



MOUNT ST MARY'S CATHOLIC HIGH SCHOOL, LEEDS

ADMISSION POLICY FOR 2026/27

Mount St Mary's Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is run 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.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic Doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Governing Body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal round. The Governing Body has set the school's Published Admission Number (PAN) at 180 pupils to Year 7 in the school year which begins in September 2026. (See note 8)

Pupils with an Education, Health & Care Plan (see note 1)

The admission of pupils with an Education, Health & Care Plan is dealt with by a completely separate procedure. Children with an Education, Health & Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription criteria

If the number of preferences received is less than the admission number then all preferences will be met. Where there are more applications for places than the number of places available, places will be offered in the following order of priority:

1. Catholic looked after Children and previously looked after Catholic children or looked after/previously looked after children from catholic families. (see notes 2 & 3)
2. Catholic children with a sibling who attends Mount St Mary's Catholic High School. (see note 4)
3. Catholic children who live in the primary school defined areas and attend one of the Catholic primary schools serving the areas of; Christ the King Catholic Primary School; Holy Family Catholic Primary School; St Anthony's Catholic Primary School; St Francis of Assisi Catholic Primary School; St Joseph's Catholic Primary School; St Patrick's Catholic Primary School; St Philip's Catholic Primary School. Baptised Catholic children who live in the St Anne's defined area and attend Holy Rosary & St Anne's Catholic Primary School. (see note 5)
4. Catholic children who live in the above named defined areas. (see note 5)

5. Catholic children who currently attend one of the Catholic primary schools (listed in 3) but do not live in the defined area.
6. Other Catholic children. (see note 3)
7. Other looked after and previously looked after children with a sibling who attends Mount St Mary's Catholic High School. (see notes 2 & 4)
8. Other looked after and previously looked after children. (see note 2)
9. Members of an Eastern Christian Church. (see note 6)
10. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see note 7)
11. Other children with a sibling who attends Mount St Mary's Catholic High School.
12. Other children who currently attend one of the Catholic primary schools serving the areas of Christ the King Catholic Primary School; Holy Family Catholic Primary School; St Anthony's Catholic Primary School; St Francis of Assisi Catholic Primary School; St Joseph's Catholic Primary School; St Patrick's Catholic Primary School; St Philip's Catholic Primary School. Other children who attend Holy Rosary & St Anne's Catholic Primary School.
13. Other children.

Tie Break

- Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to the school; 'straight line distance' will be used as the measure (see notes 9 & 10).
- If two or more pupils live equidistant from the school, places will then be decided by random allocation (see note 11).
- Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation (see note 11).

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (Year 7) a standard application form, known as the Common Preference Form must be completed online and submitted to the Local Authority by 31 October 2025. See the Leeds City Council website for full details:

<https://www.leeds.gov.uk/schools-and-education/school-admissions/apply-for-a-secondary-school>

Failure to complete an online Common Preference Form (CPF) would mean that the application is not valid.

If parents feel that they should be in a specific category i.e. Baptised Catholic, then they are required to complete a Supplementary Information Form and provide the required evidence. The Supplementary Information Form is attached to this policy and should be submitted by 31 October 2025 to Mount St Mary's Catholic High School, Ellerby Road, Leeds LS9 8LA.

Therefore, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence.

Parents or carers will be advised of the outcome of their applications on 1 March 2026 by the local authority on our behalf. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel. See the Leeds City Council website for full details:

<https://www.leeds.gov.uk/schools-and-education/school-admissions/school-appeals>

Late applications

If you return the Common Preference Form after the deadline we cannot consider your application at the same time as those received on time. Late applications will be dealt with once all other applicants have been considered in accordance with the Local Authority Co-ordinated scheme.

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to The Headteacher, Mount St Mary's Catholic High School, Ellerby Road, Leeds LS9 8LA at the same time as the application is made. The Governing Body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher, including the Headteacher's statutory responsibility for the internal organisation, management and control of the school, the Governing Body will take into account the views of the parents and of appropriate medical and educational professionals if circumstances require.

