

# **Corpus Christi Catholic College**

**‘Laborare est orare’ To work is to pray**

## **Policy & Procedures**

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### **Admissions Policy 2025/26**

**Reviewed and approved by:**

**Approval date: January 2024**



**The  
St Gregory the Great  
Catholic Academy Trust**

## **CORPUS CHRISTI CATHOLIC COLLEGE ADMISSION POLICY 2025/26**

Corpus Christi Catholic College was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its academy company 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 these admission arrangements.

St Gregory the Great Catholic Academy Trust is the admission authority and has delegated responsibility for admissions to this school to its local Academy Council. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **192** pupils to Year 7 in the school year which begins in September, 2025.

The admission authority 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 PAN.

### **Pupils with an Education, Health and Care Plan (see 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.

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:*

1. Catholic looked after children and previously looked after Catholic children or looked after/previously looked after children from Catholic families. (see notes 2 & 3).
2. Catholic children with a sibling who attends Corpus Christi Catholic College. (see notes 3 & 6).
3. Catholic children who attend the following feeder primary schools: St Theresa's Catholic Primary School, Corpus Christi Catholic Primary School, St Nicholas Catholic Primary School, Our Lady of Good Counsel Catholic Primary School and live within the defined area of the schools (see notes 3 & 4).
4. Catholic children who live in the above named defined areas. (see notes 3 & 4).

5. Catholic children who currently attend one of the Catholic primary schools (listed in 3 above) but do not live in the defined area.
6. Other Catholic children. (see note 3).
7. Other looked after and previously looked after children with a sibling who attends Corpus Christi Catholic College. (see note 2 & 6).
8. Other looked after and previously looked after children. (see note 2).
9. Members of an Eastern Christian Church. (see note 5).
10. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see note 7)
11. Other children with a sibling who attends Corpus Christi Catholic College.
12. Other children who currently attend one of the following Catholic feeder primary schools, St Theresa's Catholic Primary school, Corpus Christi Catholic Primary School, St Nicholas Catholic Primary School, Our Lady of Good Counsel Catholic Primary School
13. Other children.

### **Tie Break**

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated by the Local Authority admissions team, they use LLPG coordinates on each school and residential property. Straight line distance is then measured between the two sets of coordinates using GIS mapping. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

An application form, known as the Common Application Form must be completed online by 31 October 2024. Apply online to <https://www.leeds.gov.uk/schools-and-education/school-admissions>. Paper copies of Common Application Form (CAF) are available upon request. Failure to complete a common application form would mean that the application is not valid.

If parents/carers feel that they should be in a specific category i.e. Catholic, then they are required to complete a Supplementary Information Form and provide the required evidence. The Supplementary Information Form is attached to this policy and must be submitted by 31 October 2024 to the school [admissions@corpusleeds.org](mailto:admissions@corpusleeds.org) or Admissions Officer, Corpus Christi Catholic College, Neville Road, Leeds, LS9 0TT. Therefore, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

You will be advised of the outcome of your application on 1 March 2025 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. See the Leeds City Council website for full details:

<https://www.leeds.gov.uk/schools-and-education/school-admissions/school-appeals>

### **Late Applications**

If you return the Common Application Form after the deadline we cannot consider your application at the same time as those received on time. Late applications will be dealt with once all other applicants have been considered in accordance with the published Local Authority Co-ordinated admissions scheme.

### **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 [admissions@corpusleeds.org](mailto:admissions@corpusleeds.org) at the same time as the admission application is made. The admission authority 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 admission authority 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 normal admission round and the child will be admitted where there are available places. Applications should be completed online and submitted to the Local Authority. See the Leeds City Council website for full details:

<https://www.leeds.gov.uk/schools-and-education/school-admissions/before-you-move-schools>

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power even where admitting the child would mean exceeding the PAN.

**The admission authority 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.**

### ***Notes (these notes form part of the oversubscription criteria)***

1. 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 an 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 admission authority) 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 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, alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome.
4. **Defined area** is a geographical area for the purposes of this policy as determined by the Diocese of Leeds. Please see school website [www.corpusleeds.org](http://www.corpusleeds.org) for defined area maps
5. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. **Sibling(s)** 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, living at the same address at the time of admission;
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application

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 creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in scriptures and is committed to working in the spirit of the above. All members of Churches Together in England 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.

Children of other faiths means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' as 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.

8. A '**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.
9. 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.