

**HOLY FAMILY CATHOLIC PRIMARY SCHOOL STOKE LODGE**  
**ADMISSIONS POLICY**  
**ACADEMIC YEAR 2019/20**

**1. INTRODUCTION.**

Holy Family is a Catholic Voluntary Aided Primary School, which was established by the Catholic Church to serve the Catholic community within the Parish of Holy Family, Patchway and the surrounding area (*a map of the Parish Boundary is included in this policy*). Within the legal framework allowed and the Published Admission Number which is 30, it is hoped that all Baptised Catholics living within the Parish will be offered a place at either Holy Family Catholic Primary School or St Mary's Catholic Primary School

**PUBLISHED ADMISSION NUMBER (PAN).**

The Published Admission Number for the Reception Class is 30 and this is also the number of places available in other year groups. In accordance with infant class size legislation, the Governors are not in a position to breach their admissions number of 30 for Reception or Key Stage one. Exceptions for this are:

- Multiple births if it would mean splitting children because one would be the 31st child.
- Within reasonable capacity military personnel posted to the area after the due deadline and who have the correct documentation to confirm this.

**ADMISSION.**

**Pupils are normally admitted in the September of the school year in which they reach their fifth birthday.**

**DEFERRED ADMISSION.**

However, in accordance with the 2014 Admissions Code, where a place has actually been offered, a parent can request that the date their child is admitted to school is deferred until later in the academic year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Deferred admissions will follow South Gloucestershire Council's formal statement. A Parent seeking such a deferment should make this clear at the time of applying for a place.

**ADMISSION OUTSIDE OF THE NORMAL AGE GROUP (Retained or Accelerated Entry).**

Children born in the summer and whose parent does not wish them to start school until the term after their 5th birthday will have to make a separate in-year application for **outside of their normal age group** for the following academic year unless there is a professional agreement that joining a different group is in the best interests of the child in which case a common application form will have to be completed for admission to reception in the academic year 2019/2020. There is no guarantee of a place within a different year group if a parent decides to defer their child starting school – all applications would be subject to a place being available within the requested year group and governors would consider all applications, and the Order of Priority applied, to determine any place offered. *See Schools Admissions Code S.2.17a*

**PART-TIME ATTENDANCE.**

A Parent /carer can also request that their child attends part-time until the child reaches compulsory school age. Where a child attends school part-time, this would normally be for five morning sessions or five afternoon sessions each week as agreed with the school.

## 2. MAKING AN APPLICATION

In accordance with the national arrangements and the local scheme of coordination, **applications for a place in Reception must be made by a parent / carer on a common application form and submitted to South Gloucestershire Local Authority (LA) by 15th January 2019.** The form for completion by residents of South Gloucestershire is on the Council's website (for on-line applications go to [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions)) and is also included in the booklet for a parent / carer, available from South Gloucestershire Primary Schools and South Gloucestershire Student Access & Support Team, from the beginning of the academic year.

### SUPPORTING DOCUMENTATION

Any supporting documentation where it should be sent and the governors' right to confirm the supporting documentation. Where it is indicated that a child is a **Baptised Catholic**, the Governors as the Admissions Authority require a copy of the child's **Baptism Certificate** to be sent directly to the School by 15<sup>th</sup> January 2019.

For Reception Intake, this should be submitted by 23.59 on 15<sup>th</sup> January 2019 to be considered in the first round of allocations. Supporting documentation should be submitted to the school office at Holy Family Catholic Primary School, Amberley Road, Stoke Lodge, Bristol BS34 6BY irrespective of the application method used (i.e. paper documents or online).

The Governors reserve the right to request sight of the "original" documents and certificates.

**APPLICANTS RESIDENT IN OTHER LOCAL AUTHORITY AREAS SHOULD APPLY VIA THEIR 'HOME' LOCAL AUTHORITY.**

After the agreed Local Authority deadline, the South Gloucestershire Admissions and Transport Team will inform the Governors of all applications and the Governors will then allocate accordingly.

