Our Lady of Mount Carmel Catholic Primary School

Admissions 2017 - 18

Approved by the Governing Body of Our Lady of Mount Carmel Catholic Primary School

Chair of Governors:

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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 2017/18

School Definition
1. 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. The governing body, 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.

Published Admission Number
The Published Admission Number (PAN) for the Reception Year (2017/2018) is 20 pupils 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, in appropriate cases, admission may be deferred until the beginning of the Spring and Summer Terms. Please note, if your child is summer born (ie born between 1st April and 31st August) you can choose to defer your child’s entry for the entire school year until the following September. However, your child would be admitted into the Year 1 class, in accordance with their chronological age. This is in line with the DfE requirements. If parents wish a deferment they should indicate so when accepting the offer of a place.

2. Applications
All applications for reception admission, and any supplementary information forms, must be submitted to your home Local Authority by the closing date of 15 January 2017 and will be considered under the Equal Preference with Ranking system of allocation. Somerset LA will forward all applications to the School and the Governing Body 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 17th April 2017. In order for the governors to implement their oversubscription criteria effectively applicants are advised 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 it should be returned by the closing date of 15 January 2017. Failure to present the supplementary form may result in your application being considered in a lower category.

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

The school will be required to admit a child with a statement of Special Educational Needs or Education, Health and Care plan if the statement or plan names the school before the following criteria are applied:
1 Baptised Catholic looked after children at the time of application and 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 required)

2 Baptised Catholic children who live in the parish of St Luke and St Teresa (supplementary information form required)

3 Baptised Catholic children who live outside the parish of St Luke and St Teresa. (supplementary information form required)

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 required)

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 the case of oversubscription then tiebreakers will apply.)

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.

Information about the number of applications received and the number of places allocated within each category for 2016 – 17 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 or from the school.

Tiebreakers
4. 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.

5. Multiple birth applications (for example twins)  
   Where the last place within the Published Admission Number is allocated to a multiple birth application, a place(s) will be allocated to any siblings 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
breach the Infant class size legislation of a statutory limit of 30 infants (key
stage 1 children) per qualified teacher.

6. Late Applications for Reception
Applications received after the closing date given above will be considered in
accordance with the procedure stated in the common admission arrangements
for Somerset your home LA.

7. Waiting Lists
A waiting list will be held for new intake applications which will be kept until the
31st December 2017. Each added child will require the list to be ranked again in
line with the published over-subscription criteria.

8. Appeals Procedure
The parent/carer has the right of appeal to an independent panel against the
refusal by the Governing Body 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 within 21 days of receiving the letter of refusal. Details
concerning how to appeal are explained in the decision letters sent out when a
place is refused. Information on the timetable for the appeals process is
available on the school website by 28 February each year.

9. Deferred entry for infants
Parents offered a place for their child have a right to defer entry, or to take a
place up part-time, until the start of the term beginning immediately after their
child has reached compulsory school age. However, places cannot be deferred
until the next academic year

10. Summer Born Children
Parents of summer born children may request that they are admitted into
reception rather than year one when they become of compulsory school age.
Applications will be considered as set out below (see admission of children
outside their normal age group)

11. Admission of children outside their normal age group
Parents may request that their child is admitted outside their normal age group.
When such a request is made, the academy trust will make a decision on the
basis of the circumstances of the case and in the best interests of the child
concerned, taking into account the views of the headteacher and any
supporting evidence provided by the parent.
The process for requesting such an admission is as follows;
• The parent/carer is required to make an application for their child’s normal
  age group but can submit a request for admission out of the normal age
group at the same time.
Our Lady of Mount Carmel Catholic Primary School – Admissions Policy

- The parent/carer is required to submit a request for admission out of the normal age group and attaching supporting evidence as necessary. The Governing Body have the right to request further evidence that may be required.
- The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.
- The Governing Body will write to the parent with the outcome and set out clearly the reasons for their decision.

12. Withdrawal of places
The Governing Body 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 within 10 days 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.

13. 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 In-Year Policy and admission form is available on the website at 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 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. Places will be withdrawn if a child has not started at the school within 21 days of an agreed in-year admission start date.

14. Children from Overseas
The Governing Body will only allocate a place to anyone moving into the country from abroad if they have documentary evidence of a home address and copies of the passport and/or visa if required. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.
The Governing Body will consider applications for children who are citizens of the European Economic Area (EEA) if proof of the Somerset address and the expected date of arrival in the UK are provided by 15 January for primary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates 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/

The Governing Body will also process applications for UK citizens living in any other country if proof of the Somerset address and the expected date of arrival back in the UK are provided by 15 January for primary phase applications. The application can then be considered on this address. If proof of the Somerset 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 Governing Body 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 Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition.

15. Children of UK Service Personnel
The Admissions Authority endeavour 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.

16. Issues relating to shared residency arrangements
Legislation and guidance states that only one offer per child is made by the Local Authority. Therefore where separated the parent/carer issue separate applications for their child the Local Authority can only offer one place. In this situation the Governing Body requires the parent/carers to resolve matters between themselves. If an agreement cannot be reached parents/carers may wish to seek legal advice. The Governing Body will not become involved in private disputes. The Governing Body does recognise that there may be
situations where parents/carers cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the Governing Body to take a decision. Where this is the case the Governing Body 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 Governing Body 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 Governing Body 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 Governing Body has received all the necessary information from both parent/carers a decision will be reached based on the evidence provided.

Definitions

Parent/carer
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).

Siblings
For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household.

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, residence 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).
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 if 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 eg proof of the house sale, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord. The Governing Body reserves the right to seek further documentary evidence to support your claim to residence.

Please note that the Admissions Authority 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. 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 Local Authority 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.

Waiting List
Where an application for a school place is unsuccessful, the application will be kept on a waiting (refusal) list in order of over-subscription criteria until 31st December 2017. Should a place become available, it will be offered to the highest ranked application on the list at that time. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list.
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.
Supplementary Information Form - Our Lady of Mount Carmel Catholic Primary School

This school has specific Admissions Criteria some of which you may not be able to indicate on the application form.
If you feel your child should be considered under a specific criterion, we will need supporting evidence, as outlined under each criterion.

For the first round of allocations, baptism certificates or other supporting evidence must be submitted by the 15th January 2017 to the school.

CHILD’S NAME :

1  Baptised Catholic children looked after or previously looked after children and are now formally adopted.
   A copy of the child’s baptismal certificate must be enclosed or a letter from the parish to confirm the child has been baptized in the Catholic Faith.

   A copy of the child’s baptismal certificate must be enclosed or a letter from the parish to confirm the child has been baptized in the Catholic Faith.

3  Baptised Catholic children who live outside the parishes of St Luke and St Teresa.
   A copy of the child’s baptismal certificate must be enclosed or a letter from the parish to confirm the child has been baptised in the Catholic Faith.

4  Children of a Catholic parent/carer who lives within the parish of St Luke & St. Teresa
   A copy of the parent/carer’s Baptismal certificate must be enclosed or a letter from the parish to confirm they has been baptised in the Catholic Faith.
A Map of St Luke and St Teresa’s Parish