Holy Family Catholic Primary School, Preston.

Determined Admissions Policy 2020/21

With Christ at the centre, we love one

another and always try our best.

We learn together and look after each other

by showing respect.

We understand that we are all unique and precious

in God's eyes.

The number of places available for admission to the Reception Class each year is 25.

The Governors welcome applications from Catholic and Non-Catholic Parents who would like their children educated within the aims and ethos of Holy Family Catholic Primary School.

The closing date for applications for a place in the reception class in September 2020 is 15th January 2020. The offer date is 16TH April 2020.

Applications for a place in reception at September 2020 must be made on the Common Application Form (CAF) issued by Lancashire County Council. Parents who wish to seek priority for baptised Catholic children should also complete the school's Supplementary Information Form (SIF). The Supplementary Information Form is to be returned to the school, but the local authority application form is to be returned the Area Education Office at East Cliff, Preston by the specified date.

Online applications

Applications can be made online at www.lancashire.gov.uk/schools

As required by law all children with a Statement of Special Educational Needs or an Education and Health Care Plan (EHC) naming the school will be admitted before the application of the oversubscription criteria.

Where more applications are received than the planned admissions number for the school the oversubscription criteria will be applied in the following order:

1. Baptised Catholic Children looked after by a Local Authority and previously looked after baptised Catholic children. This includes children who were looked after but ceased to be so because they became adopted or became subject to a Child Arrangement Order or Special Guardianship Order.

2. Baptised Catholic Children with a specific educational, medical, social or emotional need which is relevant to the school and whose application is supported in writing by an appropriate authority (e.g. doctor or social worker)

3. Baptised Catholic siblings of children at the school who will still be on the school roll at the time of admission

4. Baptised Catholic Children living within the Parish of Holy Family

5. Other Baptised Catholic Children

6. Other Children looked after by a Local Authority and previously looked after children. This includes children who were looked after but ceased to be so because they became adopted or became subject to a Child Arrangement Order or Special Guardianship Order.

7. Other Children with a specific educational, medical, social or emotional need which is relevant to the school and whose application is supported in writing by an appropriate authority (e.g. doctor or social worker).

8. Other siblings of children at the school who will still be on the school roll at the time of admission

9. Other Children

   Siblings include: brothers or sisters including step, half, foster and adopted siblings living at the same address.

   Looked after children includes - looked after children and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

If, within any category, there are more applicants than places available priority will be given on the basis of proximity to the school.

The distance measure is a straight line (radial) measure from the centre of the building that is the applicant's home address to the centre of school building**.** Distances are measured using *the Councils' Geographic Information System*

In the event of a tied distance measurement between address points the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

Note

In the event of shared parenting the address of the parent living closest to the school (distance as decided above) will be the address used to determine admission to the school.

Late Applications

Late applications may not necessarily be considered by the governing body if not received by the set closing date.

The governing body will decide whether to consider late applications based upon whether there is a genuine reason for the lateness of the application e.g. moving into the area after the closing date or having a genuine medical reason for being unable to complete the application on time.

Acceptable evidence would be deemed to be conclusive proof that you are moving into one of the above parishes i.e. a proof of job offer on official company stationery from the company offering the job or a solicitor's letter showing proof of an accepted offer on a residency within one of the above parishes accompanied by proof of a mortgage offer from a lender

Waiting List

In the event of a child being refused admission to the school, parents may put the child's name on the school's waiting list which will be ranked in descending order according to the above admissions criteria. Should a place become available, parents will be informed and offered the place. Parents/guardians are invited to contact the school if they wish to be informed of their child's position on the waiting list. The waiting list will be closed at the end of the autumn term.

Twins/Triplets

Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

Deferred admission and part time provision

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

Parents may ask to defer accessing an offered place with a child's reception year until the first day of term after a fifth birthday.

If your child's fifth birthday is between April and August then they can start school the following September. The expectation would be that parents have decided that the child will miss the full reception year and they would have to apply for Year 1 places (if any remained available). Requests for full year deferral with a retained reception start will be considered individually.

Parents would be expected to provide substantial and exceptional evidence of the need for this to happen (personal views and reference to national research will not suffice). Further information is on the Local Authority web site at www.lancashire.gov.uk/schools (primary admission information for parents)."

In Year / Non Routine Admissions

Non-routine admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances."

Appeals Procedure

If the Governors' delegate turns down an application for a child fulfilling the above conditions, parents have the right to make an appeal to the Appeals Committee.

This appeal should be sent in writing to the Local Authority within fourteen days of refusal of admission giving reasons for admission to the school.

Arrangements for appeal will be made by the Local Authority. The decision of the Appeals Committee is binding to all parties and will be communicated in writing to the parents of the child. Appeal forms are available from school.

Holy Family Catholic Primary School

Admission to Reception Class – Supplementary Form

CHILD'S PERSONAL INFORMATION

SURNAME		**FORENAME**	
MIDDLE NAME(S)		**CHOSEN NAME**	
GENDER	MALE / FEMALE	**DATE OF BIRTH**	/ /
HOME ADDRESS			
HOME PHONE			

OTHER INFORMATION

Is the child baptised Catholic?			
Child's Church of Baptism		Date of Baptism	/ / Please enclose a copy of Baptismal Certificate
Has the Child a brother/sister, half brother/sister, step brother/sister, foster and / or adopted children living in the same family at the same address currently at Holy Family?			

THIS INFORMATION WAS PROVIDED BY: _____

(Please Print)

RELATIONSHIP TO THE CHILD: _____

PLEASE RETURN TO SCHOOL