

<p>This form must only be completed by someone who has parental responsibility for the child. Before completing this form, the application should be discussed with all those who have parental responsibility.</p>			
DATA CAPTURE SHEET / IN YEAR APPLICATION		Date of application: _____	
Childs Forename			PART A
Child Surname			
Childs Date of Birth:	MALE / FEMALE *please delete		
Childs Home Address: <i>this should be the child's normal place of residence</i>			
Including Postcode:			
<p>✓ If you have moved into the Oldham Borough you will need to register with the Local Authority. Evidence of residency will be required. Please contact 0161 770 4213 for further advice.</p>			
Year Group:		Year taught in	
Childs Religion:	All Catholic applicants must submit a Catholic baptism certificate with this form		
Childs Ethnicity:			
CURRENT/MOST RECENT SCHOOL ATTENDED			
Current/last school Name			
Address of school:			
Tel No of school			
Start date at school:		End date/last date attended:	
Full reason for this transfer request:			
ANY OTHER PREVIOUS SECONDARY SCHOOLS ATTENDED			
Previous school Name			
Address of school:			
Tel No of school			
Start date at school:		End date/last date attended:	
Reason for leaving:			
<p>✓ If you are new to the UK you will need to provide identification, e.g. A birth certificate/Home Office papers/ID card /Passport.</p>			
Is your child a new arrival to the UK?	YES / NO *please delete	New Arrival Date:	
Country of birth		Country arrived from:	
Can your pupil speak English?	YES / NO *please delete	Is English spoken as a second Language	YES / NO *please delete

Home Language spoken		Country child last attended school	
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If Parents live at separate addresses please indicate		PART B
Name of 1 st parent/carer living at same address		
Relationship		Telephone numbers
Name of 2nd parent/carer living at same/different address		
Add Address		
Relationship		Telephone numbers
Names of any person with whom child should not have contact - details of any court order etc		
Reason:		
Siblings in Newman RC College		Name & Year
Does your child have an Education Health Care Plan?		YES / NO *please delete
If YES when was this plan started and how many hours support does your child receive?		
Does your child have any other SEND support? If yes please detail, <i>please continue on separate sheet if required</i>		
Has your child been permanently excluded from any school? If Yes which school?		YES / NO *please delete
Date and Reason:		
Has your child had any Fixed term Exclusions? If yes please add details		YES / NO *please delete
Does your child have a Pastoral Support Plan Or an Individual Educational Plan in place? If yes please attach copies		YES / NO *please delete
Is your child Looked After by a Local Authority [In Care]		YES / NO *please delete
If yes which Local Authority _____		
Is your child subject to a Child Arrangement Order or Special Guardianship Order?		YES / NO *please delete
Please inform us if there are any other agencies involved with your child e.g. Social Care, Educational Psychologists, Youth Offending Team, Education Attendance Service, QEST, CAMHS, Health Authority etc.		
Agency Named contact		Telephone number
If your child has already selected their options subjects please list them below:		
Subject _____		
Subject _____		
Subject _____		
Subject _____		

In accordance with the College Admissions Policy the Governing Body reserve the right to withdraw the offer of a college place where false or misleading evidence is received in relation to baptism, sibling connections or place of residence. The admissions Policy is available via Oldham Council Admissions or directly on Newman College website.

I declare that all the information I have provided is true.

Signed		Dated:
Relationship:		

Guidance notes for parents/Carers

Blessed John Henry Newman RC College is an 11-16 co-education Catholic Secondary College under the trusteeship of the Diocese of Salford. It is maintained by Oldham Local Authority. As a Voluntary Aided College, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. As a Voluntary Aided RC College, we are designated as having a religious character [commonly known as a faith school] and are approved to use faith-based oversubscription criteria and allocate places by reference to faith where the College is oversubscribed. The co-ordination of admissions arrangements is undertaken by the Local Authority. As a Catholic College, the governors aim to provide a Catholic education for all pupils. Although Catholic children have priority of admission, this does not affect the right of an applicant who is non Catholic to apply for a place for their child at the college. Newman RC College welcomes applications from those of other denominations and faiths, or of none.

Parents are advised to read the Admissions Policy [www.newmanrc.oldham.sch.uk] before deciding to make an application.

