



## Reception Admission Policy and Arrangements

2024/2025

Our Lady of Mount Carmel RC Primary and Nursery School is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Tameside and is a voluntary aided School. The Governing Board is the Admissions Authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September 2024, the Governing Body has determined that the number of children to be admitted to Reception will be 30.

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.

Admissions to the school will be determined by the Governing Board. Parents must complete a Local Authority Preference Form or apply online via the LA Admissions website. This opens on 1 November 2023 and will close on 15 January 2024. 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 by 15 January 2024.

If there are fewer than 30 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:

1. **Baptised Catholic Looked After Children and Baptised Catholic previously Looked After Children and Internationally Adopted Previously Looked After Children.**
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 Holy Cross and St Helen, Ashton (which falls within the Tameside Metropolitan Borough)**
5. **Looked After Children and previously Looked After Children and Internationally Adopted Previously Adopted Children.**
6. **Other children who have a sibling in the school at the time of admission.**
7. **Other Baptised Catholic Children.**
8. **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.

### **Pupils with an Education, Health and Care Plan**

Children with Education Health and Care Plans where Our Lady of Mount Carmel RC Primary school is specifically named in the plan (in accordance with the provisions of the SEN Code of Practice) will be allocated places before the oversubscription criteria are applied.

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. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

### **Notes for Applicants:**

- a. All applications will be considered at the same time and after the closing date for admissions which is 15 January 2024. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- b. 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 (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

- c. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Governing Board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the **Episcopal Vicar of Education or officers of the DDFE** will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- e. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept for the whole school year 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.
- g. For 'In Year' applications received outside the normal admissions round, if places are available, they will be offered to those who apply. If there are places available

but more applicants than places, then the published oversubscription criteria will be applied.

- h. 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.
- i. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Board may exceed the regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> child admitted. This also applies to in-year applicants who are Looked After/previously Looked After Children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- k. 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.
- l. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.



## Nursery Admission and Policy Arrangements 2024

Our Lady of Mount Carmel is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Tameside Local Authority and is a voluntary aided School. The Governing Body is the Admissions Authority and is responsible for taking all decisions on applications for admissions.

Although nursery education is non-statutory, the Governing Body places the same importance on Nursery admission arrangements as for places in the main school. Parents are reminded that a place in the Nursery does **not** mean the child will be guaranteed a place in the Reception class. Admission to the Reception class will be in accordance with strict criteria published in the main Admissions Policy.

Each year the Governing Body states the number of pupils it plans to admit to the Nursery within the Foundation Stage. For the school year commencing September 2024, the Governing Body has retained its planned Nursery Admission Number as in previous years, at **26**

Prospective parents should contact the school as soon as possible to be included on the Interest List. An Application Form will be sent to all parents on this list, and copies of the Form will also be available at the school. Parents must complete the Application Form in full and return it to the school no later than 28 February 2024.

All Roman Catholic applicants will be required to produce a valid Baptism Certificate as evidence that the child has been baptised, before 28 February 2024.

Parents applying for a place on the grounds of specific medical or social reasons must provide written evidence from a doctor or other agency stating that he/she has exceptional needs which means that admission to Our Lady's School is essential. A panel of Governors will make a decision as to whether to admit a child under this criteria using the information provided.

Admission to the Nursery will be made by the Governing Body in accordance with the criteria published in Section 4 (below), following a strict order of priority. When the number of applications exceeds the 26 places available, the Governing Body will apply the stated over-subscription criteria. No criteria other than those stated in this document will be applied. All terms are clearly defined in the relevant sections below.

Notification to parents who have applied for a place will be issued by the school at or before the time on which Tameside Local Authority notifies parents about Reception Class admissions.

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the school within three weeks from the date of the offer letter. If the place is not accepted, the place will be offered to the next applicant on the waiting list. Given

the pressure for nursery places, parents are requested to advise the school at any stage, if an application is to be withdrawn or a place is not to be accepted for any reason.

Parents do **not** have the right of appeal against the decision of the Governing Body to refuse admission to Nursery. Children who are not offered a place in the Nursery may ask to be entered on the Waiting List.

As part of our Induction procedures, successful candidates will be invited to visit the Nursery with their parents during the term prior to admission.

