



*July 2022*

Date of Next Review: July  
2024

**Admissions Policy**

# **Newman College, Hove**

## **Sixth Form of Cardinal Newman Catholic School**

### **Admissions criteria 2024/2025**

The Upper Drive, Hove, East Sussex, BN3 6ND  
Telephone number: 01273 234332

Website address: [www.cncs.co.uk](http://www.cncs.co.uk)

Contact to where enquiries should be addressed:

Senior Sixth Form Administrator

Numbers on roll: 700

Age range: 16-19

Although Catholic students have priority of admission, this does not affect the right of an applicant who is not Catholic to apply for a place for their child at the school. Newman college welcomes and accepts applications from those of other denominations and faiths, or of none.

Cardinal Newman Catholic School was founded by the Catholic Church to provide education for children of Catholic families. The school (including the College) is conducted by its governing body as part of the Catholic Church in accordance with the trust deed of the Diocese of Arundel & Brighton, its instrument of government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, the governors aim to provide a Catholic education for all pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. The governors ask all parents/carers applying for a place to respect this ethos and its importance to the school community.

The governing body is the admissions authority and has responsibility for admissions to this school and Newman College, including setting the priority of admissions when the school and college are oversubscribed.

This admission policy applies to admissions in the academic year 2024-2025.

In September 2024, the governing body intends to admit a minimum of 10 external students and up to a maximum of 250, and after the admission of students with Statements of Special Educational needs/educational health care plan (EHCP), where the college is named on the Statement.

#### **Visiting Newman College**

We encourage parents/carers and students to visit our college in order to find out more about how we work and the education that we offer. Parents/carers and students are welcome to arrange a visit by contacting the Senior Sixth Form Administrator. However, such visits do not form part of the process of deciding which students are to be offered a place at the college.

#### **Pupils with an Education Health and Care Plan (see note a.)**

The admission of pupils with an EHCP is dealt with by a separate procedure. Newman College have a duty to admit students with Education, Health & Care Plans (EHCPs) if Newman College is named in the plan as the Post-16 Placement. This is dependent on a successful consultation having taken place with the relevant Local Authority, and upon whether the College can meet need. Newman College must be consulted on all EHCP applications by the relevant Local Authority. Local Authorities should be in contact throughout all stages of the application and enrolment process. Any final place at Newman College is dependent on the Local Authority completing the consultation as directed by the SEND Code of Practice 2015 and the student achieving the College entry requirements. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other students.

Students who do not have a current EHCP and are in the process of applying for an EHCP are strongly advised to apply to the College using the standard online application form and to submit this by our priority December deadline so as to not risk their offer of a place at Newman College should their EHCP application subsequently be unsuccessful.

### **Oversubscription Criteria**

If at any time where there are more applications to the college than the number of places available, places will be offered according to the following order of priority:

1. Looked after children or previously looked after children (see note b.).
2. Students already attending Cardinal Newman Catholic School.
3. Catholic children from other schools (see note c.).
4. Other children who are considered to have an exceptional or compelling need, supported by written evidence, who we are uniquely placed to support and therefore would benefit from being at Newman College
5. Siblings of students already attending CNCS or Newman College
6. Children of CNCS staff
7. Students joining one of the Newman College Academies.
8. All other students

### **Final Tiebreaker:**

Priority will be given to children living closest to the college determined by the shortest distance (see note d.).

### **Application Procedure**

All students must apply via the online application system in the Newman College section of the school website ([www.newmancollege.co.uk](http://www.newmancollege.co.uk)).

Students should check the entry criteria listed in the college prospectus. When a course becomes full, students will be offered an alternative, or placed on a waiting list until space on the course of their choice becomes available. Students can only be admitted if they meet the academic pathway qualifications.

If you need help making an application, please contact the Senior Sixth Form Administrator at Newman College (telephone number: 01273 234332 or email [v.butler@cncs.co.uk](mailto:v.butler@cncs.co.uk)).

