

# **Policy:**

# **Admissions 2022**

Revised July 2021  
and  
approved July 2021

SLT Responsible: F Azad

Next Review Date: Autumn 2022 for 2023 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 Articles of Association, 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 permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

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. By applying to this school parents, or carers, are declaring their support for the aims and ethos of the school.

The Governing Body is the admissions authority and has responsibility for admissions to the school and intends to admit 165 pupils to Year 7 in the school year which begins in September 2022. The Governing Body has delegated responsibility for admissions.

#### **Pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan (see note 1)**

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. Children with a Statement of Special Educational Needs or an Education, Health & Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

#### **Oversubscription criteria**

If the number of preferences received is less than the admission number then all preferences will be met.

#### ***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. Catholic looked after Children and previously looked after Catholic children or looked after/previously looked after children from catholic families. (see notes 2 & 3)
2. Baptised Catholic children with a sibling who attends The Holy Family Catholic School (see note 4)
3. Baptised Catholic children who live in the primary school defined areas of St Anne's Keighley, St Joseph's Keighley, Our Lady of Victories Keighley, St Stephen's School Skipton and go to the Catholic primary schools serving those areas. (see note 5)
4. Baptised Catholic children who live in the above named defined areas. (see note 5)
5. Baptised Catholic children who currently attend one of the Catholic primary schools (listed in 3 above) but do not live in the defined area.
6. Other Baptised Catholic children. (see note 3)
7. Other looked after and previously looked after children with a sibling who attends The Holy Family Catholic School. (see note 2 & 4)
8. Other looked after and previously looked after children. (see note 2)

9. Members of an Eastern Christian Church (see note 6)
10. Other children with a sibling who attends The Holy Family Catholic School.
11. Other children who currently attend one of the Catholic primary schools serving the areas of St Anne's Keighley, St Joseph's Keighley, Our Lady of Victories Keighley, St Stephen's School Skipton.
12. 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 8 & 9).
- If two or more pupils live equidistant from the school, places will then be decided by random allocation (see note 10).
- 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 note 10).

### **Admission to the sixth form**

The school operates a sixth form for a total of 330 pupils. The sixth form is available for all existing pupils. The school will admit external pupils to any available places until Year 12 reaches its capacity of 165. All applicants must meet the requirements of individual courses. Minimum entry requirements and individual course requirements are published annually in the school's prospectus and on its website.

When Year 12 is undersubscribed all applicants meeting the minimum academic entry and course requirements will be admitted.

Where there are more external applicants than places available, priority will be given in accordance with the oversubscription criteria 1, 2-4, 6-10 & 12 as above.

Please see school website for details of the application process for external applicants.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round (year 7) a standard application form, known as the Common Preference Form must be completed and returned to the Local Authority - Bradford Council Admissions Team, Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN by 31 October 2021. 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 should complete a Supplementary Information Form and provide the required evidence. The Supplementary Information Form is attached to this policy and should be submitted by 31 October 2021 to the school 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 2022 **by the local authority on our behalf**. 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. (Details of the appeals process can be found on the schools website.)

### **Late applications**

If you return the Common Preference Form after the deadline we cannot consider your application at the same time as those received on time. Late applications will be dealt with once all other applicants have been considered in accordance with the Local Authority Co-ordinated scheme.

### **Admission of Children Outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the Headteacher, The Holy Family Catholic School, Spring Gardens Lane, Keighley, BD20 6LH at the same time as the application is made. The Governing Body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher, including the Headteachers statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and educational professional as appropriate.

### **In Year Applications**

An application can be made for a school place for a child at any time outside the admission round and the child will be admitted where there are available places. If you wish to make an application please contact the school's Admissions Officer or visit the website [www.holyfamilyschool.uk](http://www.holyfamilyschool.uk) for details of the application process.

You should also complete a Supplementary Information form if you would like your application to be considered in a specific oversubscription category. Where there are places available but more applications than places, the published oversubscription criteria, as set out above will be applied. If there are no places available, the child will be added to the waiting list (see below).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel. (Details of the appeals process can be found on the school website).

### **Waiting lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in the order of the oversubscription criteria set out above, and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. Names are removed from the waiting list at the end of each academic year. **Inclusion on the waiting list does not mean that a place will eventually become available**

### **Fair Access Protocol**

The school is committed to taking its share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

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

1. **A Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. **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.

A **'Previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a church in 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, alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome.

**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 there is evidence that the child has been 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 letter from a priest evidencing the baptism of the parent/ carer.

4. **Sibling(s) (brother or sister)** includes children with a brother or sister (including siblings, 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.

5. **Defined area** is a geographical area for the purposes of this policy as determined by the Diocese of Leeds. Please see school website for defined area maps <https://www.holyfamilyschool.uk/wp-content/uploads/2021/09/Haworth-Our-Lady-of-Lourdes-combined-compressed.pdf>

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

7. **Twins or triplets (or multiple births)** - where a family of twins or triplets request admission and if one sibling has been offered the last available place the other twin/triplets are offered a place.

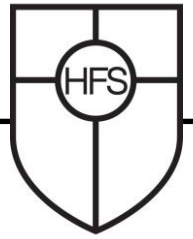
8. **Live** - In all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or guardian's address for admission purposes. You cannot lodge a child with a friend or relation in order to gain a place at a school.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

9. **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.

**10. 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.

# The Holy Family Catholic School



## SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO A CATHOLIC SCHOOL SEPTEMBER ENTRY 2022

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 and returning it to The Holy Family Catholic School by 31 October 2021. **Failure to complete this form may affect the oversubscription criteria in which your child is placed.**

<b>Full name of child (including surname)</b>	
<b>Date of birth</b>	
<b>Child's permanent address including postcode</b>	
<b>Contact telephone number(s)</b>	

<b>Full name of parent/carer</b>	<b>Relationship to child</b>

<b>Current School</b>	
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<b>If, at the time of admission, you will have other children attending this school, please provide details below:</b>	
<b>Full name(s)</b>	<b>Date(s) of birth</b>

## **CATHOLIC CHILDREN**

If you think that your application should be considered under category 1-6 then you must supply the information below and attach the evidence requested.

<b>Date of baptism</b> <i>(You must attach proof of baptism i.e. baptism certificate or a letter from your priest)</i>		<b>Place of baptism and address</b>	
<b>Name of your parish priest</b>			

## **EASTERN CHRISTIAN CHURCH**

If you think that your application should be considered under category 9 then you must supply evidence of baptism as requested in the admission policy.

<b>Date of Baptism</b> <i>(You must attach proof of baptism i.e. baptism certificate or a letter from the authorities of the church)</i>		<b>Place of Baptism and address</b>	
<b>Name of Eastern Christian Church of which you are a member</b>			

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are The Holy Family Catholic School, Spring Gardens Lane, Keighley, BD20 6LH
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Mr Tim Garthwaite and you can contact him with questions relating to our handling of the data. You can contact him by emailing [dpo@holyfamilyschool.uk](mailto:dpo@holyfamilyschool.uk)
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.



10. To read about individual rights you can refer to the School's fair processing notice and data protection policies.

11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by emailing Mr Tim Garthwaite at [dpo@holyfamilyschool.uk](mailto:dpo@holyfamilyschool.uk) . If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: [ico.org.uk](http://ico.org.uk).

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.**

Signed.....

Date.....

**Please return your completed form to**

**Admissions  
The Holy Family Catholic School  
Spring Gardens Lane  
Keighley  
BD20 6LH**

***For school use only***

*Date SIF received* .....

*Verification of baptism* ..... *Year Group* .....