



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



### IN YEAR OVERSUBSCRIPTION CRITERIA

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 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<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. Catholic children with a Certificate of Catholic Practice.
4. Other Catholic siblings (those unable to supply a Certificate of Catholic Practice).
5. Children from Christian Orthodox Communities **NOT** in Communion with Rome.
6. 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.
7. Incomplete or other applications: Non Catholic Faith, No Faith, incomplete applications.

#### **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.

### **Tie Break**

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

### **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 or from the diocesan website. 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 apply online (Joining Us/Admissions/In-year admissions)** and upload the documents according to the criteria. The Certificate of Catholic Practice (CCP) can be downloaded from the Westminster Diocese Website [www.rcdow.org.uk/education](http://www.rcdow.org.uk/education) or from our online application.

### **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 (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 governing body in the order of the oversubscription criteria [as modified above] 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.

**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. **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 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. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>
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.

### **Important:**

The Cardinal Wiseman In Year Admissions Form will be obtained from the website [www.wiseman.ealing.sch.uk](http://www.wiseman.ealing.sch.uk).

All applicants must complete and submit the online form.

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](http://www.wiseman.ealing.sch.uk)