the DIOCESE of EAST ANGLIA

Admissions Policy - Secondary

NOTRE DAME HIGH SCHOOL

ADMISSIONS POLICY September 2027-28 academic year

Notre Dame High School was founded by the Sisters of the Order of Notre Dame de Namur in 1864 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 governing body as part of the Catholic Church in accordance with its trust deed and the Articles of Association of St John the Baptist Catholic Multi Academy Trust 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. We 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 the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements for the common point of entry to Year 7 in September. The governing body has set its Published Admission Number ("PAN") at 210 pupils to year 7 and 100 for external applicants to year 12 in the school year which begins in September 2027. The governing body will admit twins and all siblings from multiple births in admissions to Year 7, where one of the children is the last child ranked within the school's Published Admissions Number.

Pupils with an Education, Health and Care Plan (see note 1)

Children with an Education, Health and Care Plan (EHCP) that names the school will be admitted.

Oversubscription Criteria (Y7)

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 and previously looked after children (see notes 2,3&11)

2. Baptised Catholic children of staff who have been employed by the school for at least two years or are in a position where there is a demonstrable skills shortage (see notes 3&11)
3. Baptised Catholic children who are in named schools (see notes 3,4&11)
4. Other Baptised Catholic children (see notes 3&11)
5. Other looked after and previously looked after children (see note 2)
6. Catechumens and members of an Eastern Christian Church (see notes 5&6)
7. Children of staff who have been employed by the school for at least two years or are in a position where there is a demonstrable skills shortage
8. Children who are not Catholic but who are on roll at named schools (see note 4)
9. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 7)
10. Children of other faiths whose membership is evidenced by a religious leader (see note 8)
11. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) The attendance of a sibling at the school at the time of enrolment *(including the sixth-form)* will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 9).

(ii) After children in (i) above, priority will be given within each category by random allocation, which will be carried out independently by the Local Authority.

Application Procedures and Timetable

Year 7 places (September 2027)

To apply for a place at this school in the normal admission round for Year 7 places, you **must** complete a Common Application Form available from the local authority in which you live. You are also requested to complete the school's Supplementary Information Form (SIF) if you wish to apply (available on the school's website and from the School Office). The Supplementary Information Form should be returned to The

Admissions Secretary, Notre Dame High School, Surrey Street, Norwich NR1 3PB by **31st October 2026**.

You will be advised of the outcome of your application for a place in year 7 on 1st 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 will be placed in the appropriate category based on the information available, 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 for year 7 applications, and 18th December 2026 for year 12 applications.

Owing to the complexity of the school's admissions arrangements, with applications made from more than one Local Authority we request that parents also complete a Supplementary Information Form. The school will write to all those who have applied for Year 7 places through local authorities to request a Supplementary Information Form which must be returned by 1st December 2026. This enables applicants to be placed into the appropriate category, otherwise they will be placed by default in the lowest appropriate category. This procedure has been discussed and agreed with Norfolk County Council Admissions Team.

After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:

- when a parent has failed to respond to an offer within a reasonable time, or
- when a parent has failed to notify the school of significant changes to the application information that may affect the processing of the application, or
- the governors were misled and offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

Late Applications

For Y7, late applications will be considered but will be given a lower priority than preferences received by the closing date.

For Y12, the published application deadline enables the School to plan staffing, curriculum provision and guidance activities effectively. Applications received after the

deadline will be considered as they are received, and in accordance with this policy. Whilst late applications will not be disadvantaged solely because they are submitted after the published deadline, places on particular courses, enrichment programmes or induction activities may no longer be available where capacity has been reached.

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 be maintained until 31st December 2027.

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

Year 12 places (September 2027 entry)

Admission to the Sixth-Form

Admission to the Sixth Form will be made through the website link to our Applicaa platform. The application window will open in October 2026 and close in December 2026; exact dates will be found on the school website. We welcome applications from students of all faiths and none who are willing to support and participate fully in the life and ethos of the school. Admission to the Sixth Form is open to both existing Notre Dame students and external applicants.

The Sixth Form is intended for students entering Year 12 immediately following compulsory secondary education. Applications will normally be accepted only from students who are under 18 years of age on 31 August in the year of admission. Applications from students aged 18 or over will be considered only where the school is satisfied that exceptional circumstances apply and that an appropriate programme of study can be provided.

