

The Holy Family Catholic Primary School

Admissions Policy

2016/2017



July 2014

Diocese of Hallam Schools' Department

Holy Family Catholic Primary School

The published admission number for 2016/2017 is 30

Co-ordinated Scheme for Admission Arrangements

Details of the co-ordinated scheme can be obtained from the Nottinghamshire County Council (www.nottinghamshire.gov.uk).

Applications for places are made to the home local authority before the closing date.

Applicants should also complete a supplementary information form which should be returned directly to the school before the closing date.

Date of Admission to the School for 2016/2017

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, in 2016/17 parents will be given an option for their child to enter the primary reception class full or part time from the September after their fourth birthday, choosing for them to start in September or to remain in nursery till January or Easter. The school will consult with any parent who wishes to discuss their choice for their child in the event that they may wish to defer until later in the year or until the end of the term in which the child reaches compulsory school age. If no alternative is requested the Governing Body being the admissions authority for this school, will admit children into school at the following times

- a) *children whose fifth birthday falls between 1st September and 31st August – admission at the beginning of the Autumn Term in September*

Further information on the admission of summer born children is available in Nottinghamshire County Council's Admissions to schools: guide for parents available at www.nottinghamshire.gov.uk.

Admission oversubscription criteria

Please note that children who have a Statement of Special Educational Needs and Educational Health Care Plan that names the school will be admitted.

Where there are more applications for admission than the planned admission number stated the Governing Body will apply the following criteria in strict order of priority:

In the event of oversubscription within any criterion, priority for admission will be given to children who live nearest to the school as the crow flies. The distance will be measured from the main entrance of the child's home to the main entrance of the school using Nottinghamshire County Council's computerised distance measuring software.

In circumstances where two or more children live the same distance from the school the offer of a place will be decided by drawing lots. This will be verified by a person independent of the admissions team. The first name drawn will be offered the place.

Category One

Catholic children (see **footnote 1**) who:-

- a) are Looked After Children or previously Looked After Children (**footnote 2**)
- b) are siblings (**footnote 3**) of Catholic children attending Holy Family Catholic school at the time of admission
- c) live within the parishes of St Mary and St Joseph the Worker, Worksop and St Helen's, Oldcotes

Category Two

Looked After Children or previously Looked After Children (**footnote 2**) who are not baptised Catholics

Category Three

Children who have siblings (**footnote 3**) attending Holy Family Catholic Primary School at the time of admission.

Category Four

Catholic children who live in other Catholic parishes but who do not have a sibling in the school.

Category Five

Children who are members of:

- a) Orthodox Churches as recognised by the Catholic Church (**footnote 4**) who have sought the written support of their minister and live within the parishes of St Mary and St Joseph the Worker, Worksop and St Helen's Oldcotes.
- b) Other Christian Churches, who are full members of Churches Together in England (**footnote 5**) at the time of application, whose parent has sought the written support of their minister and live within the parishes of St Mary and St Joseph the Worker, Worksop and St Helen's Oldcotes.

Category Six

Children who are members of other World Faiths whose parent wishes their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

Category Seven

Children with a specific educational, medical or emotional need, who do not come under any of the above categories, provided that appropriate written evidence from a suitably qualified professional eg Doctor, Social Worker is submitted with the application indicating why Holy Family Catholic Primary School is the most appropriate setting. The Governors will consider the application.

Category Eight

Children whose parents are seeking a Christian environment for their children's education.

Category Nine

Other children

Footnotes:

Footnote 1

“Catholic children” are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, or those whose parents have been formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

Definition of a Candidate for Foundation

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools’ Department (0114 2566440)

Footnote 2

Definition of ‘Looked after children’ and previously looked after children

A Looked after child is a child who is (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 in accordance with section 22 (1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are those who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

Footnote 3

Definition of Sibling

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters.

Footnote 4

Orthodox Churches – please contact the Diocesan Schools’ Department for further information

Footnote 5

Churches Together in England

For the most up to date list please see www.churches-together.org.uk or contact the school. Confirmation of full membership of Churches Together in England should be obtained via the Minister / Religious Leader’s Reference on the additional information form.

Place of residence

A child will be deemed to live at the residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child’s ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week.

Multiple births

When one child of a multiple birth can be admitted, the other child/children will also be admitted.

Fair Access Protocol

All admissions authorities must participate in the Fair Access Protocol. The school participates in Nottinghamshire County Council’s Fair Access Protocol.

Late Applications

Late applications will be dealt with in accordance with Nottinghamshire County Council’s coordinated scheme.

Waiting List

Waiting lists will be dealt with in accordance with Nottinghamshire County Council’s coordinated scheme.

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place may be withdrawn.

2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

Applications outside of the normal admissions round

Applications outside of the normal admissions round will be dealt with in accordance with Nottinghamshire County Council's coordinated in-year scheme.

Appeals

If a place has been refused, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfE School Admission Appeals Code. Details of the appeals process will be made available to all unsuccessful applicants

1. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 20 school days of the date of the refusal letter to:

*Appeals Team
Democratic Services
County Hall
Nottingham*

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code.

Documentation Required

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Supplementary Information form, obtainable from school, should be completed and returned to Holy Family Catholic Primary School by the closing date for applications.
3. A copy of the child's baptism certificate if the applicant is Roman Catholic
4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
5. The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

7. A written statement from parents outlining their desire for their child to be educated within a Christian environment. This statement will be used to differentiate between Category 8 & 9

Admission of children outside the normal age group

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child 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 Foundation rather than year 1. Children should only be educated out of the normal age group in very limited circumstances.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible. Designated officers will make decisions based on 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, the child's 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 views of the head teacher of the Holy Family Primary School will also be taken into account. The parent will be informed of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the 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.

Governing Body of Holy Family Catholic Primary School
Date 15th July 2015