



## Admissions Policy 2023-2024

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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Our Mission Statement is: "I have come so that they may have life and have it to the full" (John 10:10)

At Mount Carmel School we provide for our pupils the highest possible standard of care. This is not purely academically, but we acknowledge the importance of developing our children spiritually, morally, socially, physically, emotionally and psychologically – in accordance with the works and teachings of Jesus Christ.

We recognise that every child is an individual and accept that all children have individual needs. Opportunities are provided for children to develop their gifts and become better equipped as human beings for their life's journey towards a closer union with God.

We work with both the Diocese of Westminster and the London Borough of Ealing. In your Pack you will find the Supplementary Information Form. This should be completed and returned to school as instructed, together with a photocopy of your child's Baptism Certificate and a proof of date of birth. Where a Certificate of Catholic Practice is required (criteria 2-4), this should be obtained from the priest at the parish where the family normally worships.

### Over-subscription Criteria

The governing body has sole responsibility for admissions to this school, and in accordance with government legislation, our Planned Admission Number (PAN) is 60 pupils to the Reception classes in the year which begins in September 2023.

Applications are welcomed from families whose child reaches his/her 4th birthday between 1st September 2022 and 31st August 2023. Where there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust deed of the Diocese of Westminster.

Applicants will be ranked using the criteria below. In this policy applicant refers to the person making an application on behalf of the child; candidate refers to the child on whose behalf the application is being made.

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

1. Catholic looked after children and previously looked after children who have been adopted or made subject of a Child Arrangements Order or Special Guardianship Order. Including 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.
2. Baptised Catholic children with a Certificate of Catholic Practice (CCP) from Catholic families who will have a sibling in the school on 1st September 2023.
3. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the parish of St Peter & Paul church (Northfields).
4. Other Catholic Baptised.

#### **Certificate of Catholic Practice**

Applicants applying under Criteria 2, 3 or 4 must submit a Certificate of Catholic Practice by the closing date. This certificate is available from the priest at the parish where the family normally worships or the Diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in good time (together with the SIF).

5. Other looked after children and previously looked after children who have been adopted or made subject of a Child Arrangements Order or Special Guardianship Order). Including 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.
6. Catechumens (children aged 7 years or older), children of Catechumens and members of an Eastern Christian Church.
7. Christians of other denominations. Applications should include either a certificate of baptism or letter from the minister or faith leader confirming membership of the faith community.
8. Children of other faiths. Applications should include a letter from the minister or faith leader confirming membership of the faith community.
9. Any other applicants.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the following provisions will be applied:

- The Governing Body will give top priority after the appropriate category of looked after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest, or social worker, of an exceptional medical pastoral or social or other need of the child that can only be met at this school.
- A brother or sister in Mount Carmel School, Ealing on 1st September 2023 will increase the priority of an application within each category. We will not divide a family if possible, if spaces are available.
- Where the final place is offered to a child who has siblings applying for a place in the same school year siblings will also be admitted.

### **Applications in Previous Years**

For the past 4 years the governing body has been unable to offer places to any applicants beyond oversubscription criterion 5 in the first round of offers. Whilst the school welcomes applications from all categories, it is usually oversubscribed by Catholic applicants.

### **Tie Break**

Where the offer of places to all the applicants in any of the categories listed above would still lead to over-subscription the places will be offered up to the admission number to those living nearest to the front door of the Parish Church of St Peter & Paul. (The distance from home to church is measured by the London Borough of Ealing by straight-line, from a point in the property to the front door of SS Peter & Paul's church. The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre). In the event of a tie break of families living equidistant from the church, the tie break will be resolved by random allocation.

### **Fair Access**

The school is committed to taking account of the needs of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

### **Application Procedures for 2023-24**

National offer day for primary schools in 2022 will be on 16th April when the Local Authority will contact you with the outcome of your application on behalf of the Governing Body.

Please note that attendance of the Nursery does not give any priority for entry to Reception. All parents must apply for a place in Reception whether or not their child attends the Nursery.

In order to make an application you will need to apply to your home Local Authority on-line via [www.eadmissions.org.uk](http://www.eadmissions.org.uk). If you do not do so, you will not have made a valid application and will not be offered a place.

You should also complete the School's Supplementary Information Form (SIF). The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. If you do not complete this form your application will be given the lowest priority. Please return the SIF (in person) to Mount Carmel Primary School, together with all other relevant paperwork required for your application by the closing date of 15 January 2023.

If you do not complete both of the forms described above and return them by the closing date of 15 January 2023 it is very unlikely that your child will be offered a place at Mount Carmel Catholic Primary School. Applications received after the closing date will be dealt with as soon as possible after the offer date.

### **Right of Appeal**

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in this Policy and you will have the right of appeal to an independent panel. Please contact the school within 30 days of receipt of the refusal letter and we will send you details of the appeal procedure. Appeals should be submitted by 25th May 2023.