In Year Applications

An application can be made for a school place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be completed online and submitted to the Local Authority. See the Leeds City Council website for full details:

<https://www.leeds.gov.uk/schools-and-education/school-admissions/before-you-move-schools>

For Mount St Mary's, you must also complete a Supplementary Information form if you would like your application to be considered in a specific oversubscription category.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above will be applied. If there are no places available, the child will be added to the waiting list (see below).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel. See the Leeds City Council website for full details:

<https://www.leeds.gov.uk/schools-and-education/school-admissions/school-appeals>

Waiting lists

How to add your child to a waiting list will be explained in the offer or decision letter you are sent. If your child is added to a waiting list after national offer day and a place becomes available before the new school year starts, the Local Authority will automatically allocate the place at your higher preference school and automatically withdraw the place at a lower preference school to give it to another child, even if you have accepted that place. This waiting list will be maintained in the order of the oversubscription criteria set out above, and not in the order in which applications are received or added to the list. Each time a child is added, the waiting list will be re-ranked in line with the published oversubscription criteria. Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list. Waiting lists for admission will operate throughout the school year. Names are removed from the waiting list at the end of each academic year (July) - you must reapply for a new school place to be on the list the following year. **Inclusion on the waiting list does not mean that a place will eventually become available.**

Fair Access Protocol

The school is committed to taking its share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Governing Body is empowered to give absolute priority to a child where admission is

requested under any locally agreed protocol. The Governing Body has this power, even when admitting the child would mean exceeding the PAN.

Withdrawal of Places

The Governing Body reserves the right to withdraw any offer of place if the parent/carer does not respond within a reasonable period of time. Should this occur, the Governing Body will give the parent/carer a further opportunity to respond and explain that the offer may be withdrawn if they do not.

The Governing Body reserves the right to withdraw any offer of place where it has been established that the offer was obtained through a fraudulent or intentionally misleading application. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh and the right of appeal offered if an offer is refused.

Notes (these notes form part of the over-subscription criteria)

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. **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) provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school.

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 governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a church in 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 which is signed by the Parish Priest of that parish, or a signed certificate of reception into the full communion of the Catholic Church. Alternatively, a letter from a parish priest confirming membership of a church in communion with the See of Rome.

Looked After Children from Catholic Families – this has a dual meaning. It could be the child themselves who are baptised Catholic or it could be the family who are caring for the child that is Catholic. If it is the child who is a baptised Catholic normal rules apply and a baptism certificate should be seen by the admission authority. However, (in limited situations) this may not always be possible and in these cases the admission authority should seek to ensure that there is evidence that the child has been baptised. If a child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a letter from a priest evidencing the baptism of the parent/ carer.

4. **Sibling(s) (brother or sister)** includes:
 - i. children with a brother or sister (including siblings, step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission.
 - ii. the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

5. **Defined area** is a geographical area for the purposes of this policy. Defined area maps are available for inspection on the school website (boundaries determined by the Diocese of Leeds).

6. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that church.
7. **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 creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in scriptures and is committed to working in the spirit of the above. All members of Churches Together in England 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.

Children of other faiths means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' as 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.

8. **Twins or triplets (or multiple births)** - where a family of twins or triplets request admission and if one sibling has been offered the last available place the other twin/triplets are offered a place.
9. **'Live'** - 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 Preference Form (CPF). 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 CPF, provided that the child resides at that address for any part of the school week. You cannot lodge a child with a friend or relation in order to gain a place at a school.
10. **Straight line distance** - in all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, using a straight line measure, have priority. This is measured between set coordinates at the school and set coordinates at the home address, with all measurements provided by Leeds City Council's computerised measuring system.
11. **Random allocation** – this is only to be used when the last place to be offered would fall into one of the two categories above i.e. children living in a block of flats or children who live equidistant from the school using straight line distance criterion. An independent person will be used to make the random selection.
12. **Consultation of Admission Policy** – this was last conducted in 2018.