



ADMISSIONS POLICY

2023-24

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CoG signature	

Mount Carmel RC Primary is a Voluntary Academy in the Emmaus Catholic Academy Trust. The Academy Trust is the Admissions Authority, however, implementation of this policy is undertaken by the Local Governing Board.

The co-ordination of admission arrangements is undertaken by the Local Authority. For the school's year 2024-25 the Local Governing Board's planned admission number is 60 and 39 in the Nursery.

Admission to the school will be determined by the Local Governing Board. Parents must complete a Local Authority Common Application Form. If you wish to have your application considered against that school's religious criteria then you must ALSO complete the Supplementary Form which is available from the school.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admission to the school will be made by the local governing board in accordance with the stated parental preferences it receives subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

If there are fewer than 60 applications (or 39 for the Nursery), all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

1. Looked after children and previously looked after children, including children adopted overseas.
2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;*
3. Baptised Catholic children who have a sibling in the school at the time of admission.
4. Baptised Catholic children resident in the parish of Our Lady of Mount Carmel.
5. Other baptised Catholic children.
6. Other children who have a sibling in the school at the time of admission.
7. All remaining applicants.

*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable. This includes children with an EHCP that names our school.

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If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school measurement supplied by the Local Authority Admissions office.

Notes for Applicants:

Please read the following notes carefully. If you are in doubt about any of the criteria, please contact school.

- a. The governing body is the admissions authority. The admissions committee is comprised of the following Governors: Chair of Governors, Headteacher, and one other governor.
- b. Admissions to the school will be determined by the governing board. Parents must complete a Local Authority Preference Form or apply online via the website MCC Applications ([please click the link](#)) If you wish to have your application considered against the school's religious criteria then you must ALSO complete the supplementary form which is available from the school. If there are fewer than 60 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied.
- c. Parents must complete a common application form and express two preferences for primary school admission. The closing date for all applicants is 15th January each year. All applicants will be considered by the Governors at the same time in a fair way according to the published criteria.
- d. Parents will be informed of the Governors' decision by Manchester Local Authority at the beginning of March the following year. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- e. Each Roman Catholic applicant will be required to produce a baptismal certificate.
- f. Parents should check carefully whether they are resident within the parish boundaries of Mount Carmel.
- g. All applicants' resident in the parishes of Mount Carmel will be required to provide proof of address, by supplying an original, up to date, utility bill.
- h. It is the duty of Governors to comply with class size limits at KS1. This means that the school cannot operate classes in Key Stage one of more than thirty children.
- i. If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be determined by the

nearest, safest walking routes from the front door of the house to the main entrance door of the school. This will be digitally measured using the local authority system.

j. Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being where the child resides from the majority of the school week.

k. The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children and children of partners living in the same household. The governing body reserves the right to give special consideration to twins or triplets etc. to prevent breaking the sibling link.

l. A waiting list for children who have not been offered a place will be kept and will be ranked according to the admission criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.

m. Late applications will be considered in accordance with the published admissions criteria. If the school is oversubscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.

n. The governing body reserves the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing such application is submitted with appropriate evidence from a doctor or social worker.

o. If an application for admission has been turned down by the Governing Board, parents may appeal to an independent appeals panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the appeals panel is binding on the governors

p. The governing board reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application

q. If a child is a "summer born child", parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the headteacher