

**Holy Family Catholic Primary and Nursery School.**

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## **ADMISSIONS POLICY 2020/2021**

***”Hand in hand in God’s loving family, we will dream and learn,  
growing into the best we can be.”***

### **1 INTRODUCTION**

**Holy Family** is an Academy which serves the parishes of Holy Family Swindon and St Thomas More Marlborough. A map of each of the Parish boundaries can be found in Appendices A & B and at the school office and the school website. The purpose of this policy is to ensure that the Governors acting as the Admission Authority undertake admissions in a fair and equal manner in line with the school’s Trust Deed and Catholic ethos. This policy has been drawn up according to the School’s Admission Code and in consultation with Clifton Diocese and the Swindon Local Authority. However, the Governors are the Admissions Authority for the school. The School complies with the Local Authority’s Fair Access Policy.

### **2 ADMISSION NUMBER**

The Published Admission Number for the school is 45 and the Governors will admit up to 45 pupils into Reception in **2020-2021**. 45 is usually the number of places in year groups 1 and 2.

48 is usually the number of places in year groups 3,4,5 & 6.

### **3 APPLICATION AND ADMISSION FOR RECEPTION**

Children are normally admitted in the September of the school year in which they reach their fifth birthday. A parent/carer has the right to defer their child’s admission to school to the start of the subsequent term after which the child has passed his or her fifth birthday- (See Appendix C). In such circumstances a place can be held open during the same academic year for any child, providing the offer of a place has been made and accepted. A parent/carer seeking such a deferment should indicate so when accepting an offer of a place.

For 2020-21, admission applications for a reception place at the school should be made on a Common Application Form and submitted to the child’s home Local Authority and by **15 January 2020** to be considered in the first round of allocations.

Any parent/carer who needs assistance filling in the Common Application Form should contact the School Office.

For Catholic children to be considered under one of the faith-based criteria, a Baptism Certificate (or Certificate of Reception into the Catholic Church) must be submitted to the school, and by **15th January 2020** to be considered in the first round of allocations.

The school's Local Authority (Swindon) will send a list of all those children whose parent/carer has applied for a place to the school's Governing Body for them to consider. The Governing Body will consider all applications and if there are more applicants than places, it will implement its oversubscription criteria and inform the Swindon Local Authority of the ranked order of all the applications. The school will apply the oversubscription criteria in accordance with the order of priority listed in section 7.

The home Local Authority will notify parents who have applied to the school of the Governors' decision on **16th April 2020**. This is the date on which the Governors will deem that an offer of a place has been made. The **30th April 2020** is the deadline for a parent or carer to accept or refuse the offer of a place. Should a place become available after this deadline and before the **1st September 2020** the Governing Body will allocate it according to the oversubscription criteria and notify the Swindon Local Authority which child has been offered a place.

Admission to the Nursery does not automatically guarantee a place in the Primary School and parents must make an application to be considered for a Reception place.

#### **4 DEFERRED ENTRY, FULL & PART-TIME ATTENDANCE**

Where a parent/carer has been offered a place at the school:

- i) the child is entitled to a full-time place in the September following their fourth birthday.
- ii) where a parent/carer wishes, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.
- iii) a parent/carer can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of term 5 of the school year for which the offer was made.

#### **5 LATE APPLICATIONS FOR RECEPTION ADMISSIONS**

Applications submitted after the closing date given in section 3 above will be considered in accordance with the Coordinated Admission Scheme of the child's home Local Authority.

#### **6 CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN.**

There is a different procedure for the admission to school for children with Education, Health and Care Plan (EHCP): it is administered by the Local Authority in whose area the family lives. The Local Authority's Special Educational Needs Team is responsible for issuing the EHCP and consulting parents and the Governing Body of the school, if a preference has been made for the school before the school is named in the EHCP. Once the school is named then children with a EHCP are allocated places before the criteria are applied to other children.

