

HOLY FAMILY CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2018 - 2019

Holy Family Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admissions Number (PAN) for the reception class at Holy Family is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2018. Applications are invited from families whose child will reach his/her 4th birthday between 1st September 2017 and 31st August 2018 inclusive.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

Within this Policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

OVERSUBSCRIPTION CRITERIA

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 and Catholic children who have been adopted or made subject to a child arrangement or special guardianship order)
2. Baptised Catholic children from practising Catholic families who have a sibling in the school at the time of admission
3. Baptised Catholic children from practising Catholic families who are resident in the parish of The Holy Family, West Acton, as shown on the attached map;
4. Other baptised Catholic children from practising Catholic families who live outside the parish of Holy Family;
5. Other baptised Catholic children
6. Other looked after children and children who have been adopted or made subject to child arrangement or special guardianship order
7. Other children with a sibling in the school;
8. Catechumens and members of an Eastern Christian Church.
9. Children of other Christian denominations whose application is supported by their minister of Religion.
10. Children of other faiths whose application is supported by their Religious leader
11. Any other children.

Applicants in each category will be placed into groups, in the event of oversubscription in each Category, the following criteria will be used to place applicants in order of priority.

At Holy Family Catholic school we will inspire our children to achieve personal best for themselves and for the glory of God.

(a) Those with a parent employed by the School for two or more years at the time at which the application for admission is made.

(b) Distance will be measured by computer software based on Ordnance Survey and postal address data using straight line measurement.

EXCEPTIONAL NEED

The Governing Body will give top priority, after the appropriate category of looked after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

APPLICATIONS IN PREVIOUS YEARS

Since Holy Family was established in 2012 there has been an increase of applications from Catholic families' year on year. Whilst the school is not yet oversubscribed by Catholic candidates should this trend continue, it will become more unlikely that the Governing Body will be able to offer places to non-Catholic families.

MULTIPLE APPLICATIONS

Where the final place (60th) is offered to a twin or a child who has another sibling applying for a place in the same academic year the Governing Body will admit the other sibling(s).

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 as measured by the LA. In the case of identical distance, the offer will be made using random allocation which will take place in the presence of an independent witness.

FAIR ACCESS

The school 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 Governing Body and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

In-Year Admissions are co-ordinated by the Local Authority, so please complete the in-year primary school application form online. In order for the Governing Body to rank your application against the admission criteria, it is essential that you complete and return to the school, the school's Supplementary Information Form (SIF). These are available online or from the school. If you do not complete these forms then your application will be ranked lower than those who do. 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 to appeal. You will be offered the opportunity of being placed on a waiting list.

At Holy Family Catholic school we will inspire our children to achieve personal best for themselves and for the glory of God.

When a vacancy arises and there is only one child on the waiting list then the school will inform the LA and an offer letter on behalf of the Governing Body will be sent and your child admitted. When a place cannot be offered, usually because the year group is full, you will be placed on the waiting list. The waiting list is ranked as above and not in the order in which applications are received. The Local Authority will inform you of the reason for the refusal of a place and of your right of appeal. Names are removed from the waiting list at the end of July each year.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then deferral is requested once the offer of a place has been received. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are very unlikely to obtain a place.

SUMMER BORN CHILDREN

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. The application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

APPLICATION PROCEDURE

2018 – 2019

In order to make an application, you **must** complete a **Common Application Form (CAF)** from your local authority. If you do not complete the CAF you will not have made a valid application and will not be offered a place. You **should** also complete the **School's Supplementary Information Form (SIF)**. The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. If you do not complete this form your application will be given lowest priority. Please return the SIF (in person or by post) to the school at the address below, together with all other relevant paperwork required for your application.

If you do not complete **both** of the forms described above and return them by the closing date it is very unlikely that your child will be offered a place at The Holy Family

At Holy Family Catholic school we will inspire our children to achieve personal best for themselves and for the glory of God.

School. Applications received after the closing date will be dealt with as soon as possible after the offer date.

The final date for applications is 15th January 2018. Notification will be sent out by the LA on behalf of the Governing Body on April 2018.

Nursery children: attendance at the nursery does **NOT** guarantee a place in Reception, parents of children attending HF nursery **MUST** make a fresh application for Reception

Certificate of Catholic Practice

Applicants applying under criteria 2, 3 and 4 must submit a Certificate of Catholic Practice (CCP) by the closing date. '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/>

This form (which used to be called a Priest's reference form) is available from the school 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 and agrees that you are a practising Catholic family.

RIGHT OF APPEAL

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the Policy and you will have the right of appeal to an independent panel. Please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be made before xxxxxxxx

WAITING LIST

In addition to their right of appeal, unsuccessful candidates will automatically be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the Policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request to remain on the list.

At Holy Family Catholic school we will inspire our children to achieve personal best for themselves and for the glory of God.

PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS/EDUCATION, HEALTH AND CARE PLAN (EHC)

The admission of pupils with a statement of Special Educational Needs or Education 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 a statement of SEN/Education, Health and Care Plan you must contact your LA SEN officer

CHANGE OF DETAILS

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

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).

‘Adopted’. An adopted child is any child who has been formally adopted and whose parent/ guardian can give proof of legal adoption.

‘Child Arrangements Order’. A child arrangements order is an order under the terms of the children Act 1989 s. 8 settling the arrangements to be as to the person with whom the child is to live. Children “looked after” immediately before the order is made qualify in this category.

‘Parent’ means the adult or adults with legal responsibility for the child.

Special Guardianship order. A 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 special guardians(s).

‘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.

‘Practising Catholic’ means a Catholic child from a practising Catholic family where weekly practice is verified by a certificate of Catholic practice from a Catholic Priest in the standard format laid down by the Diocese. ‘Family’ includes the Catholic or Catholics who have a legal responsibility for the child.

“Catechumen” means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

At Holy Family Catholic school we will inspire our children to achieve personal best for themselves and for the glory of God.

“Eastern Christian Churches” includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

‘Children of other Christian denominations’ means: children who belong to other churches and ecclesial communities which, acknowledging 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 of 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.

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

Parish Boundaries – for the purposes of this policy parish boundaries are shown on the attached map.

‘Distance from school’

Distance from the child’s permanent home address to the school is measured by Ealing Council. The distance is measured by a straight line from a point in the property determined by Ordnance Survey to the nearest gated entrance which is used by pupils to enter the school grounds. The measuring system is an integral part of the admissions software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre.

APPLICATIONS

All correspondence for Holy Family School should be addressed to:

Admissions Officer
Holy Family Catholic Primary School
Vale Lane
W3 0DY

The child’s baptism certificate (if applicable) must be submitted with this form

At Holy Family Catholic school we will inspire our children to achieve personal best for themselves and for the glory of God.