



Cardinal Heenan Catholic High School, Leeds Admission Policy 2025/26

Cardinal Heenan Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, 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 Governing Body is the admission authority and has responsibility for admissions to the school. 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 182 pupils to Year 7 in the school year which begins in September 2025. (See Note 7)

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. Baptised Catholic looked after Children and previously looked after Baptised Catholic children or looked after/previously looked after children from catholic families (see Notes 2 and 3)
2. Baptised Catholic children with a sibling who attends Cardinal Heenan Catholic High School (see Notes 3 and 4)
3. Baptised Catholic children who live in the primary school defined areas and attend one of the Catholic primary schools serving the areas of; St Augustine's Catholic Primary School a Voluntary Academy; Holy Name Catholic Voluntary Academy; Immaculate Heart of Mary Catholic Primary School, A Voluntary Academy; Sacred Heart Catholic Primary School, A Voluntary Academy; St Paul's Catholic Primary School, V.A.; and St Urban's Catholic Primary School, a Voluntary Academy. Baptised Catholic children who live in the Holy Rosary defined area and attend Holy Rosary and St Anne's Catholic Primary School (see Note 5)
4. Baptised Catholic children who live in the above named defined areas (see Notes 3 and 5)



5. Baptised Catholic children who currently attend one of the Catholic primary schools (listed in 3) but do not live in the defined area (see Notes 3 and 5)
6. Other Baptised Catholic children (see Note 3)
7. Other looked after and previously looked after children with a sibling who attends Cardinal Heenan Catholic High School (see Notes 2 and 4)
8. Other looked after and previously looked after children (see Note 3)
9. Members of an Eastern Christian Church (see Note 6)
10. Other children with a sibling who attends Cardinal Heenan Catholic High School (see Notes 4 and 8)
11. Other children who currently attend one of the Catholic primary schools serving the areas of Cardinal Heenan Catholic High School (listed in 3)
12. Any 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, the available places will be offered to those living nearest to the school; 'straight line distance' will be used as the measure. (see Notes 8 and 9)

If two or more pupils live equidistant from the school, places will then be decided by random allocation. (see Note 10)

Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation. (see Note 10)

Normal Admission Round - Applying for a Year 7 place 2025/26

Children born between 1 September 2013 and 31 August 2014 are due to start secondary school in September 2025. You will receive a letter from Leeds City Council in September 2024 reminding you to apply and complete the online Common Application Form that can be found on their website in the section 'Apply for a school place' no later than 31 October 2024. You can still apply if you do not get a letter. It is recommended you choose 5 schools to give your child the best chance of getting a place at a school you prefer, making sure you preference Cardinal Heenan Catholic High School.

[Apply for a secondary school \(leeds.gov.uk\)](https://leeds.gov.uk)

Failure to complete an online Common Application Form would mean that the application is not valid.

You are also requested to complete our Supplementary Information Form ("SIF") and provide the required evidence if you wish to be considered within our oversubscription criteria listed above. The SIF can be found on our website by following the link below and returned to admissions@cardinalheenan.com or post to Admissions, Cardinal Heenan Catholic High School, Tongue Lane, Leeds, LS6 4QE no later than 31 October 2024.

[Admission for Year 7 in September 2025 - Cardinal Heenan](#)

If you do not provide the information required in the SIF and return it by the closing date, along with the required evidence, your child may not be placed in a Catholic criteria, and this may affect your child's chance of being offered a place.



Parents/Carers will be advised of the outcome of your application on 1 March 2025 or the next working day 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 and advised of your right of appeal to an independent appeal panel. See the Leeds City Council website for full details:

[School appeals \(leeds.gov.uk\)](https://www.leeds.gov.uk/schools-and-education/school-admissions/school-appeals)

Late Applications

Any applications received or changed after this date will only be considered after national offer day. These are called late applications. Offers will be made at the first reallocation from waiting list requests.

In Year Applications

An application can be made for a place for a child in Years 7 to 11 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 Leeds City Council's website for full details:

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

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In Year Transfer - Cardinal Heenan

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 below).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

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

Waiting Lists

We hold a waiting list after national offer day. How to add your child to a waiting list will be explained in the offer or decision letter you are sent.

If your child is added to a waiting list after offer day and a place becomes available before the new school year starts, the Local Authority will automatically allocate the place at your higher preference school and automatically withdraw the place at a lower preference school to give it to another child, even if you have accepted that place.

We hold waiting lists for all the year groups as follows:

- your child's place on a list is decided by the oversubscription criteria in the school's admission policy (the rules for prioritising places)
- each time a child is added or removed, the list is ranked again and your child can move down if another child meets higher criteria
- the waiting list will close at the end of the academic year (July). You must reapply for a new school place to be on the list the following year



- looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list

Inclusion in the school's waiting list does not mean that a place will eventually become available.

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside of 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 The Headteacher, Cardinal Heenan Catholic High School, Tongue Lane, Leeds, LS6 4QE at the same time as the 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 headteacher, including the headteacher'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/carers and of appropriate medical and educational professional as appropriate.

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 when 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. For a child to be treated as a **Baptised Catholic**, evidence of Catholic baptism or reception into the Church will be required. 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 law of the Church.

Looked After Children from Catholic Families – this has a dual meaning. It could be the child themselves who are baptised Catholic or it could be the family who are caring for the child that is Catholic. If it is the child who is a baptised Catholic normal rules apply and a baptism certificate should be seen by the admission authority. However, (in limited situations) this may not always be possible and in these cases the admission authority should seek to ensure that there is evidence that



the child has been baptised. If a child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a letter from a priest evidencing the baptism of the parent/carer.

4. **Sibling(s) (brother or sister)** includes:
 - (i) all natural brothers or sisters, (including step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission.; and
 - (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.
5. 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.
6. **Defined area** is a geographical area for the purposes of this policy as determined by the Diocese of Leeds. Please see our school website [Defined Area Maps - Cardinal Heenan](#) for defined area maps
7. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that church.
8. **Twins or triplets (or multiple births)** - where a family of twins or triplets request admission and if one sibling has been offered the last available place the other twin/triplets are offered a place.
9. **Live** - In all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or guardian's address for admission purposes. You cannot lodge a child with a friend or relation in order to gain a place at a school. For admissions purposes only one address can be used as a child's permanent address. When a child lives with more than one parent/carer, at different addresses, we will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.
10. **Distance measurements** - We use a straight-line distance measurement. The program measures the straight-line distance from a defined LLPG point on the main school building to a defined point on your home address.

The point we measure to at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home.
11. **Random allocation** – this is only to be used when the last place to be offered would fall into one of the two categories above i.e. children living in a block of flats or children who live equidistant from the school using straight line distance criterion. An independent person will be used to make the random selection.

