



**St. Cuthbert's**  
Roman Catholic High School

# **WHOLE SCHOOL POLICY & PROCEDURES**

## **ADMISSIONS**



### **Mission Statement**

*'The Lord God requires of us that we should help others whenever we can, always make the right choices and be the best that we can be in everything that we do'.*

Policy: Admissions

Type: School Policy

Website: Yes

Author: D Shields

Approved: June 2020

Next Review: June 2021

Frequency: Annual

Delegated: Committee

Notes:

# CONTENTS

Aims-----	4
Legislation & Guidance-----	4
Admissions Practice / Criteria-----	5
Admissions process-----	5

## **AIMS**

This policy aims to

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## **LEGISLATION & GUIDANCE**

This policy guided by the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

St Cuthbert's is its own Admissions authority and all admissions are under the control of the Governing Board. Consequently the school sets its own admissions criteria which are based upon the direction from Salford Diocese and taking into account Rochdale Local Authority practices.

St Cuthbert's 11-16 Roman Catholic High School serves the contributory parishes and associated primary schools listed and aims to provide a place for every Catholic child from these areas who seeks a Catholic education.

St Cuthbert's RC High School has been established to serve the parishes and partnership schools of St John's, Sacred Heart, St Patrick's, St Gabriel's, St Vincent de Paul's, Holy Family, Rochdale and St Mary's Littleborough.

The target admission figure for 2020-21 is 250. The previous Pupil Admission Number (PAN) was 240. This has been temporarily increased to 250 at the request of the Local Authority and with the permission of Salford Diocese. It is to be reviewed in the future if numbers on roll fail to reach 250.

## ADMISSIONS CRITERIA

Admissions Criteria	
Rank	Criteria
1	Roman Catholic Looked After Children/adopted children previously in care.
2	Roman Catholic children with a sibling attending the school at the time of admission.
3	Roman Catholic children living in a contributory parish and attending an associated primary school.
4	Roman Catholic children living in a contributory parish and attending a Catholic primary school.
5	Other Roman Catholic children living in contributory parishes.
6	Roman Catholic children not living in a contributory parish and attending an associated primary school.
7	Other Roman Catholic Children.
8	Non-Catholic Looked After Children.
9	Non-Catholic children with siblings attending the school at the time of admission.
10	Non-Catholic children attending other associated Catholic primary schools.
11	Any other children

## ADMISSIONS PROCESS

Most students will apply in year 6 for a place in year 7 via the Local Authority. Places will then be allocated by the LA based upon parental choice and the rank order of criteria outlined in this document. There are further details available on the school website.

If there is a situation resulting in over-subscription then tie-breaker admission will be decided by the safest shortest walking route, as determined by the central point of the home to the main entrance gate of the school. All applications for school places are completed via the LA either using the RMBC website or collecting a form from a relevant LA office. Applications must be completed before the end of October in the year preceding the child starting at St Cuthbert's. Details on places will be sent to parents in March of the year before the child starts.

Students looking to transfer in year to St Cuthbert's can get application forms for places on-online at RMBC website or on request from Rochdale Local Authority. They should be returned to the Local Authority in as soon as possible.

Making a complaint: If you're not happy with our application process you can make an objection to the Office of the Schools Adjudicator at [Rochdale Admissions Appeal](#)