



**CORPUS CHRISTI CATHOLIC HIGH SCHOOL**

Together in One Body

# ADMISSIONS POLICY

## 2025 – 2026 DETERMINED

March 2024

Approved: Spring 2024 | Review: Spring 2025

# Corpus Christi Catholic High School

## Determined Admissions Policy for September 2025 to August 2026

Corpus Christi is a Catholic High School provided by the Diocese of Lancaster and maintained by Lancashire Local Authority as a voluntary aided High School.

The Governing Body is the admissions authority and is responsible for taking decisions on applications for admission.

The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of Corpus Christi Catholic High School.

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.

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The Governing Body is the admission authority and has responsibility for admissions to this school within the requirements of the law. In doing so, the Governing Body has regard for:

- a) The Advice of the Diocesan Trustees on the nature and purpose of Catholic Schools;
- b) The Governing Body's responsibility towards the school and the Catholic community it serves;
- c) The Catholic character of the school and its Mission Statement.

The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The Governing Body has set its admission number at 160 pupils to Year 7 in the school year which begins in September, 2025. The Local Authority and other parties required by law have been consulted on this.

The admission of pupils with a statement of **Special Educational Needs** or an **Education, Health and Care Plan** is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or 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.

## Application Procedures and Timetable

Applications for a place at the school should be made on the Local Authority Common Application Form or online (and returned to the Local Authority no later than **31 October 2024**).

Parents must complete the **Common Application Form** available from the Local Authority. Parents who wish their application to this Catholic School to be considered against the priority faith criteria should also complete the school's **Supplementary Information Form**. If the school is oversubscribed, failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application.

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 2024.

You will be advised of the outcome of your application on 1 March 2025 or the next working day, by the local authority 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, and you have the right of appeal to an independent appeal panel.

### Late Applications

Late applications will be administered in accordance with the Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the end of the summer term in the year of application.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

## **OVERSUBSCRIPTION CRITERIA**

**Terms of reference used in the Oversubscription Criteria:**

***At any time 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. Catholic looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See notes 2 & 3)
2. Catholic children who attend a feeder Catholic primary school, namely, The Blessed Sacrament, English Martyrs', St Clare's, St Gregory's or St Maria Goretti's. (See note 3)
3. Other Catholic children having a brother or sister already at the school in the September of the year of admission. (See notes 2 & 3)
4. Other Catholic children. (See note 3)
5. Other looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note 2)
6. The children of staff employed at the school for two or more years, or who have been recruited to meet a school skills shortage.
7. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader, having a brother or sister already at the school in the September of the year of admission. (See notes 4, 5 & 6)
8. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (See notes 4 & 5)
9. Any other children having a brother or sister already at the school in the September of the year of admission. (See note 6)
10. Any other children who attend feeder primary schools.
11. All other children.

***Within each of the categories listed above, the following provision will be applied:***

Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made (See note 8).

**In the event of applications exceeding the number of places in any of the above categories, the following tie-breaker will apply:**

If there are more children in any of the individual categories than there are places remaining, then those pupils who live nearest to the school by a straight line (radial) measure, will have

priority. The distance is measured using a geographical information system and the measurement is taken from the centre point of the property to the centre point of the school.

In the event of a tied distance measurement between address points the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

### **In-Year Applications**

Please refer to the school website, <https://www.ccc.lancs.sch.uk> where there is a comprehensive site relating to all in year admission procedures.

In-year admission is the process of applying for admission into an existing year group within a school. Applications for the intake made after the start of the autumn term will be treated as an in-year application.

The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website. Details of children who cannot be offered admission will be referred to Lancashire County Council, which may contact you - to support you - to secure a place at a school.

Where a place cannot be secured, parents have a legal right of appeal to an independent appeal panel. Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's appeal form on Lancashire County Council's website.

### **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 governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Governing Body has this power even where admitting the child would mean exceeding the published admission number.

**The Governors reserve the right to verify that all successful applicants have met the relevant criteria for admission.**

**The Governing Body reserves the right to withdraw the offer of a place or, where the child is already attending the school, the place itself, where it is satisfied that the offer or the place was obtained by deception.**

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

1. A Statement of Special Education Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. 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 application to the school.

3. '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.

4. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, are members of Churches Together in England and CYTÛN, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group.

5. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 4 above 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.

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.

6. 'brother or sister' includes:

- (i) 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
- (ii) the child of a parent's partner where that child for whom the school place is sought 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 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. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker or doctor.

9. A child's "home address" refers to the address where the child usually lives with a parent or carer, **where a child lives with one parent for part of the week and another for the rest of the week only one address** can be used on the application form. This will normally be the address where the child lives for most of the school week and the address from which the child travels to / from school.

10. If you are moving house and applying for the school, it may be possible to consider your application on the basis of an address you are intending to move to. You must provide evidence that you have exchanged contracts on a house or have an offer of a tenancy on a property in which you intend to live and which will be in place when your child would start at

the school. This evidence must be submitted as soon as possible and no later than the deadline of 31 October 2024.

Signed: J. Mark Headteacher

Signed: DM Batten On behalf of the Governors



## CORPUS CHRISTI CATHOLIC HIGH SCHOOL

Together in One Body

DIOCESE OF LANCASTER

ADMISSION TO CORPUS CHRISTI CATHOLIC HIGH SCHOOL

### SUPPLEMENTARY APPLICATION FORM

If you are applying for a place for your child in Corpus Christi Catholic High School please complete this form **in addition** to the Common Application Form available online or issued by the Local Authority. This supplementary information form will assist the Governors of the school in deciding whether your child qualifies for a place. Failure to complete the form may affect where your child is placed within the oversubscription criteria. **Please complete in BLOCK CAPITALS and return to the School**

SURNAME OF CHILD: \_\_\_\_\_ FORENAME(S): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

#### PARENT/CARER/CONTACT INFORMATION

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POST CODE: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

DOES THE CHILD LIVE AT THIS ADDRESS: YES  NO

IF NO THE CURRENT ADDRESS OF CHILD: \_\_\_\_\_

NAME OF BROTHERS(S)/SISTERS(S) STILL ATTENDING CCCHS IN SEPTEMBER OF THE COMING SCHOOL YEAR:

\_\_\_\_\_

NAME OF PRESENT SCHOOL: \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

IS YOUR CHILD: BAPTISED ROMAN CATHOLIC  NON CATHOLIC

#### FOR BAPTISED ROMAN CATHOLICS

MONTH OF BAPTISM: \_\_\_\_\_ YEAR: \_\_\_\_\_

PARISH OF BAPTISM: \_\_\_\_\_

PARISH LOCATION (TOWN/CITY): \_\_\_\_\_

PARISH IN WHICH YOU LIVE NOW: \_\_\_\_\_

You are asked to enclose a copy of the baptismal certificate with this form. If this is not possible explain below:

\_\_\_\_\_



For pupils who are not Catholic but wish to have a faith based education in a Catholic school: please complete below to confirm that the applicant is a member of your faith community.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Position held: \_\_\_\_\_