

# Our Lady of Mount Carmel Catholic Primary School

## Admissions 2019 - 20



**Approved by the Board of Governors of  
Our Lady of Mount Carmel Catholic Primary School**

**Chair of Governors: Katie Owen**

**Date: February 2018**

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**Committed to Inclusion. You don't have to be Catholic 😊**

*This is our school... let love abide here. Love of one another, love of mankind. Love of life itself and love of God. Our Lady's Primary School continues and complements the work of home and parish in caring for the Christian growth of your child and so we welcome each child and each parent as partners in Education.*

**Our** school is a small community where we hope an atmosphere of welcome, visible care, concern and respect for people, the quality of display work, religious symbols and respect of property are a visible reality. We hope Our Lady's School is a place which has the potential to speak of God's loving care for each individual involved in the school's life.



## Admissions Policy 2019/20

### 1. School Definition

Our Lady of Mount Carmel is a Catholic Voluntary Aided primary school, which was established by the Church to serve the parishes of St Luke and St Teresa, Wincanton. The Board of Governors, acting in accordance with the School Admissions Code and the Clifton Diocesan Policy Statement, is responsible for the admission of pupils.

Our Lady of Mount Carmel Catholic Primary School complies with the LA's Fair Access Policy.

### 2. Published Admission Number

The Published Admission Number (PAN) for the Reception Year (2019/2020) is 20 and this is also the number of places available in other year groups. Pupils are normally admitted in the September of the school year in which they reach their fifth birthday. However they are not required to attend school until the beginning of the term after their fifth birthday and so, admission may be deferred until the beginning of the Spring or the Summer Term.

### 3. Applications

All applications for reception admission must be submitted to your child's home Local Authority. To be considered in the first round of allocations it must be submitted by the closing date of 15 January 2019 and will be considered under the Equal Preference with Ranking system of allocation. The Somerset LA will forward all applications to the School and the Board of Governors will arrange for them to be ranked against the School's oversubscription criteria set out below. This list will then be considered by the LA under the co-ordinated admissions scheme and they will make a single offer of a place on 16th April 2019 to those who qualify for a place. In order for the Board of Governors to implement their oversubscription criteria effectively applicants are requested to complete the supplementary information form available from the school office and should return it to the school office. In the case of reception children to be considered in the first round of applications, it should be returned by the closing date of 15 January 2019. Failure to present the supplementary form may result in your application being considered in a lower category.

### 4. Oversubscription Criteria

In the event of oversubscription (i.e. more applications than available places) places will be offered in accordance with the following criteria, given in order of priority.

The school is required to admit a child with a Statement of Special Educational Needs or an Education, Health and Care plan if the statement or plan names the school, before the following criteria are applied to all other children:

## Our Lady of Mount Carmel Catholic Primary School – Admissions Policy

- 1 Baptised Catholic looked after children at the time of application and baptised Catholic children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order) immediately following having been looked after. (Supplementary information form requested)
- 2 Baptised Catholic children who live in the parish of St Luke and St Teresa (supplementary information form requested)
- 3 Baptised Catholic children who live outside the parish of St Luke and St Teresa. (supplementary information form requested)
- 4 Looked after children at the time of application and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order) immediately following having been looked after.
- 5 Children of a Catholic parent/carer who live within the parish of St Luke & St. Teresa (supplementary information form requested)
- 6 Children who will have a brother or a sister at the school at the time of their admission.
- 7 Children who do not fall into any of the above categories

In Categories 1, 2, 3 and 5, a copy of a valid baptismal certificate must be submitted and the original certificate should be available for inspection, if required. Where a certificate is not available, a statement from a member of the clergy, confirming that the person has (or in their opinion has) been baptised or received into the Catholic Church must be provided.

Information about the number of applications received and the number of places allocated within each category for 2018 – 19 is available from the school office and/or Somerset Local Authority. It is also available on the school website (see Parent>Governor section)

A map of the parish of St Luke & St. Teresa is available at the back of this policy and from the school.

### **5. Tiebreakers**

If two or more applications cannot be separated by applying the oversubscription criteria, the drawing of lots will be used to determine the order of the ranking of applications. This will be supervised by someone independent of the school.

6. **Multiple Birth Applications (for example twins)** - In the case of multiple birth applications, where to allocate to the Published Admission Number would involve splitting siblings, a place(s) will be allocated above the Published Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

This includes situations whereby admitting a multiple birth siblings would be admitted as a permitted exception to the Infant class size statutory limit of 30 infants (key stage 1 children) per qualified teacher.

**7. Late Applications for Reception**

Applications received after the closing date given above will be processed in accordance with the Co-ordinated Admission Scheme of the child's home LA.

**8. Waiting Lists**

A waiting list will be held for new Reception intake, of those still seeking a place, which will be kept until the 31<sup>st</sup> December 2019. Each added child will require the list to be ranked again in line with the published over-subscription criteria. Any vacancies will be filled in accordance with the criteria. Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list, subject to compliance with the school's Trust deed.

**9. Appeals Procedure**

The parent/carer has the right to appeal against the refusal by the Board of Governors to admit their child, and should put their appeal in writing to the LA (for the normal admissions round) or to the Clerk of the Governors at the school.

