



HOLY CROSS CATHOLIC PRIMARY SCHOOL

Basuto Road, Fulham, LONDON SW6 4BL

Telephone: 020 7736 1447

Email: admin@holycrossrc.lbhf.sch.uk

Executive Headteacher: Mrs Kathleen Williams

Interim Associate Headteacher: Ms Catherine Macgonigal

RECEPTION ADMISSION POLICY 2017 – 2018

Holy Cross Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families within the parishes of Holy Cross Parsons Green and Our Lady of Perpetual Help Sands End. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of governance, and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. As a Catholic school we aim to provide a Catholic education for all our pupils. At 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 is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Applications are invited for September 2017 from families whose child attains 4 years of age between 01/09/2016 and 31/08/2017.

The published Admission Number (PAN) for the Reception Class at Holy Cross Catholic Primary School is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 pupils to the reception classes in the school year which begins in September 2017.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked-after children and Catholic children who have been adopted (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after.
2. Baptised Catholic children with a Certificate of Catholic Practice who have a sibling at the school at the time of admission.
3. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the Parishes of Holy Cross or Our Lady of Perpetual Help.
4. Baptised Catholic children with a Certificate of Catholic Practice who are resident outside the parishes of Holy Cross and Our Lady of Perpetual Help.
5. Other Baptised Catholic children.
6. Other 'looked-after' children and other children who have been adopted or made subject to child arrangement orders or special guardianship orders, immediately after having been looked after.
7. Children of Catechumens and members of Eastern Christian Church.
8. Christians of other denominations whose application is supported by a letter from their minister confirming membership of the faith community.

9. Children of other faiths whose application is supported by a letter from their faith leader confirming membership of the faith community.
10. Any other children.

EXCEPTIONAL NEED

The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

STAFF MEMBERS

The Governing Body will give top priority for children of members of staff, after the appropriate category of looked after children (i.e. teaching staff, support staff and anyone employed by the governing body) who has completed two years of service at the time of application.

MULTIPLE APPLICATIONS

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

TIE BREAK

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured by the LBHF Authority.

FAIR ACCESS

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Governing Body and the Diocese for the current school year. The Governing Body has the power even when admitting the child would mean exceeding the published admission number.

IN-YEAR ADMISSIONS

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, the local authority will be informed, the e-admissions form and the Supplementary Information form will be completed and the child will be admitted. If there is a waiting list the applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on the waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria (as modified above) and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list and make an offer of a place.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school

age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2018.

CHILDREN EDUCATED OUT OF THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer born children)

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors at the time of application. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

SUMMER BORN CHILDREN

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

APPLICATION PROCEDURE 2017 - 2018

In order to make an application, you **must** complete an **e-admissions form** from your local authority and return it to them. If you do not wish to complete an online e-admissions form, you can obtain a paper form from your local authority. You **should** also complete the school's Supplementary Information Form (**SIF**). The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to Holy Cross Catholic Primary School, Basuto Road, London SW6 4BL together with the relevant paperwork required for your application.

If you do not complete both of the forms described above and return them by 13th January 2017, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

Applicants applying under criteria 2 and 3 and 4 must submit a Certificate of Catholic Practice form (CCP) by the closing date. This form is available from the diocesan website at www.rcdow.org.uk/schools/governors/admissions.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about Monday 18th April 2017. This information will also be available on line. Parents/carers should accept the place as soon as possible.

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 2, 3 and 4 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest's reference form) is available from the school or from the diocesan website. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

EDUCATION, HEALTH AND CARE PLANS (EHC)

The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must

contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted to the school.

LATE APPLICATIONS

Late applications received after the deadline will be handled by the LA, after the initial allocation of places has been completed.

RIGHT OF APPEAL

Parents whose applications for places were unsuccessful will be given an opportunity to appeal against the decision to an independent appeal panel set up with the statutory provision in force at the time.

Appeals should be submitted to the school by Friday, 26th May 2017.

WAITING LIST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out in the Policy above and *not* in the order in which applications are received or added to the list. Names are removed from the list after 1 year, unless applicants request to remain on the list. Names will be removed from the list on 31st August 2017, unless applicants request in writing to remain on the list.

CHANGE OF DETAILS

If any of the details on either of your forms change between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

Please note that there is no automatic right of entry from Nursery Class to Reception. Parents whose children are currently attending Holy Cross Nursery need to re-apply for Reception.

NOTES (these notes form part of the oversubscription criteria)

'Adopted' An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

'Child Arrangements Order' A Child Arrangements Order is an order under the term of Children Act 1989 s.8 setting the arrangements to be made as to the person with whom the child is to live. Children looked after immediately before the order is made qualifies in this category.

'Looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

'Special Guardianship Order' A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

'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.

'Christian' for the purposes of this policy means a member of one of the Churches affiliated to 'Churches Together' in Britain and Ireland.

'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.

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

'Exceptional Needs' 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 written evidence from an appropriate professional, such as a social worker, doctor or priest.

'Siblings' means brothers and sisters, step brothers and sisters, half brothers and sisters or and adopted/fostered brothers and sisters.

'Resident' A child is deemed to be resident at a particular address when he/she resides there for 50% or more of the school week.

'Parent' means the adults with legal responsibility for the child.

'Applicant' refers to the person making an application on behalf of a child.

'Candidate' refers to the child on whose behalf the application is being made.

Parish Boundaries For the purposes of this Policy, the parish boundaries are shown on the attached map.

Distance Measure For the purposes of this policy, nearness to the school will be calculated using a straight line measurement (as the crow flies) from the child's home address point to the centre point of the school as determined by the LA's computerised measuring system. Accessibility by car or public transport will be disregarded.

If any applicants share the same address, i.e., live in the same block of flats or shared house, priority will be given to those closest to the ground floor and then by ascending flat number order. In the event that more than one child has the same distance, a decision will be made using random allocation.

If a tie-break involves twins or triplets, the LA will offer places over the published admission number to accommodate the children.