

<p><b>Our Lady of Mount Carmel Catholic First School Redditch</b></p> <p><b>Admission Arrangements for the academic year 2024/2025</b></p>
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Our Lady of Mount Carmel is part of the Our Lady of the Magnificat MAO. The admissions authority for the school is the Board of Directors of Our Lady of the Magnificat MAO who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of Our Lady of Mount Carmel.

The admissions process for Our Lady of Mount Carmel is part of the Worcestershire Local Authority coordinated admissions scheme. To apply for a place at Our Lady of Mount Carmel in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming Our Lady of Mount Carmel on the application form. Applications need to be made by 15<sup>th</sup> January 2024. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16 April 2024, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term 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.

Where places are available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association 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 education is essential. That the Catholic education of all children is essential is a fundamental principle of the Catholic Church. All parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not af

Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed <https://www.birminghamdiocese.org.uk/boundarymap> and will be applied to the admission arrangements for the academic year 2024/2025.

### Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 1)
2. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady of Mount Carmel who have a brother or sister (see Note 4 below) attending Our Lady of Mount Carmel First School
3. Non-Catholic children who are looked after or previously looked after (see Note 1)
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending Our Lady of Mount Carmel First School
5. Non-Catholic children who are looked after or previously looked after (see Note 1)
6. Non-Catholic children who have a brother or sister (see Note 4 below) attending Our Lady of Mount Carmel First School
7. Non-Catholic children who have a parent employed at Our Lady of Mount Carmel Catholic First School Academy for two or more years at the time at which the application for admission to Our Lady of Mount Carmel Catholic First School Academy is made
8. Non-Catholic children who have a parent employed at Our Lady of Mount Carmel Catholic First School Academy for two or more years at the time at which the application for admission to Our Lady of Mount Carmel Catholic First School Academy is made
9. Non-Catholic children who are looked after or previously looked after (see Note 1)

Note 1

Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a Catholic.

Note 3

child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Local Governing Body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a Catholic.

Note 4

For all applicants the definition of a brother or sister is:

- x A brother or sister sharing the same parents
- x A halfbrother or halfsister, where two children share one common parent
- x A stepbrother or stepsister, where two children are related by civil partnership or where they are unrelated but their parents are living as partners.
- x Adopted or fostered children

The children must be living permanently in the same household

Note 5

Distances are measured in a



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of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority coordinated admissions scheme, be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Local Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term 2024. Please note that parents only have the right to apply for a place. Where the Local Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

You are encouraged to ensure that your application is received on time.

### CHANGE IN PREFERENCE

Once parents have submitted their preference, they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in circumstances, then the application will be refused.

### WAITING LIST

In addition to their right to appeal, children who have not been offered a place at Our Lady of Mount Carmel but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until the last day of the summer term 2025 and will then be discarded.

The waiting list will be ranked to ensure that the list is always maintained in oversubscription criteria order. A child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### IN YEAR FAIR ACCESS PROTOCOL

The Local Governing Body of Our Lady of Mount Carmel is committed to taking its fair share of children who are vulnerable and/or hard to place as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

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decision is to refuse their ~~id~~ a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

APPENDIX

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- x Has been baptised into full communion (Catechism of the Catholic Church, 857) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Code of Canon Law, 877 & 878)



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Supplementary Information Form

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect dwpeloeshthe pdt awhe

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