

## **DIOCESE OF HALLAM**

### **NOTRE DAME CATHOLIC HIGH SCHOOL ADMISSION POLICY 2024-2025**

Notre Dame High School was founded by the Diocese of Hallam to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be 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 articles of association, 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 pupils. At a Catholic school, 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 families in the school. We therefore hope that all parents will 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.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements. The governing body has set its admission number at 210 pupils to year 7 in the school year which begins in September 2022. Of these places, a maximum of 200 are prioritised for children in categories 1 to 8 inclusive in the oversubscription criteria below, of which a maximum of 170 places are prioritised for Catholic children, covered by categories 1 to 3.

## **Oversubscription Criteria (categories)**

***In any year where there are more than 210 applications, places will be allocated in the order of priority described by the oversubscription criteria below, with the following provisions:***

- If there are more than 170 Catholic applicants then the tie-break will be employed in the category (category 1, 2 or 3) where 170 Catholic places is reached. Places will then be allocated in order of priority from category 4 onwards.*
- If the total number of places allocated reaches 200 before all applicants covered by categories 1 to 8 have been allocated a place, then the tie-break will be employed in the category where the total number of 200 places is reached. Places will then be allocated in order of priority from category 9 onwards, with the tie break being employed in the category where the total number of allocated places reaches 210.*

- 1. Catholic looked after or previously looked after children (see notes 2 & 3)**
- 2. Catholic children (see note 3) who attend a feeder school of Notre Dame (see note 4)**
- 3. Other Catholic children (see note 3)**
- 4. Other looked after or previously looked after children (see note 5)**
- 5. Catechumens or members of an Eastern Christian Church (see notes 5&6) who attend a feeder school of Notre Dame at the time of application**
- 6. Other Catechumens and members of an Eastern Christian Church (see notes 5&6)**
- 7. Children of other Christian denominations whose membership is evidenced by a minister of religion or other religious leader (see note 7) and who attend a feeder school of Notre Dame (see note 4)**
- 8. Other children of Christian denominations whose membership is evidenced by a minister of religion or other religious leader (see note 7)**
- 9. Children of other faiths whose membership is evidenced by a minister of religion or other religious leader (see note 8) and who attend a feeder school of Notre Dame (see note 4)**
- 10. Other children of other faiths whose membership is evidenced by a minister of religion or other religious leader (see note 8)**
- 11. Any other children who attend a feeder school of Notre Dame (see note 4)**
- 12. Any other children**

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

***A child who has a sibling (see note 9) attending Notre Dame High School at the time of enrolment will be placed at the top of the category in which the application is made.***

## **Tie Break**

In the event of the school reaching capacity mid category, the Governing Body as Admissions Authority will allocate places using a random computer allocation process for all of the students in that category, which will be carried out by an independent body.

If your child is unsuccessful in gaining a place at Notre Dame High School, he/she will be placed onto the school's waiting list, which will be maintained according to the school's admissions criteria in category order.

If a place becomes available, the applicant in the highest category will be allocated the place and where two or more applicants are in that category then random computer allocation is used to allocate the place. This will take account of any priority within the category afforded to siblings/ children from feeder schools.

### **Application of the tie break (random allocation) in the case of twins, triplets, etc.**

Where a child receives a place by random allocation, but one or more of their siblings does not, then those siblings who did not gain a place will be admitted over and above the admissions number for the school, so there will be no further impact on the availability of places for children in the same or subsequent categories.

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

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**

To apply for a place at this school in the normal admission round, you **must** complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form if you wish to apply under oversubscription criteria 1 to 11. The Supplementary Information Form should be returned to:

Mrs S Giles  
Notre Dame High School  
Fulwood Road  
Sheffield S10 3RJ **by 31 October 2023.**

You are strongly advised to apply for three schools on the Common Application Form and you should list them in your preferred order.

For Catholic children specifically wanting a Catholic education you should consider listing both Sheffield Catholic schools as provision for places is across the two schools.

You will be advised of the outcome of your application on 1 March 2024 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 listed above, and you have the right of appeal to an independent appeal panel.

**If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be afforded the appropriate priority and this is likely to affect your child's chance of being offered a place.**

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31<sup>st</sup> October 2023.**

### **Late Applications**

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

### **Admission of Children Outside their Normal Age Group**

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to Mrs S Giles, Notre Dame High School Fulwood Road Sheffield S10 3BT at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **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 set out above 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 last day of the Summer term.

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

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications are co-ordinated by the Local Authority.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **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 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.

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 Governing Body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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.

A list of those Eastern Catholic Churches which are in full communion with the Roman Catholic Church is available from the Diocesan Schools' Department.

4. The current feeder schools for Notre Dame High School are:

St Ann's Catholic Primary School  
St Catherine's Catholic Primary School  
St Marie's Catholic Primary School  
St Mary's Catholic Primary School  
St Thomas More's Catholic Primary School  
Sacred Heart Catholic Primary School  
St Wilfrid's Catholic Primary School – (Joint Designation with All Saints)

For the purposes of this admission policy, attendance at a feeder primary school includes those Catholic children, who were living in the catchment of a Notre Dame Feeder School whose application to that school was unsuccessful due to oversubscription of Catholics. This would normally be evidenced by a letter of rejection from the feeder primary school and a copy of the application which demonstrates that the child would have met the admission criteria for that school at the time of application.

5. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. 'Eastern Christian Church' includes Orthodox and Oriental Churches as listed by the Pontifical Council for promoting Christian Unity, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

Details of those Eastern Christian Churches listed by the Pontifical Council for promoting Christian Unity is available from the Diocesan Schools' Department.

7. 'children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge 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 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.

8. '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 7 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.

9. 'sibling' 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
- (i) 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 child who is the subject of the application.

In circumstances where an older sibling attends a school sixth form, sibling priority will only be afforded if the older sibling attended the school prior to Y12.

10. '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.

11. A child's 'home address' refers to the address where the child usually lives 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.

Please note:

If you have any queries about completing the application form, then please contact the headteacher of your child's primary school, the Clerk to the Governors of Notre Dame Catholic High School on 0114 2743537 or the Diocesan Schools' Department on 0114 2566440 or email [schools@hallam-diocese.com](mailto:schools@hallam-diocese.com)

