



## Arrangements for the Admission of Pupils to THE CARDINAL WISEMAN CATHOLIC SCHOOL,



### OVERSUBSCRIPTION CRITERIA 2018/19

The Cardinal Wiseman Catholic School is a Catholic School founded by the Church to provide education for Catholic children. It is the intention of the Governors that the Catholic character of the School will always be maintained.

The core of our Mission is “Education for all = Achievement for all”

The school has a Published Admission Number (PAN) of 300 students and will accordingly admit 300 students in the relevant age group each year if sufficient applications are received.

Where there are more applications than places available, the following oversubscription criteria will be applied.

#### **Oversubscription Criteria**

Places will be offered first in descending order as outlined below.

1. Catholic<sup>1</sup> looked after Children<sup>2</sup> and Catholic children who have been adopted<sup>3</sup> (or made subject to child arrangements orders<sup>4</sup> or special guardianship orders<sup>5</sup>) immediately following having been looked after.
2. Catholic children with a Certificate of Catholic Practice<sup>6</sup> with a sibling<sup>7</sup> at the school at the time of admission.
3. 10% (30 places) will be available for Catholic children with a Certificate of Catholic Practice not attending a named school listed in Category 4
4. Catholic children with a Certificate of Catholic Practice attending the following Primary Schools at the time of application:-
  - Holy Family, Acton
  - Mount Carmel, Ealing
  - Our Lady of The Visitation, Greenford
  - St Anselm's Southall
  - St George's, Sudbury
  - St Gregory's, Ealing
  - St John Fisher, Perivale
  - St Joseph's, Hanwell
  - St Raphael's, Northolt
  - St Vincent's, Acton
5. Other Catholic children with a Certificate of Catholic Practice
6. Other Catholic siblings (those unable to supply a Certificate of Catholic Practice).
7. Other Catholics.
8. Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

9. Any other applications.

### **Tie Break**

In the case of over-subscription in any category, priority will be given to children whose parents<sup>8</sup>/legal guardians' residential address<sup>9</sup> is the shortest distance from the main gates of the Cardinal Wiseman School in Greenford Road. The distance from the applicant's home to the school will be measured by straight line from a point in the property determined by Ordnance Survey to the main gates which is used by pupils to enter the school grounds. The information on measurements for each application is supplied by the London Borough of Ealing. The measuring system is an integral part of their admissions software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 2 metres. If 2 or more children have equal priority after applying all the criteria then the Local Authority's admission system will undertake a random allocation.

### **Multiple Births/Siblings in same year group**

Where a final place is offered to a child who has a twin or sibling(s) applying for a place in the same school year, these siblings will also be admitted. This would mean, the Governing Body would admit above PAN that year without prejudice.

### **Admission of Children outside of normal age group**

Parents may request that their son or daughter be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the Summer term in the academic year before application i.e. April – July 2017 for children who will be starting school in September 2018. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. The fact that a child is being educated out of his/her chronological age group at primary school does not mean that permission will be given. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

### **Current Admission Information**

For September 2017 entry the school was heavily oversubscribed. We received **NUMBER** applications for 300 places. All applicants in Category 1 (NUMBER); Category 2 (NUMBER); Category 3 (**NUMBER**) along with 1 in Category 4 were offered a place. The last offer was made to a Category 4 applicant living **DISTANCE** miles from the school. The Governing Body was unable to offer places to any other applicants in Category 4, nor to any in Category 5 or beyond Category 5.

### **Waiting List**

A waiting list for unsuccessful applicants will be created and maintained for one academic year from the date of proposed admission. When places arise children will be ranked and admitted according to the published oversubscription criteria regardless of when the application was received and no priority will be given to those whose applications were received earlier. At the beginning of each subsequent academic year, those still on the waiting list from the previous year will be contacted to ascertain whether or not they wish to remain on the list.

### **Appeals**

All unsuccessful applicants will be informed of their right to appeal against the decision and of how to appeal by **28<sup>th</sup> April 2018** **Date to be confirmed**

## Application Procedure

All applicants must complete a **Common Application** which should be completed online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) by 31<sup>st</sup> October 2017.

