

# **HOLY FAMILY CATHOLIC PRIMARY SCHOOL, WARTON**

## **ADMISSIONS POLICY AND ARRANGEMENTS FOR SEPTEMBER 2024**

Holy Family Catholic Primary 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 conducted 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 of Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. As 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.

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 2024 at 30. 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 2024 should be made on the Common Application Form (CAF) issued by Lancashire County Council and returned by 15<sup>th</sup> January, 2024. 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, 2024.

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. Catholic Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.(see note 2)
2. Baptised Roman Catholic\* siblings of children at the school who will still be on the school roll at the time of admission.(see notes 3 &11)

3. (a) 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).  
(b) Baptised Roman Catholic\* Children living in the Parish boundary of St. Anne's Westby.(note 3 & 11)
4. Other baptised Roman Catholic Children.(see note 3)
  5. Other Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted
  6. 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(see note 10)
7. Other siblings of children at the school who will still be on the school roll at the time of admission (see note 8)
8. Catechumens and members of an Eastern Christian Church (see note 4& 5)
9. Baptised Children of other Christian denominations ( see note 6)
- 10.Children of other world faiths ( see note 7)
- 11.Other Children whose parents wish them to be educated at Holy Family Catholic Primary School.

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*

***Notes (these notes form part of the oversubscription criteria)***

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. 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. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child or children are who looked after or previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to have been state care outside of England and ceased to be in state care as a result of being adopted.

3. '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. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "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 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 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.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 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. 'brother or sister' includes:

(i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

(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.

9. 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.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the parish map and will be applied to the admission arrangements for September 2024.

12. 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 Application Form ("CAF"). 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 CAF, provided that the child resides at that address for any part of the school week.

### **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, 2024. Parents will be sent a letter offering them a place on 16<sup>th</sup> April, 2024.

### **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).

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 Application Form ("CAF"). 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 CAF, provided that the child resides at that address for any part of the school 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 including those from overseas 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 natural brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brothers or sisters, whether or not they are living at the same address or the child of the parent/carer's partner where the 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.

## **In-year admissions**

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application.

The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website.

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel.

Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's [appeal form](#) on Lancashire County Council's website.

## **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, 2024 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, 2024.**

## **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, 2024** 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 December 31<sup>st</sup> 2024 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, 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.

Please read the following document if you are considering requesting a deferment of admission to a year group outside your child's normal year group: 'Summer-born children deferring or delaying school entry.'

Which can be found at the following web-address:

- <http://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/apply-for-a-primary-school-place.aspx?page=11>

If you wish to request to defer your child's admission until the following school year you will need to complete two application forms as follows:

- 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.'

Both of these application forms should preferably be completed on-line via [www.lancashire.gov.uk](http://www.lancashire.gov.uk) then search on the A-Z for 'school admissions'. These applications should be completed by 15<sup>th</sup> January, 2024. 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, 2024.

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 to which the child should be admitted, 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 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.*

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

[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).

***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 2024**

***Please complete and submit this form by 15 January 2024***

**SCHOOL APPLIED FOR:**

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

**APPLICANT INFORMATION:**

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

**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: \_\_\_\_\_