St. John Henry Newman Catholic School

Admission Arrangements for the academic year 2026/2027

St. John Henry Newman Catholic School is part of the Holy Cross Catholic MAC. The admissions authority for the school is the Board of Directors of the Holy Cross Catholic MAC who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of St. John Henry Newman Catholic School.

The admissions process for St. John Henry Newman Catholic School is part of the Coventry Local Authority co-ordinated admissions scheme. To apply for a place at St. John Henry Newman Catholic School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St. John Henry Newman Catholic School on the application form. Applications need to be made by 31st October 2025 Baptismal Certificates **MUST** be submitted with the application for any child who is Baptised Catholic (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 1st March 2026, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term 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.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its 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 these admission arrangements.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its Published Admission Number ("PAN") at 250 pupils to be admitted to Year 7 in the school year which begins in September 2026. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority firstly to children who will have a brother or sister (see Note 4 below) attending St. John Henry Newman Catholic School at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 below).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at https://www.birminghamdiocese.org.uk/boundary-map and will be applied to the admission arrangements for the academic year 2026/2027.

Oversubscription Criteria for Years 7 - 11

1. Baptised Catholic children (see note 2 below) who are looked after or previously looked after. (see note 3 below).
2. Baptised Catholic children (see Note 2 below) of a member of staff working for St. John Henry Newman Catholic School (see Note 7 below).
3. Baptised Catholic children who currently attend one of our Catholic Feeder Schools.
4. Baptised Catholic children who are siblings of children in attendance at St. John Henry Newman Catholic School at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are looked after or previously looked after (see note 3 below).
7. Non-Catholic children (see Note 2 below) of a member of staff working for St. John Henry Newman Catholic School (see Note 7 below).
8. Non-Catholic children who currently attend one of our Catholic Feeder Schools, who are siblings of children in attendance at St. John Henry Newman Catholic School at the time of admission.
9. Non-Catholic children who are siblings of children already in attendance at St. John Henry Newman Catholic School at the time of admission.
10. Non-Catholic children who currently attend one of our Catholic Feeder Schools.
11. Other non-Catholic children.

Note 1

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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.

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.

Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child will need to submit a copy of the child's Baptismal Certificate. **This should be returned directly to the school**. If you do not provide a Baptismal Certificate by the closing date, this may affect the criteria that your child is placed into, which may affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 3

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 the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the 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 and includes those children who appear to the Local Governing Body to have been in state care outside of England and ceased to be in state case as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 4
For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household

Note 5
The named feeder schools for St. John Henry Newman Catholic School are:

Christ the King
Holy Family
St Augustine's
St Elizabeth's
St Osburg's

Note 6
Distances are calculated on the basis of a straight-line measurement from the centre of the child's home address to the centre of the school site. The Local Authority calculates these measurements on behalf of the school using a computerised mapping system. Ordnance Survey supplies the co-ordinates that are used to plot a child's home address and the address of the school.

Note 7
For the purpose of this policy, a 'member of staff working for St. John Henry Newman Catholic School' is defined as an individual who has been employed by St. John Henry Newman Catholic School for two or more years prior to the application being submitted to the local authority, or where the staff member has more recently been recruited to fill a vacant post where there is a demonstrable skill shortage.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded the Local Governing Body will select the child to be offered the place by drawing lots. This process will be overseen by a person independent to the Local Governing Body.

The Local Governing Body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

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 Local Authority's Common Application Form.

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 provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents.

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

APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Local Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Local Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Year 7 in September 2027, then the original application is withdrawn, and the parents must submit a fresh application for Year 7 2027 when applications open in the autumn term of 2026. Please note that parents only have the right to re-apply for a place. Where the Local Governing Body agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:
https://www.gov.uk/government/publications/summer-born-children-school-admission

APPEALS

Parents who wish to appeal against the decision of the Local Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of the Local Governing Body at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Local Governing Body have offered a place in the normal age group instead.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application

from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

LATE APPLICATIONS

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications received after the closing date of 31st October 2025 will be accepted but will be considered to be late and may not be processed until after 1st March 2026. Parents will be advised in their receipt letter that this will be the case.
You are encouraged to ensure that your application is received on time.

CHANGE IN PREFERENCE

Once an application has been submitted, requests to change the preferences on that application will be accepted up to the closing date of applications on 31st October 2025.
Requests to change preferences after 31st October 2025 will not be considered until after the allocation of school places on 1st March 2026.
All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application.

WAITING LIST

In addition to their right to appeal, children who have not been offered a place at St. John Henry Newman Catholic School but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2027 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children on the waiting list who attend a named feeder school (see Note 5 above) who have not been offered a place in the school by the beginning of the Autumn term 2026 will be re-ranked to take into account that they will no longer be attending that feeder school from 1st September 2026. This will affect the oversubscription criteria that your child is placed into on the waiting list from 1st September 2026.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

IN YEAR FAIR ACCESS PROTOCOL

The Local Governing Body of St. John Henry Newman Catholic 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 Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO YEAR 7 (IN-YEAR ADMISSIONS)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website.

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.
If there are no places available and admission is refused, the child will be added to the waiting list in line with the Waiting List section above.

There is no charge or cost related to the admission of a child to this school.

ADMISSION TO THE SIXTH FORM

The school operates a Sixth Form for a total of 260 students. Whilst the admission number into Year 12 is 30, if fewer than 100 of the school's existing students transfer into Year 12, external pupils will be admitted until Year 12 reaches its capacity of 130.

Applications for the Sixth Form should be made directly to the school using the application form available from the school website. Completed application forms must be returned to the school by 1st March 2026.

St. John Henry Newman Catholic School welcomes applications from external students aged 16 or 17 years old in September 2026 for admission into Year 12 in September 2026. St. John Henry Newman School does not accept new applications from students aged 18 +. Both internal and external students wishing to enter the sixth form will be expected to have met minimum academic entry requirements for the sixth form (an external student is a student not on roll at St. John Henry Newman School in Year 11). If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum requirements. These minimum requirements for each course offered will be published annually on the Post 16 section of St. John Henry Newman School's website. Minimum class sizes will be set and if insufficient applications are received the school reserves the right to withdraw the course.

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the opportunity of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When Year 12 is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements priority will be given in accordance with the oversubscription criteria set out below.

Where there is space in Year 13, i.e. where there are fewer than 130 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria set out below.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority firstly to children who will have a brother or sister (see Note 4 above) attending St. John Henry Newman Catholic School at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 above)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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.
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.

APPENDIX

DEFINITION OF A "BAPTISED CATHOLIC"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church.* Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.