

## HOLY FAMILY CATHOLIC PRIMARY SCHOOL, WARTON

### ADMISSIONS POLICY AND ARRANGEMENTS FOR SEPTEMBER 2019

Holy Family School is a Catholic school situated in the Diocese of Lancaster and is maintained by the Lancashire Education Authority. The Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has a regard for:

- the advice of the Diocesan Trustees on the nature and purpose of Catholic schools;
- the Governing Body's responsibility towards the school and the Catholic community it serves;
- the Catholic character of the school and its Mission Statement.

The school serves in the first instance Catholic children from the parish of Holy Family in the villages of Freckleton and Warton.

The Governing Body has set the planned admissions number for 2019 at 17. The Local Education Authority and other parties required by law have been consulted on this.

The admission of all students to Holy Family Catholic Primary School will be co-ordinated by the Lancashire Local Authority Pupil Access Team. Applications for a place in Reception at September 2019 should be made on the Common Application Form (CAF) issued by Lancashire County Council and returned by 15<sup>th</sup> January, 2019. Applications should preferably be made on-line via [www.lancashire.gov.uk](http://www.lancashire.gov.uk) then search on the A-Z for 'school admissions'. Parents who wish to seek priority for baptised Catholic children or another world faith should also complete the Supplementary Information Form (SIF), available on-line or from school and return it directly to school, also by 15<sup>th</sup> January, 2019.

As required by law all children with an Education Health Care Plan naming the school will be admitted before the application of the over-subscription criteria.

Where more applications are received than the planned admissions number for the school the over-subscription criteria will be applied in the following order:

1. Children looked after by a Local Authority and previously looked after children.
2. Baptised Roman Catholic\* siblings of children at the school who will still be on the school roll at the time of admission.
3. Baptised Roman Catholic\* Children living within the Parish boundary of Holy Family Roman Catholic Church, Freckleton and Warton (which is the boundary of the civic parishes of Freckleton and Bryning with Warton).
4. Other baptised Roman Catholic Children.
5. Children with exceptional and specific educational, medical, social or emotional needs relevant to the school, provided that appropriate written evidence from a suitably qualified professional is submitted with the application.
6. Other siblings of children at the school who will still be on the school roll at the time of admission.
7. Baptised Children of other Christian denominations.
8. Children of other world faiths.
9. Other Children.

For Baptised Roman Catholic children - **Please attach a copy of the**

***BAPTISMAL CERTIFICATE***

**with the**

***Supplementary Information Form***

**and return both directly to school.**

*\*Baptised Roman Catholic as is defined by the Diocese of Lancaster*

## **Further Information Regarding Admissions**

All applicants will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January, 2019. Parents will be sent a letter offering them a place on 16<sup>th</sup> April, 2019.

### **Distance from School**

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where two addresses have the same distance, or the cut-off point is for addresses within the same building, then the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

Where a child lives with parents with shared responsibility, each for part of a week, the child's "family home" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.

### **Children looked after by a Local Authority**

Children looked after by a Local Authority/Looked After Child are children who are (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order and for the purposes of this admission policy will be regarded in the same way as a child who is still looked after by a Local Authority.

### **Siblings**

'Sibling' is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster child or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

### **Non Routine or 'In Year' Admissions.**

It sometimes happens that a pupil needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Under these circumstances parents wishing their child to attend Holy Family Catholic Primary School should arrange to visit the school to meet the headteacher and look around the school. For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

### **Deferred admission**

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 and we encourage parents to allow their child to begin school in September unless there are strong reasons to advise deferred admission.

**If you intend to defer your child's admission to January, 2020 or the start of the summer term it is imperative that you make an application to join the school by 15<sup>th</sup> January, 2019.**

### **Part time attendance**

Parents can request that their child attends part-time until the child reaches compulsory school age and during any period of agreed part-time attendance it is essential that parents work closely with school.

## Appeals

If the year group to which you are applying for a place for your child is oversubscribed and you are initially refused a place you may appeal against this decision to an independent appeals panel. This appeal should be sent in writing to the clerk to the governors at the school within 20 school days of notification of refusal. The date of notification will be considered to be 2 working days after posting by first class post of the refusal to offer a place. Parents must give their reasons for appealing in writing. The decision of the appeal panel is binding on the parents and on the governing body.

## Late Applications

Applications received after the closing date of **15<sup>th</sup> January, 2019** will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the closing date (but before offers of places have been made) be considered alongside those received on time.

## Waiting List

A waiting list for children who have not been offered a place will be kept until the end of the autumn term and will be ranked according to the admissions criteria. Parents/guardians are invited to contact the school if they wish to be informed of their child's position on the waiting list.

## Multiple Births

In cases where parents have requested places for twins, triplets and children of other multiple births and there is only a single place left within the admission number, then the Governing Body may exceed the regulations for twins, ~~siblings in the same year group~~ and children from multiple births where one of the children is the 18<sup>th</sup> child admitted.

## Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child[1] may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. Parents/guardians who wish to request admission out of the child's usual year group should make an application using the relevant forms (you will need to complete both:

- an application for a place in your child's normal age group; and
- the form 'Application for a Lancashire school place for summer born children')

which can found on-line at [www.lancashire.gov.uk](http://www.lancashire.gov.uk) and submit the forms to the education authority.

If an application is made for a child outside their normal age group Admission the Governing Body of Holy Family Catholic Primary School will make their decision about each individual application on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Governing Body of Holy Family Catholic Primary School will also take into account the views of the head teacher. When informing a parent of their decision on the year group the child should be admitted to, the Governing Body of Holy Family Catholic Primary School will set out clearly the reasons for their decision.

Where the Governing Body agrees to a parents' request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (ie the age group to which pupils are not normally admitted to the school) the local authority and Governing Body **will** process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their

determined admission arrangements only, including the application of oversubscription criteria where applicable. They **will** not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against refusal of a place at a school for which they have applied. *This right does not apply if they are offered a place at the school but it is not in their preferred age group.*

[1] The term 'summer born children' relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

**Supplementary Information Form (SIF)** can be found on the next page.

*Fill in this form and take or post the completed copy to the school.*

**SUPPLEMENTARY INFORMATION FORM (SIF): STANDARD [ONLINE] VERSION**

**CATHOLIC PRIMARY SCHOOLS IN LANCASHIRE**

**Admission to Primary School – September 2019**

*Please complete and submit this form by 15 January 2019*

**SCHOOL APPLIED FOR:**

Name of school: \_\_\_\_\_  
Address of school: \_\_\_\_\_  
\_\_\_\_\_

**APPLICANT INFORMATION:**

Name of parent(s)/guardian(s): \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

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**CHILD INFORMATION:**

Name of child: \_\_\_\_\_

Address of child: \_\_\_\_\_

(if different from above)

\_\_\_\_\_

Is the child a baptised Catholic?    Yes                       No  

If 'yes', give the parish and date of baptism:

\_\_\_\_\_

**\*\*\* Please attach a copy of the baptismal certificate with this form**                     Yes

In which parish does the child currently live

\_\_\_\_\_

If the child is not baptised Catholic please state to which denomination or faith the child belongs  
(see note 3 – overleaf):

\_\_\_\_\_

**STATEMENT FORM                    (TO BE COMPLETED BY MINISTER OF RELIGION/FAITH LEADER  
WHERE THE CHILD IS NOT A BAPTISED CATHOLIC)**

Minister/Leader (Print name): \_\_\_\_\_

Address: \_\_\_\_\_

Position held: \_\_\_\_\_

Signed and dated: \_\_\_\_\_