## 7 OVERSUBSCRIPTION CRITERIA

In the event of oversubscription (i.e. more applications than available places) applications will be ranked in accordance with the following criteria, given in order of priority;

- 7.1 Looked After Children and previously Looked After Children who are baptised Catholic (Proof of Baptism or a Certificate of Reception into the Catholic Church required.)
- 7.2 Baptised Catholic Children living in the parishes of Holy Family, Swindon or St Thomas More, Marlborough (Proof of Baptism or a Certificate of Reception into the Catholic Church required).
- 7.3 Baptised Catholic Children who live outside the parishes of Holy Family, Swindon and St Thomas More, Marlborough (Proof of Baptism or a Certificate of Reception into the Catholic Church required).
- 7.4 Looked After Children and Previously Looked After children.
- 7.5 Children who will have a brother/sister (as defined below) attending the school at the time of their admission.
- 7.6 Other children.

For any of the above categories for Baptised Catholic children, a copy of a baptismal certificate or equivalent validation should be sent to the school. To be considered in the first round of allocations, it must be submitted by **15th January 2020**. Here the term 'certificate' means a certified copy of an entry in the appropriate register. The Governors may also request sight of the original certificate.

There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, contact may be made with the Parish Priest for advice on how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church. The Priest may seek advice from Clifton Diocese.

## DEFINITIONS

- (a) **Parent/carer** This is defined as a person with parental responsibility or legal residency of the child. This could include a person who is not a parent but who has a Court Order giving parental responsibility to them.
- (b) **Brother/Sister** To be considered as a brother or sister a child must be living at the same address for the majority of the time\* as a full, half, step or adoptive brother or sister. A step brother/sister is defined as a child who is not necessarily related biologically (including Foster children) but is living in the same household for the majority of the time\* at the address considered to be the address of the child for whom the application is made.

\* A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.

The brother or sister must be attending (or is expected by the school and/or the Swindon Local Authority to be attending) the school at the time of admission.

- (c) **A 'Looked After Child'** is a child who is: (i) in the care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.

A **previously 'Looked After Child'** is a child who was previously looked after but immediately after being looked after was adopted or became subject to a child arrangements or special guardianship order.

**For 'previously looked after children', this includes**

(i) children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the terms of the Adoption and Children Act 2002 (see Section 46 adoption orders),

(ii) a child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

(iii) in accordance with Section 14A of the Children Act 1989, a special guardianship order – is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

If children have ever been Looked After or Adopted or subject to a residency or special guardianship order, evidence would need to be provided and the Governing Body reserve the right to ask the parent or carer to provide this.

- (d) **Home address** The home address given on the application form must be the address where the child resides for more than 50% of the week with his or her parent or carer. The School will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the School will consider the home address to be with the parent/carer with primary day to day care and control of the child.
- (e) **Catholic:** For the purposes of oversubscription criteria, the term 'Catholic' means a baptised person who is a member of any Catholic Church that is in full communion with the See of Rome (including Eastern Catholic Churches).

## 8. TIEBREAKERS

- a) Priority within each criterion will be given to children who will have a brother or sister at school at the time of admission.
- b) If two or more applications cannot be separated by applying the oversubscription criteria, the drawing of lots will be used to determine the order of the ranking of applications. Where one child of a multiple birth is drawn the other child or children will be deemed to have also been drawn. The drawing of lots will be supervised by someone independent of the school.

## **9 WAITING LIST FOR RECEPTION INTAKE**

A waiting list of those still seeking a place at the school, will be held by the school. Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria and a child's position on the list may change.

The school will hold a waiting list until **31<sup>st</sup> July 2021** for Reception intake in 2020-21. Parent/carers will be asked to confirm whether or not they wish their child's name to remain on the list after **December 31st, 2020**.

If places become available before the **31st July 2021** offers will be made in accordance with the over subscription criteria listed above.

A parent/carer will be informed during **July 2021** that their child's name will be removed from the list and that they need to reapply for the following year.

