

# HOLY FAMILY CATHOLIC PRIMARY SCHOOL

## Admissions Policy 2017-2018

### Our Vision Statement

'Developing and inspiring lifelong learners.'

### Mission Statement

The mission of our school is to provide the highest quality of education within a Catholic ethos. Through the love of God, we will foster individual uniqueness, working hard using the talents that God has given us for the good of other people and to achieve our best. Together with our families, our parish and our local community, we seek to create a safe, happy school and become confident, caring citizens.

## **HOLY FAMILY CATHOLIC PRIMARY SCHOOL ADMISSIONS POLICY 2017-2018**

**Holy Family Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. The school is guided 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 to Jesus Christ.**

**As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice underlies every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school.**

**The school exists primarily to serve the Catholic community. However, the Governing Body welcomes applications, subject to the availability of places, from those of other denominations and faiths who support the religious ethos of the school.**

- 1. Admissions to the school are made by the governing body.**
- 2. The governors, having consulted with the LA, intend to admit 30 children to Foundation Stage Two (Reception) class and 49 children to Foundation Stage One (Nursery) class. Free nursery entitlement is 15 hours a week. Some children may be able to access additional hours, depending on need.**
- 3. Priority of admission to the school will be decided by reference to the admission criteria in the order set out below.**

**Please note that first priority is always given to children with a statement of special educational needs (SEN) or education, health and care plan (EHCP) naming the school. Remaining places will be given in the following priority order:**

- (a) Baptised Catholic children in public care and looked after children or adopted children and those children subject to a residence order/special guardianship, who are not Catholic but are in the care of Catholic families. \*\***
- (b) Baptised children of committed Catholic parents as verified by reference from the parish priest of the parish where the family regularly worships. In defining 'committed' the Governing Body will take into account frequency of attendance at Mass with 'weekly attendance' having highest priority and 'occasionally' having the lowest priority. Children enrolled in the catechumenate of the Catholic church will be given equal priority to baptised children. Priority will be given to those resident in the parish of St. John Fisher. 'Resident in' refers to the principal home address at which the child lives for the majority of his/her time and with the parent or carer who is in receipt of Child**

**Benefit. A map is available in the school office for determining the parish boundaries. *Criteria (i) - (iii) below will also apply where there is oversubscription/tiebreak in this category.***

**(The school will refer to the supplementary form (see para 5) to determine this information.)**

- (c) Children baptised in the Catholic faith whose parents may not be practising at the time of admission. Proof of baptism will be required to determine Catholicity. *(Criteria (i) - (iii) below will also apply where there is oversubscription/tiebreak in this category.)***
- (d) Other looked after children, adopted children and those children subject to a residence order/special guardianship *(Criteria (i) - (iii) below will also apply where there is oversubscription/tiebreak in this category.)\*\****
- (e) Children who are members of Eastern Christian Churches including Orthodox Churches. Evidence of Baptism or reception from the authorities of that Church will be required.**
- (f) Children whose parents are members of Christian denominations that are part of Churches Together in England resident within the territorial boundaries of St. John Fisher's parish, who are in sympathy with and understand that the practices and doctrines to be taught are those of the Roman Catholic Church, and whose applications are supported in writing by the minister/vicar of their church. *(Criteria (i) - (iii) below will also apply where there is oversubscription in this category.)***
- (g) Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader within the territorial boundaries of St. John Fisher's parish *(Criteria (i) - (iii) below will also apply where there is oversubscription in this category.)***
- (h) Any other applicants *(Criteria (i) - (iii) below will also apply where there is oversubscription in this category.)***

**\*\* A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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.**

**4. Oversubscription/tiebreak criteria**

**The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications:**

- (i) The presence of a sibling in the school at the time of the applicant's admission who is living at the same address and is attending the school at the time of the child's admission. This does not include siblings attending a school's nursery provision. In a situation where a sibling was number 30 and the twin was number 31 the class size could be increased at the headteacher's discretion. *(A sibling is defined as a full brother or sister or step/half brother or sister living at the same address, or a child who is living as part of the family unit by reason of a Court Order)***
  
- (ii) Medical or social grounds which make the school particularly suitable for the child in question. Verification by an appropriate authority (e.g. medical practitioner, attendance advisory officer, social worker) would be required. *(If using this criterion, supporting evidence should set out the particular reasons why the school is the most suitable school and the difficulties that would be caused if the child had to attend another school). There is a panel of Governors who meet to decide when the school intake is oversubscribed. In reaching a decision, advice will be sought from medical and teaching professionals where appropriate.***
  
- (iii) Distance from home to the centre of the school. The local authority's computerised mapping system, measures from a single fixed point in the centre of the child's home address to the centre of the school (measured 'as the crow flies'). If more than one applicant lives in a multi-occupancy building, e.g. flats, priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.**
  
- (iv) Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school, the place will be decided by the drawing of lots.**

**5. Procedure**

**Applicants may only apply for a Reception class (FS2) place by completing a Common Application Form which must be returned to the home Local Authority's Admission Section direct. Applicants should also complete a Supplementary Information Form which should be**

returned to Holy Family School. The application period is as per published by the Royal Borough of Greenwich school admissions.

Supplementary Information Forms are available from the School admin office, from the Local Authority and can be downloaded from the school's website ([www.holyfamily.greenwich.sch.uk](http://www.holyfamily.greenwich.sch.uk)). If a supplementary information form is not received by the school, Governors will not be able to apply their admission criteria and the application will be considered under the 'any other applicants' category.

6. **Deferred entry to primary school (admission of children below compulsory school age)**- The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.
7. **Late Applications** – Any late applications will be considered by the Governors' Admission Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.  
**Procedures for late applications will be in accordance with the Local Authority's scheme for the co-ordination of primary school admissions.**
8. **In-year admissions**  
Holy Family School manage their own in-year applications for admission to the Nursery, year 1 – year 6. Application forms for in-year admissions are available from the school admin office and can be downloaded from the school's website. Forms should be completed and returned to the school office along with copies of the baptismal certificate (if available) and the child's birth certificate. Families will be contacted directly by the school to arrange for the child to visit the school. Children admitted via Fair Access will be in accordance with the Royal Borough of Greenwich's Fair Access Protocol.
9. **Waiting List**  
Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list

**does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. Waiting lists are kept indefinitely. Should a place arise later in the child's school career, parents are contacted to see if they still wish to take up a place. It is possible that when a child is directed under the local authority's fair access protocol, they will take precedence over those children already on the list.**

**10. Appeals**

**Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School /Standards Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.**

**Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:-**

- a) The admission of additional children would not breach the infant class size limit; or**
- b) The admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or**
- c) The panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case**