The Cardinal Wiseman Catholic School

Omnia Pro Christo – All Things for Christ

In-Year Admissions Policy 2026/27

Our Ethos

The Cardinal Wiseman Catholic School subscribes to the ethos and vision encapsulated by "All things for Christ" (Omnia Pro Christo).

Thus, our commitment to the development of human ecology, divine inspiration, Catholic Social Teaching, the counter-cultural element of our work and a constant quest for excellence inspire us daily. We want our students to flourish at Cardinal Wiseman in order that they will have the knowledge, skills, compassion and agency to make the world a better place.

Date approved by Governors	October 2026
Date of next approval	October 2027

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

IN-YEAR ADMISSIONS POLICY (2026-27)

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 Cardinal Wiseman Catholic School community lives by our motto "All things for Christ".

The Governing Body is the admission authority and has responsibility for admissions to this school.
The admission authority has set the school's Published Admission Number (PAN) to 310 students and will accordingly admit 310 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[1] looked after[2] and previously looked after[3] children.

2. Catholic children with a Certificate of Catholic Practice[4] with a sibling[5] at the school at the time of application.

3. Catholic children with a Certificate of Catholic Practice.

4. Other Catholic children (those unable to supply a Certificate of Catholic Practice) with a sibling[5] at the school at the time of application

5. Other Catholic children.

6. Other looked after[2] and previously looked after[3] children.

7. Catechumens[6] and members of an Eastern Christian Church[7].

8. Other children with a sibling[5] at the school at the time of application.

9. Children of other Christian denominations[8] and children of other faiths[9] whose membership is evidenced by a minister of religion or other religious leader.

10. Any other children.

Within each of the categories listed above, the provision below will be applied:

Applications relating to children of members of staff who have been employed at the school for two or more years at the time of application, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, will be placed at the top of the category in which the application is made. The admission authority will require evidence to demonstrate a skill shortage before awarding priority.

Tie Break

In the case of over-subscription in any category, priority will be given to children whose parents[10]/legal guardians' residential address[11] 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

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where a final place is offered to one of the child ranked within the school's Published Admissions Number ('PAN').

Waiting List

A waiting list for unsuccessful applicants will be created and maintained for one academic year from the date of admission. When places arise children will be ranked and admitted according to the published oversubscription criteria Cardinal Wiseman Catholic School In-Year regardless of when the application is 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.

Certificate of Catholic Practice

Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice (CCP). This form is available from your parish, from the diocesan website and from our online application. 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.

Application Procedure In-Year Admissions

All applicants must complete and submit the online In-Year Application Form – available on our website (Joining Us/Admissions/In-year admissions) - and upload all the required documents according to the selected and unique criterion which apply to your child.

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 admission authority will admit the child. If more applications are received and there are places available, then applications will be ranked by the admission authority in accordance with the oversubscription criteria (with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children). 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 admission authority 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 admission authority will inform parents whether or not a place is to be offered.

Notes: (These notes form part of the oversubscription 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.

2. A '**looked after child**' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

3. A '**previously looked after child**' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
   a. **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.
   b. **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).

4. **Certificate of Catholic Practice** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions.

5. **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 applies when a sibling attends Cardinal Wiseman Catholic School at the time of application.

6. **Catechumens** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

7. **Eastern Christian Church** includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

8. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge 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 witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTÛN 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.

9. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 10 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
   • A religion which involves belief in more than one God, and
   • A religion which does not involve belief in a God.
   Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

10. **Parent** means the adult or adults with legal responsibility for the child.

11. **Resident** A child's 'home address' refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ('CAF'). 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 in the CAF, provided that the child resides at that address for any part 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 admission authority are empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the admission authority and the diocese for the current admission year. The admission authority has this power even when admitting such a child would exceed the published admission number.

Important:

The Cardinal Wiseman In - Year Admissions Form (online) is available on the website www.wiseman.ealing.sch.uk. All applicants must complete the requested information and upload the required documents.

The Sixth Form Oversubscription Criteria are available separately from the Cardinal Wiseman Catholic School or via the school website at www.wiseman.ealing.sch.uk