



HOLY FAMILY & ST. MICHAEL'S CATHOLIC PRIMARY SCHOOL

The main aim of our Mission Statement is that our teaching and learning are centred on the teaching and example of Jesus Christ.

ADMISSION POLICY 2011-12

Holy Family and St. Michael's Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. 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. By applying to this school parents, or carers, are declaring their support for the aims and ethos of the school.

The governing body has responsibility for admissions to this school and intends to admit 20 pupils to Upper Foundation Stage in the school year, which begins in September 2011.

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.
2. Baptised Catholic children who live in the defined area.
3. Other baptised Catholic children.
4. Other looked after children.
5. Children of other Christian denominations, or of other Faiths, whose parents or carers are in sympathy with the aims and ethos of the school and whose application is supported in writing by a minister of religion or an appropriate religious leader.
6. Other children.

Catechumens are to be given priority next after baptised Catholics in each of the above categories.

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription the following terms will be applied.

The attendance of a brother or sister at the school at the time when the younger child starts school will increase the priority of an application within each category. (see notes)

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 'As the crow flies' will be used as the measure (see notes).

Application Procedures and Timetable

Failure to provide a Common Preference Form (CPF) would mean that the application is not valid and failure to provide a Supplementary Information Form (SIF) could mean that the applicant is placed in the last criteria.

Any parent who wishes their child to attend Holy Family and St Michael's may contact the School Secretary to register their interest in applying for a place at the school and to fill in a **Supplementary Information Form**. This information will be forwarded to the LA. The CPF will be sent out automatically by the Local Authority in the October prior to the academic year in which the child is due to start.

The standard application form, known as the **Common Preference Form must** be completed and returned to the Local Authority, School Admissions, Room 62, County Hall, Wakefield WF1 2QL by **15th January, 2011**. The **Supplementary Information Form** attached to this policy should be submitted by **15th January, 2011** to the school (Mrs Christine Weir, Holy Family and St. Michael's Catholic primary School, Cobblers Lane, Pontefract WF8 2HN). Parents or carers will be advised of the outcome of their applications on **8th April, 2011**. 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.

The SIF's can also be obtained from the school secretary on 01977 722840 or by calling into the office.

Reception Class (Upper Foundation Stage) Admission

For all children who are due to start school in our Reception class in any academic year, the admission process will be as follows:

Children are admitted to the Reception Class at the beginning of the school year (i.e. September) in which their fifth birthday falls, that is 4 year olds who will reach their 5th birthday within the same school year (children born between 1 September and 31 August).

Pupils will start school in the in-take year (ie full-time Reception Year) school on the first day the school is open following the 1st September 2011.

Waiting Lists

As well as their right of appeal, unsuccessful applicants can apply to be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria set out above. Names are normally taken off the list after six months.

Appeals

Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal to:

The Clerk to the Appeals Panel,
Wakefield MDC Room 46,
Town Hall,
Wood Street,
Wakefield WF1 2HQ

Telephone: 01924 305064

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs 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*.

The school will admit children with statements of Special Educational Needs in which Holy Family and St. Michael's Catholic Primary School is named in the statement.

1. Schedule 27 of the 1996 Education Act states that there are only two reasons for an admission authority to refuse admission to a Statemented child.
2. The school is unsuitable to the child's age, ability or aptitude or to his/her special educational need.
3. The attendance of the child at the school would be incompatible with the provision of efficient education for children with whom s/he would be educated or the efficient use of resources.

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. This includes the Eastern Catholic Churches.

Catechumens are those children who have given an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation. A letter from the Catholic priest preparing the child is required.

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).

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

Siblings (Brothers and Sister) includes children with brothers and sister (including step-brothers or sisters residing at the same address) of statutory school age, living at the same address, in attendance at the same school, or a school on the same site, on the date of admission.

Twins or Triplets - where a family of twins or triplets request admission and there is only one school place available, it will be left to the family to decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline the place.

In all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, measured as the crow flies, have priority. The distance measured will be from the central (centroid) point of the applicant's property to the central (centroid) point of the school's grounds. Measurement will be made using the LAs in-house admission system and mapping software.

Please note all applications will be considered in accordance with the Governors' Admissions Policy.



SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO A VOLUNTARY AIDED CATHOLIC SCHOOL

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.***

Full name of child (including surname)	
Gender (please tick box)	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of birth	
Child's permanent address including postcode	
Contact telephone number(s)	
Religion of child	

Full name(s) of parent(s)/carer(s)	Relationship to child
1.	
2.	

If, at the time of admission, you will have other children attending this school, please provide details below:

Full name(s)	Date(s) of birth

CATHOLIC CHILDREN

Date of baptism (Please attach proof of baptism i.e. baptism certificate)		Place of baptism	
Parish in which you live			
Address of your church			
Name of your priest (to whom reference may be made)			

NON-CATHOLIC CHILDREN

Are you a member of a religious community?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Place of worship (including address) <i>(reference may be made to the person named below at this address)</i>		
Name of your religious minister		
Signature of your religious minister - this should be on letter-headed paper of the religious organisation or be stamped with the organisation's official stamp		

Signature of parent/carer completing the application	
Please print name	
Date form completed	

Please return your completed form to the school.