In addition, all applicants should complete the **Cardinal Wiseman Supplementary Information Form (SIF)** which is supplied in the application pack or can be downloaded from the school website [www.wiseman.ealing.sch.uk](http://www.wiseman.ealing.sch.uk) or [www.ealing.gov.uk/Admissions](http://www.ealing.gov.uk/Admissions). The SIF must be completed and returned to the school by 31<sup>st</sup> October 2017 (along with a completed Certificate of Catholic Practice if applying under criteria 2, 3, 4 or 5).

Catholic applicants applying under criteria 2, 3, 4 and 5 must also submit a completed **Certificate of Catholic Practice** by the closing date. This form is available from your parish or from the Diocese of Westminster website [www.rcdow.org.uk/education](http://www.rcdow.org.uk/education). **(Only those applying as Catholics applying under criteria 2, 3, 4 and 5 need to provide the Certificate of Catholic Practice).**

If you do not complete both the Common Application and the SIF and return these by the closing date, the governing body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school.

**Late applications will not be considered until after initial allocation and offers have been made.**

Your local authority will write to you on behalf of the governing body with the outcome of your application on 1st March 2018.

## Certificate of Catholic Practice

Applicants applying under criteria 2, 3, 4 and 5 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest's reference form) is available from your parish or from the diocesan website. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you.

### **Notes: (These notes form part of the over subscription criteria)**

1. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. All Catholic candidates should supply a copy of their Baptismal Certificate or Certificate of Reception into the Catholic Church. For a list of Eastern Catholic Churches please see the diocesan website: [www.rcdow.org.uk/education/diocese/directory/ethnic\\_chaplaincies](http://www.rcdow.org.uk/education/diocese/directory/ethnic_chaplaincies)
2. **Looked after Children** includes children from Catholic families who would have been baptised were it not for their status as 'looked after child'. 'Looked after child' 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 (e.g. children with foster parents at the time of making an application to the school).
3. **Adopted** For the purposes of this policy an adopted child is any child who has been formally adopted from care and whose parent/guardian can give proof of legal adoption.
4. **A Child Arrangement order** is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.
5. **Special Guardianship Order** is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's legal guardian(s).
6. **"Certificate of Catholic Practice"** means a certificate given by the family's parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops' Conference of England and Wales.

7. **'Sibling'** refers to all blood or adoptive brothers and sisters, or half brothers and sisters who live at the same home as the child. A sibling relationship does not apply when the older child(ren) have left the Cardinal Wiseman Catholic School before the younger one starts.
8. **'Parent'** means the adult or adults with legal responsibility for the child.
9. **'Resident'** A child is deemed to be resident at a particular address when he/she usually resides there for more than 50% of the school week.

### **Fair Access Protocols**

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body are empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the governing body and the diocese for the current admission year. The governing body has this power even when admitting such a child would exceed the published admission number.

### **In-Year-Admissions**

In-Year applications should be made directly to the School, if a place is available and there is no waiting list then the Governing Body will admit the child. 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 will be informed of 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 and not in the order in which they are received. At the beginning of each subsequent academic year, those still on the waiting list from the previous year will be contacted to ascertain whether or not they wish to remain on the list. If a place becomes available the governing body will inform parents whether or not a place is to be offered.

### **Pupils with an Education, Health and Care Plans (EHC)**

The admission of pupils with an Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with an EHC plan naming this school will be admitted.

### **Important:**

The Cardinal Wiseman Supplementary Information Form (SIF) can be obtained from the School's Main Reception and from the website [www.wiseman.ealing.sch.uk](http://www.wiseman.ealing.sch.uk) or from the London Borough of Ealing's website [www.ealing.gov.uk](http://www.ealing.gov.uk). All applicants must complete the SIF form.

The Sixth Form Oversubscription Criteria 2018/19 are available separately from the Cardinal Wiseman Catholic School or via the school website at [www.wiseman.ealing.sch.uk](http://www.wiseman.ealing.sch.uk)