



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 2013-14

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 2013.

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
2. Baptised Catholic children who live in the defined area.
3. Other baptised Catholic children.
4. 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
5. Children of other Christian denominations, or of other Faiths, 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 oversubscription 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. 'straight line distance' 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.

A 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, 2013**. The **Supplementary Information Form** attached to this policy should be submitted by **15th February, 2013** 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 **11th April, 2013**. 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.

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.

Those pupils with a date of birth between 1 September 2008 and 31 August 2009 will start school on the first day the school is open following the 1st September 2013.

Deferred entry to primary schools

Parents of children who are offered a place at the school before they are of compulsory school age can defer their child's entry until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends part-time until the child reaches compulsory school age.

Admissions outside the normal admission round

From Sept 2013 applications should be made to the school and will be dealt with by the admission authority of the school i.e. the governing body

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. Names are normally taken off the list at the end of the academic year.

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*.

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-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 - where a family of twins or triplets request admission and if one sibling has been offered the 30th or 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/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, using a straight line measure, have priority. [If you use LA measurements please use the LA descriptor as to how they measure].

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

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

Please see school website www.holyfamily-st-michaels.wakefield.sch.uk for timetable



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.