal Heenan Catholic High School,
Tongue Lane, Leeds LS6 4QE**

<i>For school use only</i>	
<i>Date SIF received</i>	<i>at Primary School</i>
<i>Date SIF received</i>	<i>at Cardinal Heenan Catholic High School</i>
<i>Verification of baptism</i>	<i>Year Group</i>

Admission Category	Checked by	
	Initials	Initials
	Date	Date

Admission Policy 2018

Cardinal Heenan Catholic High School, Leeds

Admission Policy for entries in the school year which begins in September 2018

Cardinal Heenan Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. 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.

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 has responsibility for admissions to the school and intends to admit 180 pupils to Year 7 in the school year which begins in September 2018.

Oversubscription criteria

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. Looked After Children from Catholic Families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with a sibling who attends Cardinal Heenan Catholic High School.
2. Looked After Children from Catholic Families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
3. Baptised Catholic children with a sibling who attends Cardinal Heenan Catholic High School.
4. Baptised Catholic children who live in one of the following defined areas: St. Augustine's, the Holy Name, the Holy Rosary, the Immaculate Heart of Mary, the Assumption, St. Paul's, and St Urban's **AND** attend one of the feeder Catholic primary schools serving those areas. The feeder primary schools are: St. Augustine's Catholic Primary School, Leeds; Holy Name Catholic Voluntary Academy, Leeds; Holy Rosary and St. Anne's Catholic Primary School, 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.
5. Baptised Catholic children who live in the above named defined areas.
6. Baptised Catholic children who currently attend one of the Catholic feeder primary schools serving these areas but do not live in the defined area.
7. Other Baptised Catholic children.
8. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with a sibling who attends Cardinal Heenan Catholic High School.
9. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
10. Other children with a sibling who attends Cardinal Heenan Catholic High School.
11. Other children who live in one of the following defined areas: St. Augustine's, the Holy Name, the Holy Rosary, the Immaculate Heart of Mary, the Assumption, St. Paul's, and St Urban's **AND** attend the Catholic primary schools serving those areas. The feeder primary schools are: St. Augustine's Catholic Primary School, Leeds; Holy Name Catholic Voluntary Academy, Leeds; Holy Rosary and St. Anne's Catholic Primary School, 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.
12. Other children who live in the above named defined areas.
13. Other children who currently attend one of the Catholic feeder primary schools serving these areas but do not live in the defined area.
14. 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).
- If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation (see notes).
- 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).

Application Procedures and Timetable

A standard application form, known as the Common Preference Form must be completed and returned to the Local Authority by 31 October 2017. Applications may be submitted online or by post. See the Leeds City Council website for full details: <http://www.leeds.gov.uk/residents/Pages/Admissions-Secondary-School.aspx>. Alternatively write to Secondary School Admissions, Leeds City Council, PO Box 837, Leeds LS1 9PZ or telephone (0113) 222 4414, 9am to 5pm (Monday to Friday). (Automated response at other times.) 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 2017 to Admissions, 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 2018. 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.

Admissions outside the normal admission round – applications should be made to the school and will be dealt with by the admission authority of the school i.e. the governing body. If there is more than one application for an available place the governors will make their decision using the oversubscription criteria listed in the appropriate policy for the year group. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and will be advised of their rights to appeal the governors' decision to an independent appeal panel.

Waiting lists

As well as their right of appeal, unsuccessful applicants will be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria set out above, therefore, this means that each time a child is added the list will be re-ranked. Names are normally taken off the list at the end of the academic year.

Pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan

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. This procedure is set out in the 1996 Education Act. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

If a child has a Statement of Special Education Need or an Education, Health & Care Plan naming a school then the child is automatically offered a place at the named school.

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

Catholic means a member of a church in communion with the See of Rome. A certificate of baptism in a Catholic church, or a certificate of reception into the full communion of the Catholic Church, will normally evidence this alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome. This includes the Eastern Catholic Churches.

Looked After Child has the same meaning as in section 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.

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 the child is 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 or carer.

Defined area is a **geographical area**. Please see **boundary maps available for inspection in school (boundaries determined by the Diocese of Leeds)**.

Siblings (brother or sister) includes children with a brother or sister (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.

Twins or triplets (or multiple births) - where a family of twins or triplets request admission and if one sibling has been offered the last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

Live - In all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or guardian's address for admission purposes. You cannot lodge a child with a friend or relation in order to gain a place at a school. For admissions purposes only one address can be used as a child's permanent address. When a child lives with more than one parent/carers, at different addresses, we will use the preference expressed by the parent/carers at the address where the child lives the majority of the time during the school week as the main place of residence.

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.

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.

Admission Appeal – Appeals must be made in writing and submitted to Clerk to Appeal Panel, Admissions, Cardinal Heenan Catholic High School, Tongue Lane, Leeds LS6 4QE

Please see school website for timetable:

<http://www.cardinalheenan.com/admissions-overview>