



## Our Lady of Muswell Catholic Primary School Admissions Policy and Criteria Guidelines 2024 - 2025

Our Lady of Muswell Catholic Primary School aims to provide a Catholic education for all its pupils. As 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 is 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. Responsibility for the admission of pupils rests with the Governing Body as the admissions authority.

### Application Procedure 2024 - 2025

In order to make an application, you **must** complete an online application form from your local authority and return it to them. If you are applying under criteria 1 to 5 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. Please return the SIF to Our Lady of Muswell Primary School (see address below) together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15<sup>th</sup> January 2024, the Governing Body will be unable to consider your application fully and it is unlikely that your child will be offered a place.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about 17<sup>th</sup> April 2024. This information will also be available online. Parents / carers should accept the place as soon as possible.

Applications are invited for September 2024 from families whose child attains 4 years of age between 01/09/2023 and 31/08/2024.

Parents of children attending the nursery must make a fresh application for reception. Attendance at the nursery **does not** guarantee a place in reception.

The published admission number for Our Lady of Muswell Primary School is 30 places. The Governing Body has sole responsibility for admissions to this school and intends to admit 30 children in the school year which begins in September 2024. Consideration will be given and offers of places will be made to children in accordance with the following criteria and the following order of priority.



**Please read the admissions criteria completely and very carefully. It is the basis upon which you make your application for a place in our school.**

## **Oversubscription Criteria**

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

1. Catholic “looked after” and “previously looked after” children (see note 1,2&3)
2. Baptised Catholic children (see note 1)
3. Other “looked after” and ‘previously looked after’ children (see note 2&3)
4. Children who are catechumens or members of an Eastern Christian Church (see notes 4&5)
5. Children who will have a sibling at the school at the time of entry (see note 7)
6. Children of other Christian denominations and whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion confirming membership of the faith community (see note 6)
7. Any other children

## **Social, Medical or Pastoral Need**

Governors will give top priority within a category to applicants where the evidence for the exceptional needs is compelling. To demonstrate an exceptional social, medical or pastoral need of the child which can only be met at this school, the governing body will require written evidence submitted to the school at the time of application from an appropriate professional, such as a social worker, doctor or priest.

## **Tie Break**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school. Distance will be measured in a straight line from the Ordinance Survey address point of the child’s home to the Ordinance Survey address point of the school, calculated using a computerised mapping system. In the case of equidistance from the school applicants will be ranked by random allocation in the presence of an independent witness.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school’s Published Admissions Number (“PAN”).



## **In – Year Admissions**

Applications for In-Year admissions are made directly to the school. When there is no waiting list the local authority will be notified and the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria as modified above and not in the order in which applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list and an offer will be made.

## **Waiting Lists**

In addition to their right of appeal, unsuccessful candidates 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. Please note: The waiting list referred to above is the one held by the governing body at Our Lady of Muswell School.

## **Reception Year Deferred Entry**

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 is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1<sup>st</sup> April 2025.

## **Children educated outside their chronological age group (Excluding Reception applications for summer born children)**

Any application for a child to be educated out of his/her age group should be made to be the Chair of Governors at the time of the 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.

## **Pupils with an Educational Health and Care Plan (EHC)**

The admission of pupils with an Education, Health and Care Plan (EHCP) 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.



## Fair Access Protocols

The school 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 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 exceed the published admission number.

## Late Applications

Applications received after the closing date will be dealt with after the initial allocation process has been completed.

## Appeals Procedure

Unsuccessful applicants may appeal in writing against a decision refusing entry to the primary school. Should a formal hearing be sought, forms can be obtained from the school and should be completed and sent to the Chair of Governors c/o of the school. The appeal will be heard by an independent appeals panel, who will allow the applicant an opportunity to present the applicant's case in writing or in person. The applicant may be accompanied by a friend or relative. Details of date, time and place will be notified to the applicant. The deadline for submission of an appeal is 26<sup>th</sup> May 2024 (TBC).

## Change of Details

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the school and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if your child has already started at the school.

## Notes

- 1) **Catholic:** a member of a Church in full communion with the See of Rome. This includes 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.
- 2) **Looked After Children:** this term 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 in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.
- 3) **Previously Looked After Children:** a child who was looked after, but ceased to be so because he or she was adopted, or became subject to child arrangements order or special guardianship order. Included in this definition are those children who



appear (to the governing body) to have been in state care outside of England and who cease to be in state care as a result of being adopted. (Internationally adopted previously looked after children - IAPLAC). **An adopted child** is any child who has been formally adopted, having previously been in care and whose parent/guardian can give proof of this.

- 4) **Catechumen:** a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
- 5) **Eastern Christian Church:** includes Orthodox Churches and other Eastern Churches whose sacraments are recognised by the Catholic Church. Membership is normally evidenced by a certificate of baptism or a certificate of reception from the authorities of that Church.
- 6) **Children of other Christian denominations:** Children who belong to other churches and ecclesial communities which, acknowledging 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 witnesses to in the Scriptures and is committed to working the spirit of the above. All members of Churches Together in England and of CYTUN 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.
- 7) **Sibling:** includes (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, step brothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.  
(Please note: If the only sibling is currently in Year 6 the sibling preference will not apply for the following academic year.)
- 8) **Home address:** refers to the address where the child usually lives with a parent or carer, and will be the address provided on the Local Authority's application form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given to the Local Authority, provided that the child reside at that address for any part of the week.
- 9) **Child Arrangements Order:** a child arrangements order is an order under the terms of the Children Act 1989 s8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.



- 10) **Special Guardianship Order:** A special guardianship order is an order under the terms of the Children Act 1989 s14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).
- 11) **Parent:** means the adult or adults with legal responsibility for the child.
- 12) **Education, Health and Care Plan:** 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.