Both internal and external pupils wishing to enter the Sixth Form will be expected to have met the same minimum academic entry requirements; these are shown in Appendices 1 and 2 of the determined policy and will be available on the Sixth Form pages of the school's website. All current Year 11 students at Notre Dame High School who meet the entry requirements will be admitted.

In addition to the minimum academic entry requirements for Sixth Form entry, pupils will need to satisfy minimum entrance requirements to the courses for which they are applying; specific requirements are can be found in Appendix 2

Where the number of external applications exceeds the number of places available in the Sixth Form, places will be allocated in the following order of priority:

1. Looked After Children (LAC) and Previously Looked After Children (Previously LAC) who achieve at least 42 GCSE points, from their top 8 GCSEs, including Grade 4, or above, in both English and Mathematics.

2. Notre Dame students who achieve at least 42 GCSE points, from their top 8 GCSEs, including Grade 4, or above, in both English and Mathematics.

3. Students with an Education, Health and Care Plan (EHCP) who achieve at least 42 GCSE points, from their top 8 GCSEs, including Grade 4, or above, in both English and Mathematics.

4. Students who were eligible for Free School Meals during their secondary education and who achieve at least 42 GCSE points, from their top 8 GCSEs, including Grade 4, or above, in both English and Mathematics.

5. All other external applicants who meet the minimum entry requirements of 42 GCSE points, from their top 8 GCSEs, will be ranked according to the total points score from their best eight GCSE qualifications. Places will be offered to those with the highest points scores first, until all available places have been allocated.

* For applicants with an EHCP who have taken 7 GCSEs, the entry threshold will be adjusted, proportionally, to reflect the number of qualifications taken; ensuring fairness and equity.

Tie-Break Arrangements Y12

Where two or more applicants within the same oversubscription category have an identical GCSE points score and there are insufficient places available for all applicants, priority will be given to the applicant who lives nearest to the school. Distance will be measured in a straight line from the applicant's home address, to the school, using the coordinates recorded in the admissions system.

Right of Appeal

Applicants refused admission to Year 12 have the right to appeal to an independent appeal panel.

In-Year Applications

Years 7 - 11

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. Application should be made to the Local Authority, which will subsequently contact the school about availability of places.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

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

Sixth Form

Applications for admission to Year 12 outside the normal admissions round should be made directly to the school.

Places will be offered where vacancies exist and where applicants satisfy the published academic and course entry requirements.

Fair Access Protocol

The school takes regard of agreed Fair Access Protocols with the Local Authority regarding vulnerable and/or hard-to-place children, including practising Catholic families moving into the area (see note 12).

The governing body 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. 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.

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 the 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. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome (see also note 11 below). This includes the Eastern Catholic Churches. This will 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 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).

4. For the purposes of this policy, named schools are: Sacred Heart Catholic Primary School (Swaffham), St Augustine's Catholic Primary School (Costessey), St Benet's Catholic Primary School (Beccles, Suffolk), St Edmund's Catholic Primary School (Bungay, Suffolk), St Francis of Assisi Catholic Primary School (Norwich), St Mary and St Peter Catholic Primary School (Gorleston), and St Mary's Roman Catholic Primary School (Lowestoft, Suffolk).

5. '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. Catechumens are children above the age of 7 who are undergoing a course of instruction to become baptised into the Catholic Church, or who have been baptised within another Christian denomination, and are undergoing a course of instruction in preparation for reception into the Catholic Church through the sacrament of Holy Communion.

6. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

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 credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN 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.

8. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 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 one God
    - 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.

9. 'Sibling' includes:

    (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, who are living at the same address; and

    (ii) the child of a parent's partner where that child lives for most of the week in the same family unit at the same address as the applicant.

    In all these cases, the child and their sibling will both be living at the same address in a single family unit. This means that children from different family units, where those are living together at the same address, are not considered siblings under this criterion.

    Children in Years 7, 8, 9, 10 and 12 at Notre Dame at the point of application are recognised as siblings for admission purposes. Those in Year 11 at Notre Dame at the point of application cannot be recognised as siblings for admission purposes as they may not necessarily progress to Year 12 at Notre Dame.

10. 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.