Why transfer?

The decision to transfer schools should be carefully considered. A settled school placement throughout the primary or secondary phase is important, not only to give a child the best possible educational opportunities, but also to help social and emotional development. Transferring schools mid-year can be disruptive and detrimental to a child's education. If your child is having difficulties at school or you are considering a transfer for other reasons, please discuss the issues with your child's class teacher, head of year or Headteacher before you complete the form. Often the issues can be resolved within the school. We do realise that in some circumstances it may be necessary to transfer your child to another school, for example, if you are moving house on a permanent basis and the distance would make it impossible for your child to attend their current school.

Transfer requests that are based on medical conditions or exceptional family circumstances may require you to provide evidence from your GP, Social Care, etc. This information will be treated confidentially.

- Behaviour: changing school can sometimes help improve a child's behaviour but this is not always the case. It is important that everyone works together to address and try to resolve the difficulties. Parents are asked to consider how much support your child currently receives and if moving might jeopardise that.
- Bullying: all schools have an anti-bullying policies and can often resolve issues if given the chance. Before making the decision to transfer please consider if the school has been given the opportunity in which to resolve the situation.
- Disagreement: if the disagreement is with the school please contact them to allow the opportunity to work towards putting things right.
- Year 9 to 11. Parent need to be aware that a new school in these year groups may not be able to match a child's existing curriculum or offer the same subjects. Even if subjects can be matched exam boards may differ meaning the syllabus will be different and work your child has already undertaken may be irrelevant. This can mean your child would have to catch up with months or a full academic year of work in order to catch up with their peers.
- Uniform: a change of school will also mean the cost of a full new uniform.
- Travel: please consider how your child will travel to a new school and additional costs this could incur.
- Peer Groups: if your transfer is due to negative impact from peers you should also consider that there are also negative implications to transferring schools. It is always better to work with the current school to address matters before moving a child from an established friendship group. There are many effective pastoral support tools in place to assist with broken relationships and parents should speak to the school first.

If you decide a transfer is appropriate, what is the next step?

Supplementary information needs to be included including the child's Catholic baptism certificate for those who are baptised as Catholic children

- **Remember:** You are responsible by law for ensuring your child's attendance at school. Unless your child has been permanently excluded he/she will remain on roll and is expected to attend their current school until the school transfer has been completed.
- **Important:** Generally pupils are only admitted at the start of a school new term (January/April/September) unless their current/previous school is inaccessible or the college Governors have agreed there are exceptional circumstances.

Who has parental responsibility?

Transfer requests must be discussed with all those with parental responsibility for the child. In law this responsibility is given to:

- A mother automatically has parental responsibility for her child from birth.
- Both parents if they are married to each other at the time of the birth or jointly adopt a child; this never ends, even if they divorce or separate.
- Unmarried fathers may acquire parental responsibility by jointly registering the birth of the child with the mother (from 1 December 2003), by obtaining a parental responsibility order from the courts, by entering into a parental responsibility agreement with the mother, or by obtaining a residence order.
- Other adults may obtain parental responsibility if a child arrangement order or special guardianship order is made in their favour and will last as long as the order is in force.

Will my application be successful?

If there are places available and your child is at the top of the waiting list, a governors meeting will be held and places offered in accordance with the Admission Policy. Please note positions on the list are in order of the oversubscription criteria and not on a first come basis.

Your application will be refused in certain circumstances:

- If there are no places in the particular year group. You will be placed on the waiting list. Parents have the right of appeal for a place at the college via the Local Authority.
- The Admission Authority may decide to refuse the transfer of a child to a school who falls within the definitions of the Fair Access Protocol.

Newman RC College are unable to determine how long your child is likely to be on a waiting list. Places can fluctuate as other applications arrive or leave the list. Please refer to the College Admissions Policy for further details.

I have read the above information – signed _____ Parent

Failure to ensure all sections are completed and relevant paperwork is provided will result in the form being returned for completion.