Admission to the Nursery will be given in strict accordance with the following criteria:-

- 1. Baptised Catholic Looked After Children and Baptised Catholic previously Looked After Children and Baptised Internationally Adopted Previously Looked After Children.**
- 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 Holy Cross and St Helen, Ashton (which falls within the Tameside Metropolitan Borough)**
- 5. Looked After Children and previously Looked After Children.**
- 6. Other children who have a sibling in the school at the time of admission.**
- 7. Other Baptised Catholic Children.**
- 8. All remaining applicants.**

Within each criterion, children are further sub-grouped in an age order, as follows:-

- A. Children born between 1 September 2021 and 31 December 2021
- B. Children born between 1 January 2022 and 31 March 2022
- C. Children born between 1 April 2022 and 31 August 2022

### **Waiting List**

When the school has allocated all of its 26 nursery places, it will operate a Waiting List for the whole school year. If a place does become available, this will be allocated to a child at the highest position on the Waiting List, according to the above criteria. Parents will be contacted on a regular basis to see if they wish to remain on the Waiting List. Please note that new arrivals who apply may have a higher priority under the oversubscription criteria, so they will be ranked higher than those who have been on the list for some time.

### **Additional Information**

#### **Home Address**

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is

exactly equal the home address will be that of the parent who receives the Child Benefit. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

### **Parent**

Throughout this policy the term 'parent' includes: (i.) All natural parents, whether they are married or not; (ii.) Any person who, although not a natural parent, has parental responsibility for a child; and (iii.) Any person who, although not a natural parent, has care of a child or young person.

### **Siblings: Sisters and Brothers**

For the purposes of this policy, the words "brother" and "sister" refer throughout to natural sister or natural brother, half-sister or half-brother, adopted sister or adopted brother, step-sister or step-brother, foster sister or foster brother, or the child of the parent/carer's partner. The child for whom the school place is sought must be living in the same family unit and at the same permanent address as the brother or sister. This allows for the priority admittance of children whose brothers and/or sisters will still be attending the school at the time of admission.

### **Twins and other multiple births**

In cases where twins, triplets, other multiple birth siblings, or other siblings whose date of birth falls within the same academic year, are split when allocations take place, parents will be offered a choice of breaking the sibling link and being offered places at two or more schools or all siblings being offered a place at another school. The Governing Body will decide if they wish to offer a place to a child in the nursery where it may otherwise spilt twins.

### **Proof of Address**

The Application Form asks parents to provide TWO proofs of address from the following list:

- Mortgage Statement\*    TV licence\*    Tenancy agreement or letter from landlord\*
- Home contents insurance certificate\*    Buildings insurance certificate\*
- Council Tax Statement\*    Council Tax benefit statement\*
- Recent utility bill (gas, electricity, water, land-line phone bill but not a mobile phone bill)\*\*
- Letter from a solicitor confirming exchange of contracts on a house\*\*  
(\*issued within the last 12 months; \*\* issued within the last 3 months)

### **Looked After Children and Previously Looked After Children**

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 (under Section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence, or special guardianship order.

### **Future Applications**

Please note that an offer of a place does not guarantee a place for siblings in future years.

## Admission Criteria for Free Early Education Funding

### 3/4 Year Funding

We are able to offer your child a 3/4-Year-Old funded place once they become eligible which is the term starting after their 3rd birthday

We are able to offer the 3/4-year funding in this way:

Monday to Friday 8.45am to 11.45am 3 hours per day over 5 days.

The terms as specified by the Department for Education are:

Spring	1 <sup>st</sup> January – 31 <sup>st</sup> March
Summer	1 <sup>st</sup> April – 31 <sup>st</sup> August
Autumn	1 <sup>st</sup> September – 31 <sup>st</sup> December

The Free Early Education place for your child is up to a maximum of 15 hours free per week, for up to 38 weeks per year.

### ***Early Years Pupil Premium (EYPP)***

Is an additional sum of money paid to childcare providers for 3 and 4 year-olds of families in receipt of certain benefits Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years' providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources so as to impact positively on your child's progress and development.

**If you think you might be entitled to EYPP please apply Yes, when completing the Parental Agreement and Funding Claim Form.**

### **Disability Access Fund (DAF)**

3 and 4-year-old children who are in receipt of Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to your child's early year's provider as a fixed annual sum of £615 to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

**If you think you might be entitled to DAF please apply Yes, when completing the Parental Agreement and Funding Claim Form.**