



# **Policy:**

# **Admissions 2019**

Agreed by Governors  
29 January 2018

SLT Responsible: F Azad

Next Review Date: Autumn 2018 for 2020 entry

The Holy Family Catholic School was founded by the Catholic Church to provide education for children of Catholic families. The school is run 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.

If the number of preferences received is less than the admission number then all preferences will be met. However, when there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The governing body has responsibility for admissions to the school and intends to admit 165 pupils to Year 7 in the school year which begins in September 2019.

#### Oversubscription criteria

***At any time where there are more applications for places than the number of places available, places will be offered in the following order of priority:***

1. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with a sibling who attends The Holy Family Catholic School
2. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
3. Baptised Catholic children with a sibling who attends The Holy Family Catholic School
4. Baptised Catholic children who live in the primary school defined areas of St Anne's Keighley, St Joseph's Ingrow, Keighley, Our Lady of Victories Keighley, St Stephen's School, Skipton and go to the Catholic primary schools serving those areas.
5. Baptised Catholic children who live in the above named defined areas.
6. Baptised Catholic children who currently attend one of the Catholic primary schools serving these areas but do not live in the defined area.
7. Other Baptised Catholic Children.
8. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with a sibling who attends The Holy Family Catholic School.
9. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order and who live in the primary school defined areas of St Anne's Keighley, St Joseph's Ingrow, Keighley, Our Lady of Victories Guardhouse, St Stephen's School, Skipton and go to the Catholic primary schools serving those areas.
10. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
11. Other children with a sibling who attends The Holy Family Catholic School.
12. Other children who attend St Anne's Keighley, St Joseph's Ingrow, Keighley, Our Lady of Victories Guardhouse, St Stephen's School, Skipton.
13. Other children.

## **Tie Break**

- Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to the school. 'straight line distance' will be used as the measure (see notes).
- If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation (see notes).
- Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation (see notes).

## **Application Procedures and Timetable**

A standard application form, known as the Common Preference Form must be completed and returned to the Local Authority The Admissions Team, Department for Children's Services, Margaret McMillan House, Princes Way, Bradford BD1 1NN by October 31<sup>st</sup> 2018. Failure to provide a Common Preference Form (CPF) would mean that the application is not valid.

If parents feel that they should be in a specific category i.e. Baptised Catholic, then they are required to complete a Supplementary Information Form and provide the required evidence. The Supplementary Information Form is attached to this policy and should be submitted by October 31<sup>st</sup> 2018 to the The Admissions Officer, The Holy Family Catholic School, Spring Gardens Lane, Keighley, BD20 6LH. Therefore, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Parents or carers will be advised of the outcome of their applications on 1 March 2019. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

## **Late Applications**

Late applications will be dealt with according to the local authority co-ordinated scheme.

## **Admissions outside the normal admission round**

Applications should be made to the school and will be dealt with by the admission authority of the school i.e. the governing body. If there is more than one application for an available place the governors will make their decision using the oversubscription criteria listed in the appropriate policy for the year group. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and will be advised of their rights to appeal the governors' decision to an independent appeal panel.

## **Waiting Lists**

As well as their right of appeal, unsuccessful applicants will be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria set out above, therefore, this means that each time a child is added the list will be re-ranked. Names will be taken off the list after one full term.

Pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan  
The admission of pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan is dealt with by a completely separate procedure. This procedure is set out in the 1996 Education Act. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

If a child has a Statement of Special Education Need or an Education, Health & Care Plan naming a school then the child is automatically offered a place at the named school.

**Notes (these notes form part of the over-subscription criteria)**

**Catholic** means a member of a church in communion with the See of Rome. A certificate of baptism in a Catholic church, or a certificate of reception into the full communion of the Catholic Church, will normally evidence this alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome. This includes the Eastern Catholic Churches.

**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.

**Looked After Children from Catholic Families** – this has a dual meaning. It could be the child themselves who are baptised Catholic or it could be the family who are caring for the child that is Catholic. If it is the child who is a baptised Catholic normal rules apply and a baptism certificate should be seen by the admission authority. However, (in limited situations) this may not always be possible and in these cases the admission authority should seek to ensure that the child is baptised. If a child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a baptism certificate of either parent carer.

**Defined area** is a geographical area. Please see boundary maps available for inspection in school (boundaries determined by the Diocese of Leeds).

**Sibling (Brothers and Sister)** includes children with brothers and sisters (including step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission.

**Twins or Triplets (or multiple births)** - where a family of twins or triplets request admission and if one sibling has been offered the last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

**Live** - In all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or guardian's address for admission purposes. You cannot lodge a child with a friend or relation in order to gain a place at a school. For admissions purposes only one address can be used as a child's permanent address. When a child lives with more than one parent/carers, at different addresses, we will use the preference expressed by the parent/carers at the address where the child lives the majority of the time during the school week as the main place of residence.

**Straight Line Distance** - in all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, using a straight line measure, have priority. This will be measured from the main entrance of the school to the main entrance of the child's home address as stipulated by the LA descriptor as how to measure the distance.

**Random Allocation** – this is only to be used when the last place to be offered would fall into one of the two categories above i.e. children living in a block of flats or children who live equidistant from the school using straight line distance criterion. An independent person will be used to make the random selection.

**Admission Appeal –Clerk to Appeal Panel, Department of Legal Services, Committee Secretariat, City Hall, Bradford BD1 1HY**

**Please see school website [www.holyfamily.ngfl.ac.uk](http://www.holyfamily.ngfl.ac.uk) for timetable**



## SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO A VOLUNTARY AIDED CATHOLIC SCHOOL SEPTEMBER ENTRY 2019

The school to which you are applying is a voluntary aided Catholic school. The school is designated as a school with a religious character and as such is permitted to give priority to applicants who are of the faith of the school.

The governing body has responsibility for admissions to the school. In order to apply the school's oversubscription criteria the governing body requires additional information that is not collected on the local authority's Common Application Form. This information can be supplied by completing this Supplementary Information Form. **Failure to complete this form may affect the oversubscription criteria in which your child is placed.**

**Please complete and return to The Holy Family Catholic School by October 31<sup>st</sup> 2018**

**Surname:** ..... **Forename:** .....

**Other Names:** ..... **Chosen Name:** .....

**Date Of Birth:** .....

**Address:** .....  
.....

**Post Code:** .....

**Tel Number:** .....

**Day time telephone contact for Parent/Carer**

**Present School**.....

**If Student has a Brother or Sister at the Holy Family**

**Name**..... **Form** .....

**Religion of Child** .....

**If Catholic, please provide a copy of the Baptismal Certificate or if your Child attends a Catholic School ask the school to validate this form in the box below to indicate that they have seen the Baptismal Certificate.**

**Primary School Validation  
Stamp**

**Signed by Parent/Carer**.....