

MOUNT CARMEL CATHOLIC TECHNOLOGY COLLEGE FOR GIRLS AGREED ADMISSION POLICY AND CRITERIA 2012 - 2013

Mount Carmel Catholic Technology College for Girls was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy, 'applicant' refers to you, the parent applying for a place, and 'candidate' refers to the child for whom an application is made.

As a Catholic school, we aim to provide a Catholic education for all our students. At a Catholic school, Catholic doctrine and practice permeates every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants and candidates are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The governing body has responsibility for admissions to this school and intends to admit 140 students to the first year in the school year which begins in September 2012.

OVERSUBSCRIPTION CRITERIA

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority: -

1. Catholic looked after children.
2. Baptised practising Catholics who are resident in the deaneries of Islington, Camden, Hackney and Haringey who can produce a priest's reference form (Baptismal certificate required).
3. Baptised practising Catholics who are resident in other deaneries for whom Mount Carmel Technology College is the nearest Catholic college with available places who can produce a priest's reference form. (Baptismal certificate required).
4. Other Baptised Catholics.
5. Other looked after children.

6. Catechumens and other Christians whose parents wish them to have a Catholic education and whose application is supported by a minister of religion.
7. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.
8. Any other applicants.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provisions will be applied.

The attendance of a sister at the College at the time of enrolment will increase the priority of an application within each category.

The governing body will give top priority to an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school.

TIE BREAK

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school,. Nearness to the school will be determined by a computerized mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

In the event of twins/triplets making application to the College but only a single place remains for two or more applicants from the same family then random allocation will decide. This will be in the presence of an independent witness.

APPLICATION PROCEDURES AND TIMETABLE

To apply for a place at this College you must complete a **Common Application Form** available from the LA where you live and return it to the School Admissions section of the same LA to be received by 31st October 2011. You should also complete the school's **Supplementary Information Form available from the college (and in the secondary transfer booklet produced by Cambridge Education @ Islington)**, and return it to the Admissions Secretary at the College.

You will be advised of the outcome of your application by 1st March 2012, initially by a letter from your LA on our behalf. If you are unsuccessful you may ask us for the reasons related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not complete BOTH the forms described above and return them by the closing date, the governing body will be unable to consider your application fully against the oversubscription criteria which may affect the outcome of your application.

You must obtain a reference from your priest. This can be done either by contacting the College and asking for a Diocesan Priest's reference form to be sent to you, collecting the form from the College Office or by downloading a form from the Diocesan website www.rcdow.org.uk

Part A should be completed and given with Part B to your Parish Priest (or the priest at the church where you regularly worship). When the priest has completed Part B you must send **Part B only** to the College, together with the College Information Form.

WAITING LISTS

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Names are normally removed from the list at the end of the autumn term.

STUDENTS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS

The admission of students with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the student's home Local Education Authority. Details of this separate procedure is set out in the Special Educational Needs Code of Practice.

IN-YEAR ADMISSIONS

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the college will inform the LEA so that an offer letter can be sent out and the child admitted. 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 the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that the LEA can inform the parent that the school is making an offer.

FAIR ACCESS PROTOCOLS

The College is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

NOTES (THESE NOTES FORM PART OF THE OVERSUBSCRIPTION CRITERIA)

'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).

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptized or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

PRACTISING CATHOLICS

'Practising Catholic' means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese.

'Sister' includes step/half sisters as sibling connections.

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

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require written evidence from an appropriate professional, such as a social worker, doctor or priest.

For the purpose of this policy, deanery boundaries are as shown on the attached map. Distances will be measured from the main entrance of the school (in a straight line on a large scale map) (by the shortest walking distance using lit and made up public roads and paths).

23rd November 2010