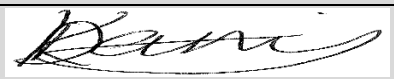
St Benedict's Catholic High School

ADMISSIONS POLICY 2027-2028

Approved by[1]	
Name:	**Kayleigh Daniels**
Position:	**Chair of Governors**
Signed:	
Date:	**September 2025**
Review date[2]:	**September 2026**

St Benedict's Catholic High School
1971

ADMISSIONS POLICY 2027-2028

Admission to Year 7 and In-Year Transfers

St Benedict's School is an 11-18 co-educational Roman Catholic Secondary School under the trusteeship of the Diocese of Lancaster. As a Voluntary Aided school, the Governing Body of St Benedict's School is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admission arrangements is undertaken by the Local Authority.

For the school year commencing September 2027, the Governing Body has set the Year 7 admission number at 186.

Our identity as a Catholic school and the inspiration we receive from the life of St Benedict shapes our ethos and spirit, placing the developing child at the centre of everything we do. We aim to provide a vibrant experience of Christian community where everyone can flourish. Cooperation, consideration, mutual respect and care for each other determine the quality of our relationships. The Governors recognise that the first responsibility of the school is to serve the Roman Catholic community for which it was established. This is focused on the nominated parish communities and the associated Catholic primary schools which are partners in providing for those communities. In establishing the oversubscription criteria, the Governors have also taken note of the emphasis placed on supporting children in public care, as detailed in the Code of Practice produced by the Department for Education.

St Benedict's School's nominated parishes are as follows:

- St Begh's Whitehaven
- St Benedict's, Mirehouse, Whitehaven
- St Mary's, Cleator and St Joseph's, Frizington
- St Mary's, Egremont
- St Mary's, Kells

St Benedict's School's associated Catholic Primary Schools are as follows:

- St Begh's, Whitehaven
- St Bridget's, Egremont
- St Joseph's, Frizington
- St Patrick's, Cleator Moor
- St Mary's, Kells

Pupils with an Education, Health and Care Plan

The admission of pupils with a statement of Special Educational Needs or 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.

Allocation of places will be in accordance with parental preference as far as possible. The limitations on this will be those provided for by Section 86(2) of the Education Act 1998, which

states that an Authority need not comply with the parental preference for reasons which include:

- where to admit the child would prejudice the provision of efficient education or the efficient use of resources.
- where the child has been permanently excluded from two or more schools.

All preferences listed on the Local Authority Preference Form will be considered on an equal basis. Where St Benedict's School receives more applications than it has places available, the following oversubscription criteria will be applied in order of priority once, within the Published Admission Number, places have first been allocated to children who have an Education, Health and Care Plan (EHCP), which names the school:

(a) Roman Catholic children who are looked after children or previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. *[See notes 1 & 2]*
(b) Other children who are looked after children or previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
[See note 2]
(c) Any Roman Catholic child.
(d) Other children in an associated Catholic Primary School
(e) Other children with a sibling in the school in Years 7 – 13 at the date of the admissions' deadline. *[See note 3]*
(f)Catechumens and members of an Eastern Christian Church[See note 4]
(g) Children of staff employed by the Governing Body on a permanent contract at the date of the admissions' deadline: (a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
(h) Other children

Decisions on admission to the school in Year 7 for September 2027 will be made in accordance with the above criteria. Late applications will be considered in the light of whether any places remain available. *[See notes 5 & 5]*

Supplementary Information Form

All Applicants are required to complete a Supplementary Information Form (SIF) in addition to applying for a school place on the Cumberland Council Website (Common Application Form). The SIF must be completed and returned directly to the school office or via email to Year7admissions@st-benedicts.cumbria.sch.uk

Application Procedures and Timetable

To apply for a place at this school in the normal admission round[1], you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under any oversubscription criteria. The Supplementary Information Form should be returned to the School Office by 31st October 2026.

[1] This is for admission to the school at the start of the school year in September and not for applications made in-year.

You will be advised of the outcome of your application on 2nd March 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, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in the correct category, and this may affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31st October 2026.