## **10 APPLICATIONS OUTSIDE THE NORMAL AGE OF ADMISSION**

Parents may seek admission for their child outside of their normal age group, for example, a parent/carer of gifted or talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside of their normal age group. The Governors will make decisions based on the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group of the school.

Evidence may be required in these circumstances from a Medical Consultant/Doctor, Educational Psychologist and/or other relevant professionals. The Governors will consider applications for children outside the normal age group, but for all year groups the decision will be made by the Governors of the school based on the individual circumstances of each case.

## **11 SUMMER BORN CHILDREN**

A parent/carer of a child born between 1st April and 31st August defined as "summer born" may request for the child to be admitted to a year group later than that of their natural cohort. The Governors will take into consideration the individual circumstances of the case to determine whether the request can be granted. This may include but not be limited to include whether they were born prematurely, whether delayed social, emotional or physical development is adversely affecting their readiness for school, the possible impact of attending a year group which is not their natural cohort.

Evidence may be required to be able to assess the individual case from a Medical Consultant/Doctor, Educational Psychologist and/or other relevant professionals. Where the request is granted in principle, a place will not be allocated prior to the normal admissions round for the year of entry and the parent will be required to apply on a Local Authority Common Application Form during the admissions round in order to ensure that they are fairly considered against the oversubscription criteria for the school along with all other applicants for that year.

Where a parent/carer of a summer born child wishes to admit their child into a year group lower than that of their natural cohort, they should contact the Swindon Local Authority and the Governors of the school concerned as soon as possible.

## **12. IN -YEAR APPLICATIONS**

Applications must be made on the In-Year Transfer form, which can be obtained from Swindon Local Authority. It should be submitted to the Swindon Local Authority who will then pass it on to the school.

In year waiting lists will be held until **31st July 2021** for children who are not accepted into the school. Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria and a child's position on the list may change. If places become available offers will be made in accordance with the oversubscription criteria listed above.

A parent/carer will be informed during **July 2021** that their child's name will be removed from the list and that they need to reapply for the following year.

## **13 APPEALS PROCEDURES**

A parent/carer refused admission has the right to appeal against the refusal by the Governors to admit their child. For appeals for **September 2020** intake a timetable for hearing appeals will be published by **28th February 2020** and will be available on the School website. Those refused admission will be informed how to lodge an appeal in their letter of refusal.