### OVER-SUBSCRIPTION.

In the event of oversubscription, **the Governors will apply its Order of Priority as listed below.** If two or more applications cannot be separated by applying the oversubscription criteria, the drawing of lots will be used to determine the order of the ranking of applications. This will be supervised by someone independent of the school. The South Gloucestershire Council will be informed of its decisions. **South Gloucestershire Council, acting on behalf of the Governors, will then notify the parent/carers on 17th April 2019 of the outcome.**

### LATE APPLICATIONS FOR RECEPTION ADMISSIONS.

Applications received after the closing date **15th January 2019** but, before the offer of places is made by the Governing Body will not be considered in the first round of allocations unless, in the opinion of the Governors Admission Committee, there were exceptional reasons for applicants not being able to meet the required deadlines i.e. as in the case of military personnel or medical reasons supported by a doctors certificate.

## 2.2 IN-YEAR ADMISSIONS.

In the event of a request for an **In-Year Admission** (an application for a place during the academic school year, or for September 2019/20 in a year group other than the bulk Reception intake), **a formal request for application has to be made directly to the school. The school will issue an Application Form, which will need to be completed and returned to the school with relevant supporting documents and Baptism Certificate for Catholic applications.**

The Governors will meet to consider the application submitted to them. In the event of oversubscription for a place, **the Governors will** apply the criteria set out below. **The decision of the Governors will be communicated directly to** the applicant of the refusal or offer of a place.

3. **CONSIDERATION OF PLACES TO BE OFFERED.**

- 3.1 The Governing Body will offer places using their published criteria.
- 3.2 The timing of the offers for Reception places will be in line with South Gloucestershire Local Authority – 17th April 2019.
- 3.3 Deferred admissions will also follow South Gloucestershire Council’s formal statement.
- 3.4 In the event of over subscription (i.e. more applications than places available) places will be offered in accordance with the Order of Priority set out below.
- 3.5 Casual applications, i.e. those that fall outside of the normal reception admissions round, will be considered after formal application to the School Governors Admissions Committee against the priorities listed below.
- 3.6 When applications within each of the categories exceed the number of places available, places will be allocated having regard to those children living closest to the school. The distances from the home address to school will be measured in a direct line between the address point of the child’s home and a central point within the main school building using the Local Authority’s computerized mapping system. In the event of equal distance, any remaining applications will be allocated by drawing lots. Lots will be drawn by the Governors Admissions Committee. This will be supervised by someone independent of the School.
- 3.7 If two or more applications cannot be separated by applying the oversubscription criteria, the drawing of lots will be used to determine the order of the ranking of applications. This will be supervised by someone independent of the school.

**Children with a statement of Special Educational Needs or Education Health Care Plan (EHCP).**

Admission procedures for children with Statements or EHCP is different and these children take priority. The Local Authority is responsible for issuing the Statement, and for consulting with parents and the governors of Holy Family, if a preference has been made for the school, before the school is named in the Statement.

4. **ORDER OF PRIORITY.**

Holy Family’s Published Admissions Number (PAN) is **30**. All applications will be ranked according to the Order of Priority given below.

4.1 **Baptised Catholic ‘Looked After Children and previously Looked After Children.**

*For definitions see section 5.*

4.2 **Baptised Catholic children who live within the Parish of Holy Family with a brother or sister who will be attending the school at the time of admission.**

*For details of definitions see section 5. See what supporting documentation is required above. A map of the parish boundary is included within this policy.*

- 4.3 **Baptised Catholic children who live within the Parish of Holy Family:** Children who live within the boundaries of the Catholic Parish of Holy Family and who have been, Baptised into the Catholic Church. *For what supporting documentation is required above.*
- 4.4 **Baptised Catholic Children, who live outside the Parish of Holy Family.** *See what supporting documentation is required above. .*
- 4.5 **Other ‘looked after children’ and/or ‘previously looked after children’.** *For definitions please see section 5.*
- 4.6 **Children who are not Baptised Catholic with a brother or sister who will be attending the school at the time of admission.** *For definitions please see section 5*
- 4.7 **All other applicants not in the above categories.**