Oversubscription Criteria

If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. The closest measured distance in a straight line from the front door of the applicant's address to the main entrance door of St Benedict's School (which shall be the door to the school on the eastern gable wall within the Winter Garden of Campus Whitehaven) will be the deciding factor in these cases. This will be decided using the measurements provided by the Local Authority (Cumberland Council).

If there are two or more children equidistant and only one place remaining the school will either:

- use a random lottery, picking names out of a hat in the presence of an independent witness, as the final tiebreaker; or
- where twins, triplets or children from other multiple births are resident at the same address, and allocating the final available place to one of them would mean some sibling(s) being excluded, then all will be allocated a place at the school.

For children who are the subject of shared parental custody the school will use the address which is the child's main place of residence as determined by which parent is in receipt of child benefit. If parents do not qualify for child benefit, then the address will be the address the child spends the most number of nights each week.

Parents/Carers who change address before their child takes up the place allocated, and who would consequently prefer a different school, should inform the School Admissions Team immediately on 01228 221582. If the move has not been completed, supporting evidence such as a solicitor's letter or a letter from the Housing Department will be needed.

Waiting Lists

Subject to any provisions regarding waiting lists in Cumberland Council's co-ordinated admission scheme, the school will operate a waiting list. Where in any year the school receives more applications for places than there are places available, an initial waiting list will operate until 31st December 2027. This will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Names will be removed from any waiting list at the end of each term. Those applicants wishing to remain on the waiting list must notify the school in writing.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Late Applications
Late applications for school places which are received after the closing date of October 31st 2026, will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all other applications received on time. The late application will be dealt with after this process. You are encouraged to ensure that your application is received on time.

Arrangements for admitting pupils to other Year Groups, including to replace any pupils who have left the school/ In-Year transfers
Where a parent wishes to change school for any reason St Benedict's School will only offer a place if there is space available. If no places are available applicants will be offered the opportunity to be placed on a waiting list. Applications will be ranked in accordance with the oversubscription criteria set out for the current academic year and not in the order in which the applications are received or placed on the waiting list. If a place becomes available, the oversubscription criteria for the current academic year are reapplied to all those on the waiting list and a subsequent reordering of the waiting list may take place. Names will be removed from the waiting list at the end of each term. Those applicants wishing to remain on the waiting list must notify the school in writing.

St Benedict's School will participate in Cumberland Council's In-Year Fair Access Protocol.

Appeals
The parents/carers of students, who are not offered a place, have the right to appeal against non-admission. Appeals should be made in writing to the Chair of Governors at the school address within 28 calendar days of the date of the letter advising that a place at St Benedict's has not been allocated.

Notes:
1. A 'Roman Catholic' child is one who has been baptised into the Roman Catholic Church or who has subsequently been formally received into the Roman Catholic Church. In both instances, evidence of such baptism or reception will be required.
2. A looked after child is a child who is (a) in the care of a local authority, (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989), or (c) looked after or previously looked after outside of England. A previously looked after child is one who has ceased to be looked after because they were adopted or have become subject to a Child Arrangements Order or special guardianship order.
3. Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling. Older children can be considered to 'qualify' a younger child under the sibling link in priority (e) of the criteria provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit.
4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
5. If in any year St Benedict's School receives more applications for places than there are places available, the school will operate a waiting list. All unsuccessful applications

will be automatically added to the waiting list. The child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above.

6. Parents/ Carers have a statutory right to submit an appeal for a place at their preferred school if their application for a place has been unsuccessful. Appeals should be made in writing to the Chair of Governors at the school address within 28 calendar days of the date of the letter advising that a place at St Benedict's has not been allocated.

Admission to Sixth Form

The West Cumbria Catholic Sixth Form Centre is an integral part of the school and students who have been educated at St Benedict's School, Whitehaven & St Joseph's School, Workington during Year 11, will automatically be eligible for the Sixth Form so long as they meet the minimum entry requirements. The A level courses are 2-year courses and must be completed by the date of the student's 19th birthday.

