



Holy Family Catholic Primary School

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ADMISSION ARRANGEMENTS 2018/19

Determined Admissions Policy

The number of places available for admission to the Reception class in the year 2018-19 will be a maximum of 25. This arrangement follows consultation between the governing body, the Lancaster Diocese Education Office, the Local Authority and other admissions authorities in the area. The governors will not place any restrictions on admissions to the reception class unless they are advised that the number of children for whom admission is sought is likely to exceed this number. By law, no infant class may contain more than thirty children. *The initial Supplementary Information Form should be returned to the school.*

In the event that there are more applicants than places, after admitting pupils with a statement of special educational needs naming the school, the governing body will allocate places using the following criteria, which are listed in order of priority.

By definition we are a Catholic school serving the Christian communities in Ingol and Tanterton. We are able to provide this having regard for the following admission priorities:

- 1 Children looked after by the Local Authority and adopted children who were previously looked after.
- 2 Children with a specific educational, medical, social to emotional needs relevant to the school, provided that appropriate written evidence from a suitably qualified professional (eg doctor or social worker) is submitted with the application.



- 3 Baptised Catholic Children resident in the Catholic parishes of The Holy Family, Ingol and that part of St Andrew's that is within the district of Tanterton. (Map available from school).
- 4 *Siblings of children at the school who will still be on the school roll at the time of admission.
- 5 Other Baptised Catholic children.
- 6 Baptised Children of other Christian denominations.
- 7 Other Children.

* Siblings are brothers or sisters including step, half, foster and adopted siblings living at the same address or another within the school's catchment area/parish boundary.

Where two or more applications are tied the distance between home and school measured by the shortest walking route will be used as a tie-breaker. The shortest walking route is determined as from house front door to main entrance of school. In the event of a tied distance measurement between address points the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

Parents and children are invited to visit the school prior to admission.

Admissions information:

Last year the school was able to admit all pupils whose parents applied.

Timetable

All applications will be considered at the same time and after the **closing date for admissions which is 15 January 2018. The offer date is 16 April 2018.** Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.

Deferred admission and part time provision

"If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attends school part time until he/she reaches his/her fifth birthday."

Late applications for admission to Reception

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Unsuccessful applications will be placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. Waiting lists will remain open for the full autumn term in the academic year of admission. No preference can be given to date of request for admission.

Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-

at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. Child Benefit Statement, identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP

Twins

Where there are twins wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.

Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which, in the circumstances, no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

In-Year/Non-routine admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. In order to obtain a school place in mid-year, it is necessary to fill in the Local Authority's Common Application Form, stating three preferences. The form must be returned to the Area Pupil Access Team. If you wish to apply to this school on the grounds of your faith commitment then it may be helpful to your application to complete the Diocesan Supplementary Form and return it to the school. The Local Authority will consider your three preferences equally, in liaison with other admissions authorities. The offer of a place can only be made by the Local Authority.

If you wish to visit the school before stating your preferences, please contact us. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

ADMISSION TO HOLY FAMILY CATHOLIC PRIMARY SCHOOL, INGOL, SEPTEMBER 2015

SUPPLEMENTARY INFORMATION FORM

If you are applying for a place for your child in Holy Family Catholic Primary School on faith grounds please complete this form **in addition** to the Common Application Form available online or issued by the Local Authority.

This supplementary information form will assist the Governors of the school in deciding whether your child qualifies for a place. Failure to complete the form may affect where your child is placed within the oversubscription criteria.

If any additional information regarding your application for a place based on the school's faith oversubscription criteria is required the school will provide you with a copy of FORM 2 for your parish priest.

This form must be completed by the parent/guardian/carer (and signed by a Minister of Religion, where necessary)

PART A (To be completed by applicant's parent or guardian)

1. Name of applicant:
2. Address of applicant:

Are you applying for a place because of: (You may tick more than one box)

Living in local area	<input type="checkbox"/>	Special social/medical needs	<input type="checkbox"/>
Sibling in school	<input type="checkbox"/>	Faith commitment	<input type="checkbox"/>

If you are applying on faith grounds, complete the following sections:

3. Parish or area of faith community in which you live _____
4. Name of any Parish or area of faith community in which you worship, if different from above _____

5. If a **Catholic**, I confirm that the applicant is a baptised Catholic and enclose proof of baptism e.g., copy of Baptismal Certificate or details of place and date of baptism

Yes
No

6. Name(s) of any sibling(s) who will be attending *Holy Family* at time of the applicant's planned admission in September 2015

Name _____	Date of Birth _____
Name _____	Date of Birth _____
Name _____	Date of Birth _____

Please return this Form 1 to:

Holy Family Catholic Primary School **by 15 January 2018**