**10. Admission Of Children Below Compulsory School Age**

Children offered a place, are entitled to a full time place at school in the September following their fourth birthday. Where the parent/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. A child becomes of compulsory school age when they reach the age of five and, where a parent has elected to register their child at school; they must start school on a full time basis in the term following their fifth birthday.

**11. Deferred Entry**

Where a place is offered, it may be deferred until later in the year if the parent/carer wish but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. If a parent/carer offered a place requires a deferment they should indicate so when accepting any offer of a place.

**12. Summer Born**

Parent/carers of summer born (1<sup>st</sup> April – 31<sup>st</sup> August) children may request that they are admitted into reception rather than year one when they become of compulsory school age, and so start Reception a year behind their chronological age. Applications will be considered as set out below (see Retained or Accelerated Entry). Where delayed admission into the Reception Year group is agreed in principle, the parent/carer will need to complete a LA Common Application Form for the next school year and the oversubscription criteria will be applied, if necessary.

### **13. Retained or Accelerated Entry**

The Board of Governors will consider applications for retained or accelerated entry in cases where the parent/carer would like their child to be admitted to a year group outside of their child's chronological year group. The reasons for the request must be fully explained in writing (along with any supporting evidence) and included with the school place application form (or provided separately if applying online). The Board of Governors will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. The Board of Governors will set out clearly the reasons for their decision.

### **14. Withdrawal Of Places**

The Board of Governors will consider withdrawing the offer of a place at the school if;

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond having explained that the offer may be withdrawn if they do not.
- A child has not started at the school within 21 days of an agreed in-year admission start date.

### **14. In-Year Admissions**

All in-year admissions are co-ordinated by the school and as such, all requests for school places should be made directly to the School, using the In Year Application Form. The Somerset LA In -Year Policy and Admission Form is available on their website at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions) or the school website or by calling in at the school office. The Governors' Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday (during term time) and applicants will receive a written response within 10 school days following receipt of the application. Applications will not be considered more than half a term or six weeks in advance of the place being required (except for children of UK Service Personnel – see section 16 below). Places will be withdrawn if a child has not started at the school within 21 days of an agreed in-year admission start date. The Governing Body will, on receipt of an in-year application, notify the Local Authority of both the application and its outcome.

### **15. Children from Overseas**

The Board of Governors will consider applications for children who are citizens of the European Economic Area (EEA) if proof of the UK address and the expected date of arrival in the UK are provided (by 15 January 2017 to be considered in the first round of applications). The application can then be considered on this address. If proof of the UK address is not available by the date above, the application will be considered on the current address. Please click on this link for a list of the countries in the EEA. <http://www.dwp.gov.uk/international/social-security-agreements/list-of-countries/>. A copy can also be requested from the school office.

The Board of Governors will also process applications for UK citizens living in any other country if proof of the UK address and the expected date of arrival back in the UK are provided by (15 January 2018 for the first round of applications). The application can then be considered on this address. If proof of the UK address is not available by the dates above the application will be considered on the current address. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

The Board of Governors will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. The Board of Governors will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition.

#### **16. Children of UK Service Personnel**

The Board of Governors endeavours to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, the admissions authority will process the application on that address. If a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

#### **17. Issues Relating To Shared Residency Arrangements**

Legislation and guidance states that only one offer per child is made by the home Local Authority. Therefore where separated parent/carers issue separate applications for their child the home Local Authority can only offer one place. In this situation the Board of Governors requires the parent/carers to resolve matters between themselves. If an agreement cannot be reached parents/carers may wish to seek legal advice. The Board of Governors will not become involved in private disputes. The Board of Governors does recognise

that there may be situations where parents/carers cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the Board of Governors to take a decision. Where this is the case the Board of Governors will try to establish where the child spends the majority of their time and prioritise the application made by the parent/carer living at this address.

Each parent/carer will be required to write to the Board of Governors and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parent/carers the may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered. When the Board of Governors has received all the necessary information a decision will be reached based on the evidence provided.

## **Definitions**

### **Parental Responsibility**

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

### **Brothers and Sisters**

To be considered as a brother or sister a child must be living at the same address for the majority of the time\* as a full, half, step or adoptive brother or sister. Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time \* at the address considered to be the address of the child for whom the application is made.

\*A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time. The brother or sister must be attending (or is expected by the school and /or Somerset Local Authority to be attending) the school at the time of admission.

### **Looked After or Previously Looked After Children**

'A 'looked after' child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989) at the time of application.

### **Previously Looked After Children**

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders)

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

In accordance with section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians)

### **Home Address**

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a minimum six month formal lease agreement from a letting agency. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required e.g. proof of the house sale, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord. The Board of Governors reserves the right to seek further documentary evidence to support your claim to residence.

Please note that the Board of Governors is unable to allocate a place to anyone moving into the country from abroad prior to their arrival in the county. We would then require proof of residency as stated above. See 'Children from Overseas' above. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats).

It should also be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

### **Equal Preference with Ranking Allocation Method**

This approach requires the Board of Governors to rank all applications against the published over-subscription criteria for the school concerned and where schools are over subscribed, places will be allocated up to the published admission number in strict priority order. Where more than one school can be offered, the highest ranked preference will be allocated.

## A Map of St Luke and St Teresa's Parish