Applications are welcomed from students who attended other high schools and wish to apply for a place at St Benedict's Sixth Form. To be admitted to St Benedict's Sixth Form, all students must meet the minimum entry requirements.

The Planned Admissions Number (PAN) is 80.

Any student who has an Education, Health and Care Plan (EHCP), which names St Benedict's Sixth Form, will be admitted to Year 12 provided they meet the minimum entry requirements.

Oversubscription Criteria for Sixth Form

If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. The closest measured distance in a straight line from the front door of the applicant's address to the main entrance door of St Benedict's School (which shall be the door to the school on the eastern gable wall within the Winter Garden of Campus Whitehaven) will be the deciding factor in these cases. This will be decided using the measurements provided by the Local Authority (Cumberland Council).

If there are two or more children equidistant and only one place remaining the school will either:

- use a random lottery, picking names out of a hat in the presence of an independent witness, as the final tiebreaker; or
- where twins, triplets or children from other multiple births are resident at the same address, and allocating the final available place to one of them would mean some sibling(s) being excluded, then all will be allocated a place at the school.

For children who are the subject of shared parental custody the school will use the address which is the child's main place of residence.

Parents/Carers who change address before their child takes up the place allocated, and who would consequently prefer a different school, should inform the School Admissions Team immediately on 01228 221582. If the move has not been completed, supporting evidence such as a solicitor's letter or a letter from the Housing Department will be needed.

Application for places is based on meeting the individual requirements of the courses that the student wishes to pursue.

Minimum Entry Requirements for Year 12

Our post 16 curriculum is designed to give students the highest academic qualifications which will allow them to pursue university degree level study or higher level apprenticeship study. The process of careers information advice and guidance begins early and continues throughout year 11 to help students understand the entry requirements for A level study and to help them make informed choices.

Our minimum entry requirement is published annually on our website. All our subjects have specific entry requirements which are also available on our website.

Students enter St Benedict's Sixth Form at 16 and pursue a two-year course leaving at 18. In rare instances a student with particular circumstances may be admitted to the sixth form at 17 to complete a two-year course of study as long as all entry requirements are met. In such cases decisions will be made on an individual basis.

Where a student at St Benedict's Year 12 wishes to change A level courses, they have a three-week period from the September start date in which to request this change.

We are funded as an 11-19 school. Therefore, admissions beyond this range must be referred to an FE establishment and will not be considered by the school.

To enrol as a full-time student, applicants must enrol for study pathways which incorporate a minimum of 580 guided learning hours each year. Usually this involves studying three A levels combined with other qualifications which **may** include resit GCSE Maths or English, Extended Project or Core Maths.

Appendix A Supplementary Information Form (SIF)

Supplementary Information Form

Diocese of Lancaster

St Benedict's Catholic High School, Whitehaven

Supplementary Information Form 2027/2028

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to St Benedict's Catholic High School office or via e-mail to** Year7admissions@st-benedicts.cumbria.sch.uk by the closing date **31 October 2026.**
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form on the Cumberland Council website.

Name of Child	
Address	
Primary School Currently Attending	
Parent/Carer Name:	
Parent/Carer Email:	

Criteria	Tick Box	Evidence: Insert details in accordance with the notes below
(a) Roman Catholic children who are looked after children or previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted	☐	Information will be received from the Local Authority Proof of baptism
(b) Other children who are looked after children or previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.	☐	Information will be received from the Local Authority
(c) Any Roman Catholic child.	☐	Proof of Baptism (Please enclose a copy of the certificate)
(d) Other children in an associated Catholic Primary School	☐	Information will be received from Primary School
e) Other children with a sibling in the school in Years 7 – 13 at the date of the admissions' deadline.	☐	Information held at the school
(f)Catechumens and members of an Eastern Christian Church[See note 4]	☐	Certificate of baptism or reception from the authorities of that Church.
(g) Children of staff employed by the Governing Body on a permanent contract at the date of the admissions' deadline: (a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.	☐	Information held at the school
(h) Other children	☐	

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Admission Authority may withdraw any offer of a place even if the child has already started school.

Signed…….. Date……