11. Churches in Full Communion with the Roman Catholic Church are the:
    - Albanian Byzantine Catholic Church
    - Armenian Catholic Church
    - Belarusian Greek Catholic Church
    - Bulgarian Greek Catholic Church
    - Chaldean Catholic Church
    - Coptic Catholic Church
    - Eritrean Catholic Church
    - Ethiopian Catholic Church
    - Byzantine Church of Croatia, Serbia and Montenegro
    - Greek Byzantine Catholic Church
    - Hungarian Greek Catholic Church
    - Italo-Albanian Byzantine Catholic Church
    - Macedonian Greek Catholic Church
    - Maronite Church
    - Melkite Greek Catholic Church
    - Romanian Church United with Rome, Greek-Catholic
    - Russian Greek Catholic Church
    - Ruthenian Byzantine Catholic Church
    - Slovak Byzantine Catholic Church
    - Syriac Catholic Church
    - Syro-Malabar Catholic Church
    - Syro-Malankara Catholic Church
    - Ukrainian Greek Catholic Church
12. 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 the locally agreed protocol. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number

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Appendix 1 – Minimum academic entry criteria for Sixth Form places, September 2027 entry

Sixth Form (Sept 2027 intake) admissions arrangements

Governors have decreed that the Published Admission Number (PAN) for new entrants to Year 12 in September 2027 is 100. Note that this number is in addition to the current Year 11 students already on roll at Notre Dame.

Provisional places may be offered to more students than the PAN in the knowledge that a number of students may not reach the required standard, or may decline their provisional places.

Academic Entry Requirements

Our basic entry for internal and external applicants is the same minimum academic requirements.

Applicants must achieve:

- Grade 4 or above in GCSE Mathematics;
- Grade 4 or above in either GCSE English Language or GCSE English Literature;
- A minimum total GCSE points score of 42 from their best eight GCSE qualifications;
- Any additional subject-specific requirements published by the relevant department.

Alternative Level 2 Qualifications, for example, BTEC, CNats, etc… will be awarded numerical values following this government guide:

Key stage 4 qualifications, discount codes and point scores - GOV.UK

See Document named - "Performance points for qualifications counting in the 2027 key stage 4 performance tables"

Provided these academic requirements have been met, all children whose Education, Health and Care (EHC) plan names Notre Dame High School will be admitted.

Appendix 2: What do you need to study at NDHS Sixth Form?

Entry requirements for Notre Dame Sixth Form are **42** points from your best 8 subjects; GCSE Maths and English (Language or Literature) at a minimum of grade 4; and, in addition, individual subjects have their own minimum entry requirements which are as follows (all grades refer to GCSE qualifications):

I wish to study …	I require …
Art	A GCSE in this subject is desirable but not essential
Biology	Grade 6s (12) in Science (if Double) or Grade 6 in Biology (if Triple) **and** a grade 5 in Maths
Chemistry	Grade 6s (12) in Science (if Double) or Grade 6 in Chemistry (if Triple) **and** a grade 6 in Maths
Computer Science	A GCSE in this subject
Drama	A GCSE in this subject is desirable but not essential
English Literature	Grade 6 in English Language and English Literature
English Language & Literature	Grade 5 in English Language and English Literature
Film Studies	No specific requirements
French	Grade 6 in French
Further Maths	Grade 7 in Maths
Geography	A GCSE in this subject is desirable but not essential. However, if you have taken this subject at GCSE a minimum grade 5
Government & Politics	No specific requirements
History	A GCSE in this subject is desirable but not essential. However, if you have taken this subject at GCSE a minimum grade 5
Law	No specific requirements
Maths	Grade 6 in Maths

Music	Either a GCSE in this subject Or Grade 5 Theory **and** Grade 5 Practical in standard
Philosophy & Ethics	No specific requirements
PE	A GCSE in this subject is desirable but not essential
Physics	Grade 6s (12) in Science (if Double) or Grade 6 in Physics (if Triple) **and** a grade 6 in Maths
Product Design	A GCSE in this subject is desirable but not essential
Psychology	No specific requirements
Sociology	No specific requirements
Spanish	Grade 6 in Spanish
Textiles	A GCSE in this subject is desirable but not essential

If you are concerned about “similar subjects” it is always worth checking with the school if unsure.

Notre Dame High School reserves the right, for reasons associated with recruitment, to reduce the points for entry to the Sixth Form.