### **Letting You Know The Decision**

You will be contacted within 2 weeks of your interview. If you wish to accept the place allocated you must complete and return the Newman College student registration form link sent within your offer email.

### **Waiting List**

If the college is oversubscribed, students who have not been offered a place at the school may ask to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a student's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. The waiting list will be maintained for one term. The waiting list will be ranked in line with the oversubscription criteria each time a student is added to the list. For the applications to go on the waiting list the parent/carer should put their request in writing to the Senior Sixth Form Administrator, Newman College.

[It should be noted that no matter how long a student's name has been on the waiting list, their position on the list may change if the College adds a student's name to the list, which has a higher priority according to the oversubscription criteria].

### **Appeals**

If your child is not offered a place at Newman College and you wish to appeal, please contact the Senior Sixth Form Administrator at Newman College. You will receive an acknowledgement of your appeal within five working days. Appeals will be heard by an independent appeals panel and their decision is binding on both parties. Appeals by students with an EHCP, where Newman College is their named institution, should follow the Local Authority EHCP procedures to make their appeal.

### **In-Year Admissions**

Applications should be made directly to Newman College. If a place is available and there is no waiting list, then the governing body will admit the student if the entry criteria has been met. If more applications are received than there are places available, then the applications will be ranked by the governing body in accordance with the oversubscription criteria listed above. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will then be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of oversubscription criteria and not in the order the applications are received. Names are removed from the list after one term in the academic year of admission. Where a college place is

available, but a particular course is full an alternative course will be offered but the students must meet the academic requirements set out for each particular course.

### **Giving Us The Wrong Information**

If an applicant or their parent/carer is found to have supplied false or incorrect information to gain a place at this college, the governing body reserves the right to withdraw any offer of a place, even if the student has already started college. An example of false/incorrect information would be used as an address that is not the student's normal residence.

### **Notes (These form part of the admission arrangements)**

a. 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.

b. A 'Looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (i) in the care of a local authority or (ii) 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 arrangement order or special guardianship order.

c. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Latin Rite (Roman Catholics) and the Eastern Catholic Churches (see Appendix 3 of the Diocesan Admissions Guidance for a list of Churches in full communion with the See of Rome). 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 who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received into the Church if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family). For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. In terms of an application to this school, a child will not be treated as Catholic if the date for baptism or the ceremony of acceptance into the Catholic Church is after the closing date for applications. 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.

d. Distance: Distance will be measured in a straight line from the child's home address to the nearest gate for pupils to use at the school using the Local Authority's computerised measuring system. A child's home address is considered to be a residential property that is the child's only/main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the pupil's home address that applies at the closing date for applications and which is either owned by the child's parent, parents, or guardian OR leased or rented by the child's parent, parents or guardian under a lease or written rental agreement. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the 'home address' will be regarded as the one at which the child sleeps for the majority of weekday nights. If two addresses are provided, the Local Authority will decide which address should be used as the main residence for the purpose of processing the application as they only accept one current address. Parents/carers must notify the school about any address changes during the application deadlines to ensure all applications are treated in the same way. In some cases, applicants who live in the same block of flats may share the same address point. In such cases, applicants will be considered to be living equidistant from the school. In the unlikely event that any two or more children live equidistant from the school, and in all other ways have equal eligibility for a place, the names will be issued a number and drawn randomly to decide which child receives priority. This will be supervised by a person independent of the school.

e. Parents/Carers: A parent/carer 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.

f. Applications should be made with consideration to Newman College's entry requirements for Programmes of Study. Meeting the College entry requirements also applies to students with an EHCP.

g. The College will only accept applications for full -time programmes of study and students studying with us agree a contract to remain on a full time Programme of Study throughout their time at the

college. Students are expected to attend lessons in person and we do not offer remote or independent learning packages. Students who have chronic conditions that prevent them from attending lessons will be offered a deferred start date and will join the college when deemed practical by a relevant professional.

If you would like help with the admissions process, please contact the Senior Sixth Form Administrator, Newman College directly on [v.butler@cncs.co.uk](mailto:v.butler@cncs.co.uk).