

Diocese of Hallam

<p style="text-align: center;"><i>Admissions Policy for Notre Dame High School for the Admission Year 2018/2019</i></p>

Introduction - The Admission of Pupils into Hallam Diocesan Schools

The family of Catholic schools across the Diocese of Hallam offers a Catholic, Gospel based education for children whose parents seek a genuine alternative to other good schools. These schools are communities of faith where God is recognised and named. They are rooted in the Church's concept of mission and in living out a Christian lifestyle; they present a picture of Christ to catch the imagination.

Each Catholic school in the Diocese, in partnership with home and parish, has been established to be an integral part of the local Catholic community, which shares the mission of the Church to proclaim the Gospel of Christ. The provision of this network of schools in the Diocese is primarily intended to provide a place at a Catholic school for all baptised members or catechumens of the Catholic Church.

The Admission of Pupils into Catholic High Schools in Sheffield

Within the City of Sheffield, the Catholic community has a rich tradition of nurturing and developing high quality Christian Education. In addition to fourteen Catholic primary schools, the Diocese is responsible for two excellent High Schools: All Saints and Notre Dame. In continuing this rich tradition, the Catholic Diocese of Hallam is committed to maintaining and developing these schools for the benefit of the Diocesan community and the Common Good. A maximum of 170 of the available places in each High School is prioritised for Catholic children. The remaining places each year will be prioritised for children who are practising members of Christian Churches which are full members of Churches Together in England at the time of application and for those children wanting a Christian education.

Parental Preference

The Children & Young People's and Families Service (CYPF) common application form provides the opportunity for parents/carers to express up to three choices of schools. Please note that ALL applications will be considered on an Equal Preference basis. This means that eligibility for places in the school will be considered first of all by applying the school's over subscription criteria to your application irrespective of whether this school is your first, second or third preference.

Ranking by your preference will only be used in the final allocation of a place within the LA'S co-ordinated scheme where there is more than 1 potential offer.

The Admission of pupils into Notre Dame High School

Notre Dame High School is an 11 – 18 mixed comprehensive school situated on Fulwood Road, Sheffield. The Governing Body is the Admissions Authority. Pupils will be admitted at the age of eleven without reference to ability or aptitude. The governors have set the admission limit for **September 2018** as 210. Where applications for admission exceed the number of places available and subject to the prioritised places policy described above, the following criteria will be applied in the order set out below, to decide which children to admit.

A maximum of 200 places are prioritised for children in categories 1-4 inclusive, of which a maximum of 170 places are prioritised for Catholic children.

Category 1

Catholic children in Care (Looked After Children) or previously Looked After Children (footnote) who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception, or those members of Churches who are in full communion with the Roman Catholic Church.

These places will be allocated over and above the 210 admission limit.

Category 2

Children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception, or those members of Churches who are in full communion with the Roman Catholic Church and who

- a) are siblings of children already attending Notre Dame High School
- b) attend the designated feeder schools of Notre Dame High School
- c) Catholic children who live in the parishes serving the designated feeder schools
- d) Other Catholic children

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

Category 3

Other children in Care (Looked After Children) or previously Looked After Children (footnote) who are not baptised Catholics.

These places will be allocated over and above the 210 admission limit.

Category 4

At least 30 places will be specifically prioritised for children who are practising members of Christian Churches which are full members of Churches Together in England at the time of application who have the written support of their minister (on Form MR1) and:

- a) are siblings of children already attending Notre Dame High School and who currently attend one of the school's designated feeder schools
- b) are siblings of children already attending Notre Dame High School
- c) attend the designated feeder schools of Notre Dame High School
- d) children who do not attend the feeder schools

Category 5

Children whose parents are seeking a Christian environment for their child's education and who are supported by an appropriate reference (on Form AR1*). Children attending Christian churches which are not full members of Churches Together in England and are supported by a Minister's reference (on Form MR1).

- a) are siblings of children already attending Notre Dame High School
- b) attend the designated feeder schools of Notre Dame High School and are active members of other World Faiths/other Christian denominations and have the written support of their religious leader
- c) are active members of another world Faith/other Christian denomination and have the written support of their religious leader
- d) Attend the designated feeder schools of Notre Dame High School
- e) Other children with an appropriate reference

* References for category 5a, d & e may be obtained from your child's primary headteacher or class teacher.

At least 10 places are prioritised for children in this category.

Category 6

Other children.

The Designated Feeder Schools for Notre Dame High School

At the present time the designated feeder schools 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*)

Closing date for Applications for September 2016 will be **31 October 2017**.
Parents/Guardians will be informed of the outcome of their application by the Local Authority on **1 March 2018**.

Late applications

Late applications will be dealt with in accordance with the Local Authority's Co-ordinated Scheme.

Tie-Breaker

In the event of the School reaching capacity mid category, the Governing Body as Admissions Authority will allocate places using a random allocation process for all of the students in that category, which will be independently monitored.

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.

Each time a place (or places) becomes available at the school a new round of random allocation will take place to determine a child's position on the waiting list, each time a place being allocated to the child that occupies top position on the waiting list.

Waiting List

The school will maintain a waiting list following application of the over-subscription criteria.

Appeals

Unsuccessful applicants have the right of appeal against the Governors' decision to refuse a place at the school. Such appeals against non-admission will be heard by an independent Appeals Committee formed in accordance with the DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants. Reference to this is included in the notes which accompany the application form.

Definition of Sibling

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers and sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.

Definition of Looked After Children

A child in care (Looked After Child) is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Sect 22(1) of the Children Act 1989). A previously in care (previously Looked After Child) is a child who immediately after being in care (Looked After) became subject to an adoption, residence or special guardianship order.

Definition of Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

Definition of Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation.

Churches Together in England

Membership of Churches Together in England is subject to regular review. To access an up to date list of member churches please visit their web site at www.cte.org.uk. Confirmation of full membership of Churches Together in England should be obtained via the Minister/Religious Leader's reference on form MR1.

Parish Boundaries

Details of parish boundaries may be obtained from either your parish priest or the Schools' Department on 0114 25664 or email schools@hallam-diocese.com

Please note: If you have any queries about completing the application form, then please contact the Headteacher of your child's primary school, the admissions office at Notre Dame High School or the Diocesan Schools' Department on 0114 2566440.