

HOLY FAMILY CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2019 - 2020

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 2019. Applications are invited from families whose child will reach his/her 4th birthday between 1st September 2018 and 31st August 2019 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 previously 'looked after' children, who have been adopted or made subject to a child arrangement or special guardianship orders
2. Baptised Catholic children, with a Certificate of Catholic Practice (or a Certificate of Reception into the full communion of the Catholic Church must be provided), who have a sibling at the school at the time of admission application.
3. Baptised Catholic children, with a Certificate of Catholic Practice (or a Certificate of Reception into the full communion of the Catholic Church must be provided), who are resident in the parish of The Holy Family, West Acton (please see parish boundary map).
4. Other baptised Catholic children
5. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders.
6. Other children with a sibling in the school.
7. Children of Catechumens and members of an Eastern Christian Church.

8. Christians of other denominations whose application is supported by their minister of Religion or a certificate of baptism.
9. Children of other faiths whose application is supported by their Religious leader.
10. 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:

(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 the Local Authority.

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 Local Authority.

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.

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 August 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 2015 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.

Delayed Admission i.e. children educated outside their chronological age (except summer born applications for Reception)

Parents may apply for their child to be educated outside his/her chronological age group, i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

The Admissions Panel will look at the following factors when considering the case put forward by the parent:

- The needs of the child and the possible impact on them of entering Year 1 without having first attended the Reception class;

- In the case of children born prematurely the fact they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the Admission Panel to consider.

If the parents' case for delayed admission into Reception is agreed, the application for a place in the next cohort would have to be made in the following September and would be considered along with all the other applicants for admission in that year.

There would be no guarantee that a place would be offered in the preferred school year. If the parents request for delayed admission into Reception is refused, the parents could still apply by the closing date of 15th January for admission to Reception to the child's normal age group. After the offer of a place had been made, the parent could then inform the Admissions Panel and the Local Authority that they want to delay entry as outlined above.

APPLICATION PROCEDURE 2019 – 2020

In order to make an application, you **must** complete an eAdmissions form on line or a **Common Application Form (CAF)** from your local authority and return it to them. 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 (15th January 2019) it is very unlikely that your child will be offered a place at The Holy Family School.

CERTIFICATE OF CATHOLIC PRACTICE

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

The Local Authority will write to you on behalf of the Governing Body with the outcome of your application on or about 16th April 2019. This information will also be available on line. Parents/carers should accept the place as soon as possible.

LATE APPLICANTS

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is over subscribed, it is very unlikely that late applicants will obtain a place. The final date for applications is 15th January 2019.

NURSERY CHILDREN

Attendance at the nursery **does not** guarantee a place in Reception. Parents of children attending Holy Family nursery **must** make a fresh application for Reception

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. Should you wish to appeal, 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 submitted to the school in writing by Friday 31st May 2019

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 on 31st August 2020, unless applicants request to remain on the list.

PUPILS WITH AN EDUCATION HEALTH AND CARE PLAN (EHC)

The admission of pupils with an Education Health and Care plan (EHC) is dealt with by a completely separate procedure (This used to be called a Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC Plan, you must contact your Local Authority SEN officer. Children with this school named in their EHC Plan will be admitted.

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.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence. If governors give permission for the child to be educated out of his/her normal age group, parents must submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

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.

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church.

'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 Bishop's 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>

"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.

"Eastern Christian Churches" includes Orthodox Churches, and is 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 word 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 the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTUN are deemed to be included in the above definition, as are all the 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.

‘Resident’ – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

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 the Local Authority.

Sibling means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

Special Guardianship Order – A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). A ‘looked after’ immediately before the order is made qualifies in this category.

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