## Deferred Entry

Applications are invited for September 2022 from families whose child attains 4 years of age between 1st September 2022 and 31st August 2023.

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferment is requested. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2024.

Please note all documentation required should be submitted with the application.

## Waiting List – Showing Continuing Interest

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on file. This file will be maintained at least until 2031 in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list.

## In-Year Admissions

In-Year Admissions are co-ordinated by the Local Authority, so please complete the in-year primary school application form online. In order for the Governing Body to rank your application against the admission criteria, it is essential that you complete and return to the school, the school's Supplementary Information Form (SIF) and the Certificate of Catholic Practice (CCP). These are available online or from the school. If you are of another faith, you should include a letter from your minister or faith leader confirming membership of your faith community. If you do not complete these forms then your application will be ranked lower than those who do. When a vacancy arises, if there are more applications than places available then the Governing Body will rank all applicants against the oversubscription criteria and inform the LA of the child at the top of the waiting list; an offer letter on behalf of the Governing Body will be sent and your child admitted. When a vacancy arises and there is only one child on the waiting list then the school will inform the LA and an offer letter on behalf of the Governing Body will be sent and your child admitted. When a place cannot be offered, usually because the year group is full, you will be placed on the waiting list. The waiting list is ranked as mentioned previously and not in the order in which applications are received. The Local Authority will inform you of the reason for the refusal of a place and of your right of appeal. Names are removed from the waiting list at the end of August each year unless you advise the LA by email or letter in June or July that you wish to remain on the waiting list for the next academic year.

## The Admission of Summer Born Children

Parents may apply for children born between 1st September 2018 and 31st August 2019 to start Reception in the September following their 5th birthday. The request should be submitted in writing to the Chair of Governors by 15th January 2023 and an application made in the usual way. The application will be ranked with all other applications and there is no guarantee that an offer will be made.

Delayed Admission, i.e. Children educated outside their chronological age (except summer born applications for Reception)

Parents may apply for their child to be educated outside his/her chronological age group, i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

The request should be made in the September prior to the normal entry in the following September in order to give sufficient time for the case to be considered by the Admissions Panel prior to the deadline for applications of 15th January. The Admissions Panel will look at the following factors when considering the case put forward by the parent:

- The needs of the child and the possible impact on them of entering Year 1 without having first attended the Reception class;
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the Admissions Panel to consider.

If the parents' case for delayed admission into Reception is agreed, the application for a place in the next cohort would have to be made in the following September and would be considered along with all the other applicants for admission in that year. There would be no guarantee that a place would be able to be offered in the preferred school year. If the parents request for delayed admission into Reception is refused, the parents could still apply by the closing date of 15<sup>th</sup> January for admission to Reception to the child's normal age group. After the offer of a place had been made the parent could then inform the Admissions Panel and the Local Authority that they want to defer entry as outlined above.

## Pupils with an Education, Health and Care Plan (EHC Plan)

The admission of pupils with an Education, Health and

Care Plan (EHC Plan) is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home Local Authority. Detail of this separate procedure is set out in the Education, Health and Care Plan Code of Practice. Pupils with Mount Carmel Catholic Primary School named in their EHC will be admitted.

## Notes (these notes form part of the over-subscription criteria)

<b>“Looked after child”</b>	has the same meaning as in Section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
<b>“Adopted”</b>	An adopted child applies to all children with proof of adoption.
<b>“Child Arrangements Order”</b>	A Child Arrangements Order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.
<b>“Special Guardianship Order”</b>	A Special Guardianship Order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s).
<b>“Parent”</b>	is the person or persons who have legal responsibility for the child.
<b>“Catholic”</b>	<p>means a member of a Church in full 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. 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).</p> <p>For a child to be treated as Catholic, evidence of 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 laws of the Church.</p>
<b>“Certificate of Catholic Practice (CCP)”</b>	<i>means a certificate given by the family’s parish priest (or the priest in charge of the church where the family normally worships) in the form laid down by the Bishops’ Conference of England and Wales.</i> It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests [ <i>insert link to guidance on the diocesan website</i> ]
<b>“Sibling”</b>	refers to brothers and sisters, step brothers and sisters, half brothers and sisters or adopted brothers and sisters.
<b>“Home Address”</b>	is defined as the address at which the child resides for at least 50% of the school week.
<b>“Catechumen”</b>	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.
<b>“Eastern Christian Church”</b>	includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
<b>“Christians of other denominations”</b>	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

**“Children of other faiths”**

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 CYTŪN 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.

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 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

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require written evidence from an appropriate professional, such as a social worker, medical consultant or priest.

For the purpose of this policy, parish boundaries are as shown on the map attached. ((The distance from home to church is measured by straight-line, from a point in the property to the front door of SS Peter & Paul’s church. The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre.)