5. **DEFINITIONS.** The following definitions will apply to this policy:

- (5.1) A **Catholic** is someone ‘**Baptised**’ or ‘**Received into Full Communion**’ by a Christian rite in full communion with the Holy See. Most commonly called ‘Roman Catholic’ in England and Wales but also includes certain Eastern Rites, Copts and the new ‘Ordinariate of Our Lady of Walsingham’, which are in union with the Holy See.
- (5.2) **Parish boundaries of Holy Family Catholic Church, Patchway:** A map is included within this policy.
- (5.3) **Baptised Catholic Looked after children:** Baptised Catholic Looked After Children at the time of application and Baptised Catholic Children who were previously Looked After, but cease to be so because they were adopted (or became subject to a child arrangements order or Special Guardianship Order) immediately following having been Looked After. *A **Baptism Certificate** is required.*
- (5.4) **Looked After Children:** are children who are :-  
 (i) in the care of the local council or  
 (ii) being provided with accommodation by a local council in the exercise of their social services functions *(see the definition in section 22(1) of the Children Act 1989).*
- (5.5) **Previously Looked After Children:** this included children who were adopted under the Adoption Act 1976 *(See section 12 adoption orders)* and children who were adopted under the Adoption. and Children Act 2002 *(See section 46 adoption orders)* – child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.  
 -in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
- (5.6) **Brothers and sisters.** To be considered as a brother or sister a child must be living at the same address for the majority of the time\* as a full, half, step or adoptive brother or sister. Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time\* at the address considered to be the address of the child for whom the application is made.

**\*A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time. The brother or sister must be attending Holy Family school at the time of admission.**

- (5.7) **Home address.** A child's home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time\* *see above*. This would normally be the same address as the person who has parental responsibility for the child as their main carer. Those moving should normally provide independent confirmation of the new address.
- (5.8) **Moving into the area:** Please note proof of residence will be required, for those intending to move in to the area. eg, copy of sale agreement / rental agreement with a **moving in** date recorded. An estate agents letter will not suffice.

## 6. WAITING LISTS

**Bulk Admissions (i.e. Reception intake September 2019)** In the event of oversubscription and refusal of applications for places, a waiting list will be maintained for any vacancies, which occur until the end 31<sup>st</sup> December 2019. **A request to go on this waiting list must be made in writing to the School.** Priority order on the waiting list will be determined according to the Order of Priority for the school, **not** by the date of joining the waiting list. When a place becomes available within this year group, the waiting list will be re-ranked and places offered **according to the School Admissions Policy Order of Priority above, not by the date of joining the waiting list.**

**In-Year Admissions** In the event of refusal of an in-year application, parents can request that their child be placed on a waiting list, which will be held by the School. **This request must be made in writing to the School.** Should a place become available in the academic year in question, **places will be offered by the Governors according to the School Admissions Policy Order of Priority above, not by the date of joining the waiting list.** The School will retain the waiting list up until the end of the Academic Year, i.e. 31<sup>st</sup> August 2019.

**Placing a child's name on a waiting list does not affect an applicant's right of appeal against an unsuccessful application.**

## 7. APPEALS

Parents have the right to appeal against the refusal by the Governing Body to admit their child **and should put their appeal in writing to the Clerk of Governors (address below) within 20 school days from the date of notification that their application was unsuccessful.** Appeals will be arranged by the Diocese of Clifton Department for Schools and Colleges and South Gloucestershire Local Authority and conducted in accordance with the current Code of Practice on School Appeals.

Clerk to the Governors: **Anne Collins, Holy Family Catholic Primary School, Amberley Road, Stoke Lodge, Bristol, BS34 6BY.**

*Information about the number of applications received and the number of places allocated within each category for 2019 -20 is available from the school office and / or South Gloucestershire Local Authority.*