## **14 PREVIOUS YEARS APPLICATIONS**

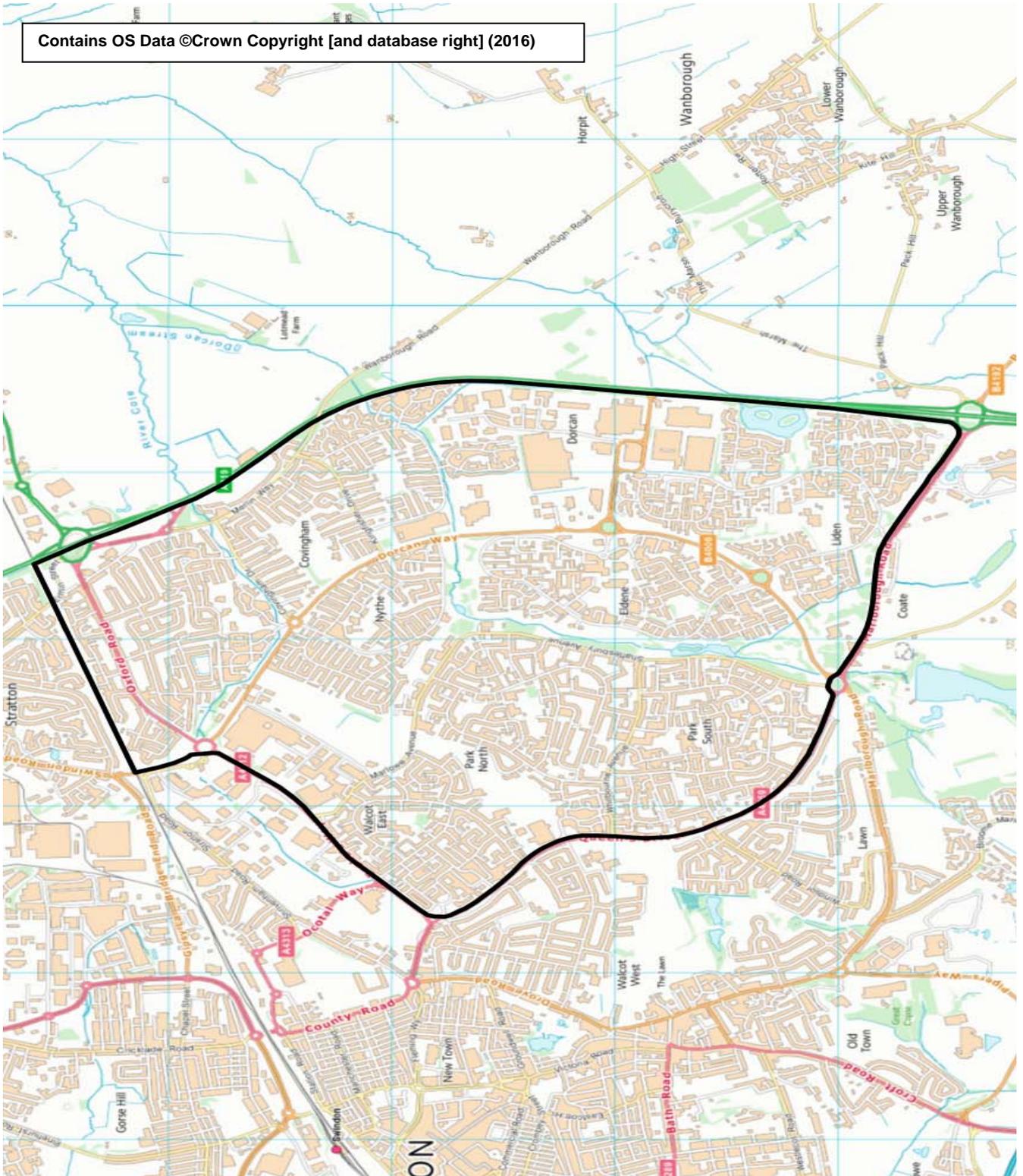
Information about the number of applications received and the number of places allocated within each category for **2019/20** is available from the school office and/or the Swindon Local Authority.

## **15. MULTIPLE BIRTHS**

Where one child of a multiple birth qualifies for a place, the other child(ren) will also be offered a place, even if the school has to exceed the Published Admission Number. In Key Stage One, this will only be allowed if such an admission would be a permitted exception to Infant Class Limits.

