



**THE HOLY FAMILY CATHOLIC PRIMARY SCHOOL**  
Bicknor Road, Parkwood, Maidstone, Kent ME15 9PS

**“LOVE JESUS, LOVE LEARNING, LOVE EACH OTHER”**

**Admissions Policy and Procedures**  
**September 2018**

The Holy Family Catholic Primary School is an academy within Kent Catholic Schools Partnership (KCSP) in the Diocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its local 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 school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However the Governing Body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit into the reception class, in September 2018, up to 30 pupils without reference to ability or aptitude.

Where the number of applications exceeds 30 the Governors will offer places using the following criteria in the order stated:-

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
2. Catholic children, a baptismal certificate or evidence of reception into the Catholic Church must accompany the supplementary information form.
3. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
4. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
7. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.
8. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

- i. For Category 2 above - The strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays over a period of 3 years. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Form; firstly those who attend Mass weekly, then once or twice a month etc.
- ii. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required.
- iii. Living in the parish of South Maidstone.
- iv. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority

(e.g. qualified medical practitioner, education welfare officer, social worker or priest).

- v. Proximity to the School of the Candidate's home address, the distance measured in a straight line from the School entrance by the Local Authority using a Geographical Computerised Information System. Evidence of residence may be required. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

**Notes:**

- a. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.
- b. A “brother or sister” means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (e.g. cousins).
- c. Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.
- d. Looked after children are those in the care of a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from an appropriate social worker).

**Admissions Procedure**

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form (available from the school and from the local authority), should be completed and sent to the Headteacher at the school not later than the closing date published by the Local Authority. This should be done even if the CAF is completed online. If the Supplementary Information Form is not completed, the governing body of the school will only be able to consider the application after all applicants who have completed a Supplementary Information Form. You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the school or your priest, as indicated. The school will also ask to see and check the original baptismal certificate.

Offers of places will be sent to parents by the Local Authority on the common offer date as notified. Post offer the school will need to see an original Birth Certificate and proof of residency.

**Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:-

- a) the admission of additional children would not breach the infant class size limit; or
- b) the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

**Admission of children below compulsory school age**

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

**Admission of children to be taught outside their expected year group**

Requests for admission outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined.

This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper CAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria.

### **Waiting Lists**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. Names are normally removed from the list after 6 months. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

### **Late Applications**

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places, using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

*This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), will also apply to succeeding years, and be subject to the availability of places.*

### **Introductory Visits**

Arrangements will be made for prospective Reception pupils to visit their class and, where possible, meet their teacher. An Induction Session will be arranged for parents of prospective pupils in the same term. It is hoped that such opportunities for familiarization will ease the transition from home to school for both pupils and parents. For applications to other year groups, a meeting with the Headteacher will be arranged, to include a tour of the school.

### **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 integral to the making and maintaining of statements by the pupil's home LA. Details of this separate procedure are set out in the Special Educational Needs Code of Practice, which can be obtained from the LA.

### **Notes (these notes form part of the over-subscription criteria)**

1. Before the application of oversubscription criteria children with a statement of special educational need which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.
2. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have demonstrable and significant need to attend the school. Equally this priority will apply to children whose parents/guardians, physical or mental health and or social needs mean that they have a demonstrable and significant need for their child to attend the school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and Holy Family Catholic Primary School.
3. 'Looked After Child' – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents and carers (section 22 of the Children Act) or who is the subject of a care order under Part iv of the Act. This applies equally to children who immediately after being looked after by the Local Authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).
4. 'Catholic' means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches, This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.
5. Practising Catholic means attending mass weekly and no less than once a month.

6. 'Catechumen' means a member of the catechumenate of a Catholic Church, This will normally be evidenced by a certificate of reception into the order of catechumens.
7. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
8. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.



# Holy Family Catholic Primary School

## Supplementary Information Form

This form should be completed when applying for a place in a Catholic School in the Archdiocese of Southwark. Please complete and sign the form below and, if you are Catholic, hand it to your parish priest or the parish priest at the church at which you normally worship. He will add his reference in Part 2. If you are not a Catholic, please hand the form to your minister or equivalent who will add his or her reference in Part 3.

Please ensure this form is returned to the School Office by .....

**Note: You must also complete and return a Common Application Form (available from the school and/or Local Authority)**

### PART 1 *(To be completed by all parents or carers)*

School to which you are applying: _____
Address of school: _____
Surname of child: _____ Date of birth: _____
Christian/forename(s) of child: _____
Religion/Denomination: (e.g. Roman Catholic) _____ Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Date and place of Baptism (if applicable): _____
Parents' names: _____
Parents' religions/denominations: _____
Home address: _____
_____ Postcode _____
Contact telephone numbers: _____ (Mother/Father/Carer)

If <b>Catholic</b> , indicate which Mass you normally attend: Saturday at _____ (time) or Sunday at _____ (time)
Parish in which you live (e.g. Holy Family, Parkwood) _____
Usual place of worship (if different): _____
How long have you worshipped there? _____ years. If you have recently moved to the parish please give details of your previous parish _____
How often do you attend Mass? <input type="checkbox"/> weekly <input type="checkbox"/> once or twice a month <input type="checkbox"/> less often

Please add here any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest). <i>(Continue on a separate sheet if necessary)</i>
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I confirm that the information we have given on this form is accurate and truthful:

Signed: \_\_\_\_\_ Parent/Carer Date: \_\_\_\_\_



**PART 2 (To be completed by Catholic priests only)**

**A. For all schools:**

I am satisfied that the child is a baptised Roman Catholic or a baptised member of a Church that is in full communion with Rome. Yes  No

If no are the parents/child enrolled in a RCIA/RCIC programme? Yes  No

**B. For schools requiring evidence of practice:**

<u>PARENT/CARER</u>	<u>CHILD</u>
Are the parents known to you? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the child known to you? Yes <input type="checkbox"/> No <input type="checkbox"/>
Regular attendance at Mass (i.e. weekly) <input type="checkbox"/>	Regular attendance at Mass (i.e. weekly) <input type="checkbox"/>
Occasional attendance at Mass (i.e. once or twice a month) <input type="checkbox"/>	Occasional attendance at Mass (i.e. once or twice a month) <input type="checkbox"/>
Irregular attendance at Mass (i.e. less than once a month) <input type="checkbox"/>	Irregular attendance at Mass (i.e. less than once a month) <input type="checkbox"/>
How long have the parent(s) attended your church? _____	How long has the child attended your church? _____

Please comment, if appropriate, **only** to clarify the Mass attendance above:

Priest's name: \_\_\_\_\_ Parish (or ethnic chaplaincy): \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Parish stamp or seal

Priest's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PART 3 (To be completed only by ministers of other denominations or faiths)**

**Non-Catholic parents/Carers from other denominations or faiths should hand this form to their minister or equivalent asking them to complete the section below and return it as soon as possible to the school indicated over.**

I confirm that this family are members of our faith community  The family is not known to me

Name of minister: \_\_\_\_\_ Denomination/faith: \_\_\_\_\_

Parish or faith community: \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return this form by..... to the school office along with the original baptismal certificate (for Catholic applicants) at the Catholic school indicated above.