Checklist:

- | | |
|------------------------------------|--------------------------|
| Application form | <input type="checkbox"/> |
| Supplementary Form | <input type="checkbox"/> |
| Roman Catholic Baptism Certificate | <input type="checkbox"/> |
| Any other relevant documentation | <input type="checkbox"/> |
| • Pupil Progress report | <input type="checkbox"/> |
| • Attendance | <input type="checkbox"/> |

Any queries please contact the college on 0161 785 8858

Please return this form to:

Mrs Hodgkin

Admissions Officer

Blessed John Henry Newman RC College, Broadway, Chadderton, Oldham, OL9 9QY




**NEWMAN RC COLLEGE SUPPLEMENTARY INFORMATION FORM:
'IN YEAR' ADMISSIONS**

Dignity & Excellence

Please complete BOTH sides of this form and return to:

Mrs. Hodgkin, Admissions Officer
Blessed John Henry NEWMAN RC College
Broadway, Chadderton, Oldham, OL9 9QY

CHILDS FULL NAME: _____		tick which criteria apply 												
Please read in conjunction with the Admissions Policy and tick which criteria your application is eligible to be judged on. <u>Please do not leave blank</u>														
<i>Criteria's 'b to d and g' will be required to provide a copy of the child's baptism certificate</i>														
	Children who are Looked After or were previously Looked After													
	Baptised Catholic children attending the following Catholic Partner Primary Schools <table border="0" style="width: 100%;"> <tr> <td>i. Corpus Christi RC Primary</td> <td>vii. St Herbert's RC Primary</td> </tr> <tr> <td>ii. Holy Family RC Primary</td> <td>viii. St Joseph's RC Primary</td> </tr> <tr> <td>iii. Holy Rosary RC Primary</td> <td>ix. St Mary's RC Primary</td> </tr> <tr> <td>iv. SS Aidan and Oswald's RC Primary</td> <td>x. St Patrick's RC Primary</td> </tr> <tr> <td>v. St Anne's RC Primary School</td> <td>xi. St Theresa's RC Primary</td> </tr> <tr> <td>vi. St Edward's RC Primary</td> <td></td> </tr> </table>	i. Corpus Christi RC Primary	vii. St Herbert's RC Primary	ii. Holy Family RC Primary	viii. St Joseph's RC Primary	iii. Holy Rosary RC Primary	ix. St Mary's RC Primary	iv. SS Aidan and Oswald's RC Primary	x. St Patrick's RC Primary	v. St Anne's RC Primary School	xi. St Theresa's RC Primary	vi. St Edward's RC Primary		A COPY OF THE RC BAPTISM CERTIFICATE IS REQUIRED FOR B to D & G
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c	Baptised Catholic children who have a sibling living at the same address and who will be on roll at the college at the time of admission													
	Baptised Catholic children living in an associated parish and attending another Catholic Primary school different from those primaries listed above in criteria b													
	Non-Catholic children attending a Catholic Partner Primary School as those schools listed above in criteria 'b'													
	Children of staff who are/have been permanently contracted to work at the College for a period of 2 years at the time of both application and of admission, or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage													
	Other Baptised Catholic children													
	Non-Catholic children who have a sibling living at the same address and who will be on roll at the College at the time of admission													
	Other children													

Please complete part 1b overleaf

SUPPLEMENTARY INFORMATION FORM [SIF]

Please complete in BLOCK CAPITALS and return to Newman RC College

PUPIL DETAILS:**LEGAL****SURNAME** _____**LEGAL****FORENAME[S]** _____**DATE OF
BIRTH** _____**ADDRESS** _____**POSTCODE** _____**IS YOUR CHILD?****BAPTISED ROMAN CATHOLIC**

If this box is ticked

Parent/legal guardian **MUST**
provide a copy of the Baptism
Certificate with this form.☐**NON CATHOLIC**☐**FOR BAPTISED ROMAN CATHOLIC APPLICANT ONLY [PUPIL]**MONTH OF THIS APPLICANTS RC
BAPTISM _____

YEAR _____

NAME OF PARISH/RC CHURCH _____

PARISH LOCATION [TOWN/CITY] _____

**SIGNED [Legal
parents/Guardian]** _____**NAME
please print** _____**RELATIONSHIP** _____**DATE** _____*** Any incomplete forms will be classed as CRITERIA i [Other children]**Please refer to Newman RC Admission's Policy which is available via
Oldham Local Authority and on www.newmanrc.oldham.sch.uk