



## **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 2012-13**

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.

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and the School's Governing Body allocates the available places in accordance with its published admission policy. In the event that there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over subscription criteria listed below. By applying to the school, parents or carers are declaring their support for the aims and ethos of the school. The Local Authority will inform parents of the offer of a place on 11th April 2012.

Children are admitted to the Late Foundation/Year 1 Class during the year in which their fifth birthday falls, full-time from the autumn term (September). Parents who accept a school place can, if they so wish, defer entry to school until the term after the child's fifth birthday, but not beyond the academic year for which the original application was accepted.

The governing body has responsibility for admissions to this school and intends to admit 20 pupils to Class 1 - Late Foundation /Year 1 in the school year, which begins in September 2012. Applications, at any time, from residents outside the Wakefield District should be made in accordance with the applicant's "home" LA's Common Application Form.

Repeat applications made for entry to the same year group at the same school will not be considered unless there has been a material change in circumstances since the original application. School Admissions will determine if there has been a material change in circumstances. Examples of a material change include a change of address. Where information was known at the time of the original application, or appeal, but parents chose not to use it, this information will not be considered as additional information or a change in circumstances.

Where parents submit a Common Application Form under a Co-ordinated Admissions Scheme, whether in the normal admissions round or in-year, which names more than one community or voluntary controlled school, all applications will be treated equally and eligibility for a school place will be decided in accordance with this Admissions Policy.

## 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

Applications should be submitted by **15th January 2012** to the Headteacher of the school (**Mrs Christine Weir, Holy Family and St. Michael's Catholic Primary School, Cobblers Lane, Pontefract WF8 2HN**), on a **Supplementary Information Form**. Failure to submit a supplementary information form by this date will mean the applicant is placed in the last criteria. A standard application form, known as the **Common Application Form** 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 school. This must also be completed and returned to the Local Authority (Schools Admissions Team, Room 62, County Hall, Wakefield WF1 2QL) by **15th January 2012**. Applications for primary places received up to and including **14 February 2012** will be accepted as if they had been received by the closing date.

For parents and carers outside of the Wakefield Authority, the CAF must be returned to the appropriate Authority. Parents or carers will be advised of the outcome of their applications on **11 April 2012**. 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. 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  
Wakefield  
WF1 2HQ  
Telephone 01924 305064

## 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 over subscription criteria set out above and not the order in which applications are received or added to the list. Names will be removed from the list at the end of the academic year.

## **In-Year applications**

Since September 2010 it is a requirement of the National School Admissions Code (February 2009) that all applications for places in schools are addressed to the local authority. The local authority will forward the application for consideration by the school's governing body. Once the application has been considered by the governing body the school will inform the local authority of the governors' decision and then the local authority will write to the applicant with the result of their application.

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

## **Reception/Year 1 Class Admission**

For all children who are due to start school in our Reception year in the school year 2012-13, the admission process will be as follows:

### **Date of Birthday**

1<sup>st</sup> September 2007 to 31<sup>st</sup> August 2008

### **Admission**

Full time from the Autumn Term (September).

Parents who accept a school place can, if they so wish, defer entry to school until the term after the child's fifth birthday but not beyond the academic year for which the original application was accepted.

## **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

## **Children 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.

Special Educational Needs is a term used if a child has difficulty accessing the curriculum, which may mean that he/she may need to have some form of specialist provision made for them in order to learn. It may be a general learning difficulty, an emotional, behavioural, sensory or physical disability or it may be a difficulty related to communication or speech and language. Further information can be obtained from SEN Group or Parent Partnership.

**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. Parish boundaries are as shown on a map available for inspection in school.

**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.

**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.

**Straight Line Distance** - In all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, measured in straight-line distance, 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 LA’s 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.***

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

<b>Full name(s) of parent(s)/carer(s)</b>	<b>Relationship to child</b>
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**

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

**NON-CATHOLIC CHILDREN**

<b>Are you a member of a religious community?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Place of worship (including address)</b> <i>(reference may be made to the person named below at this address)</i>		
<b>Name of your religious minister</b>		
<b>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</b>		

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

*Please return your completed form to the school.*