# Appendix A

## Map of the Parish of Holy Family Swindon

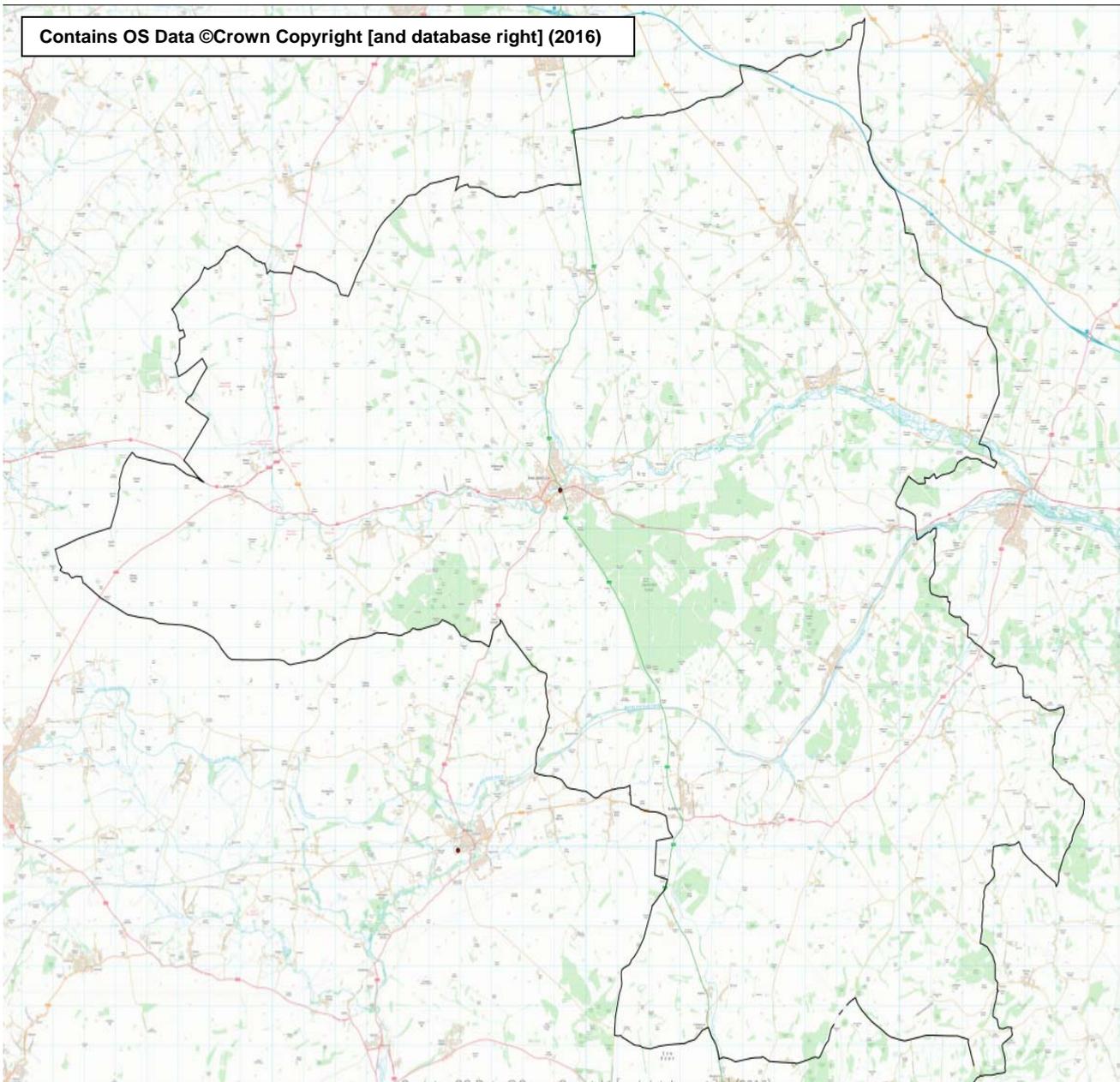


**Holy Family Parish Swindon does not extend beyond the outer marked roads indicated in black font**

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## Appendix B

### Map of St Thomas More Parish Marlborough



**St Thomas More Parish Marlborough does not extend beyond the marked boundary**

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## **Appendix C**

### Dates of Birth Start Date

Dates of birth between 1<sup>st</sup> September 2015 and 31<sup>st</sup> December 2015. Admission will be September 2020 or can be delayed until January 2021

Dates of birth between 1<sup>st</sup> January 2016 and 31<sup>st</sup> March 2016. Admission will be September 2020 or can be delayed until January or April 2021.

Dates of birth between 1<sup>st</sup> April 2016 and 31<sup>st</sup> August 2016 Admission will be September 2020 or can be delayed until January or April 2021.

See the Swindon Schools Primary Admissions Guide for further information about School Start Dates.

**Last Consultation**

**December 2016**

**Date the 2020/21 Policy was determined**

**27th Feb 2019**

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