

Holy Cross RC Primary School



Admissions Policy 18/19

Signed _____ [Headteacher] Date _____

Signed _____ [Chair of Governors] Date _____

Review Date January 2019

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Introduction

Holy Cross Catholic Primary School is a voluntary aided church school in the Diocese of Clifton.

The school provides distinctive Christ centred Catholic education for children aged 4+ to 11+ years, with priority being given to children who live within the Parish of Holy Cross. A map of the parish is available on the school website and in this document.

Our main priority is to provide an education for Catholic children, but we do welcome requests for admission to the school from parents/ carers of children who are members of other faiths or no faith.

As a Voluntary Aided School the Governing Body in conjunction with Clifton Diocese is responsible for admissions.

The Published Admission Number (PAN) for 2018/2019 into our Reception class is 30. This is also the number of places available in all other year groups.

Applications for a Reception place in 2018-19

A standard application form, known as the **Common Application Form** must be completed and returned to the child's home Local Authority (LA). To be considered in the first round of allocations, this must be submitted by 15 January 2018.

This can be done online or by post to the home LA. For children living in Bristol application can be made through the Bristol City Council website or a copy of the application form can be obtained from our school office. The address to send completed paper applications is:

School Admissions

P.O. Box 3176

Bristol BS3 9FS

Please contact us on TEL: 0117 3772199 if you require any help in applying for admission

The home LA will notify parents/carers of the outcome of their application on behalf of the Governors of Holy Cross on 16th April 2018.

Date of Admission to the school for Reception in 2018/2019

Pupils are usually admitted in the September of the school year in which they reach their fifth birthday. However the law does not require children to be admitted to school until the beginning of the term following their fifth birthday

All children offered a place are entitled to a full-time place in the September following their fourth birthday. Children normally attend from the start of September but parents/ carers offered a place can defer the date their child is admitted to the school until later in the year but not beyond the point when the child reaches compulsory school age and not beyond the beginning of the final term of the Parent/carers wanting to delay their child's admission by a year, will need to write to the school (providing any additional supporting evidence) to formally request delayed admission into the Reception Year. They should also complete a Local Authority common application form for admission to reception in the academic year 2018/2019 and if their quest is approved by governors in principle, the oversubscription criteria will be applied, if necessary.

Parents/ carers offered a place may start their child attending on a part-time basis, until the child reaches compulsory school age.

1. Oversubscription Criteria for Admissions:

1. Where there are more applications for admission than the published admission number stated, the Governing Body will apply the following criteria, given in strict order of priority:

- 1.1 Baptised Catholic* Looked after and previously Looked after children (also known as Children in care)
- 1.2 Baptised Catholic* children who live in the Parish of Holy Cross
- 1.3 Looked after children and previously Looked after children (also known as Children in care)
- 1.4 Children who will have a brother or a sister at the school at the time of their admission
- 1.5 Children of a Baptised Catholic* parent/carer who live within the Parish of Holy Cross
- 1.6 Children not in the above categories

***A copy of a Baptismal certificate, or equivalent, must be available for inspection by the Governing Body (see 'Documentation Required' below) to be considered under these categories.**

Definitions

(a) Brother and sister are defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters

(b) A 'looked after child' is a child who is in the care of a local authority, or 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.

(c) Previously Looked After Children means children who were in the care of a local authority but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders) Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

(d) Baptised Catholic in the context of the Admissions Policy means a person baptised as a Roman Catholic in a church which is in Communion with the See of Rome or baptised into another Christian denomination but has been subsequently received into a Catholic Church which is in Communion with the See of Rome.

2. Tiebreakers

Priority within each category will be given in order to:

2.1 Children who will have a brother or sister at the school at the time of their admission.

2.2 Random Allocation i.e. drawing lots supervised by someone independent of the school. Where one child of a multiple birth is drawn the other child or children will be deemed to have also been drawn

3. Twins or multiple births

Where one child of a multiple birth qualifies for a place, the other children will also be offered a place, even if the school has to exceed the Published Admission Number. This would be a permitted exception to Infant Class Limits.

4. In-Year applications

In-Year applications will be considered by the Admissions Committee. If there are more applications than places available, the oversubscription criteria listed in section 1 above, will be applied.

5. Late Applications

Applications received after the closing date given above will be processed in accordance with the coordinated Admission Scheme of the child's home Local Authority.

6. Appeals Procedure

Parents/carers have the right to appeal against the refusal by the Governing Body to admit their child, and should put their appeal in writing. Appeals will be arranged and conducted in accordance with the School Admission Appeals Code. Details of the appeals process will be made available to all unsuccessful applicants.

7. Children with an Education, Health and Care (EHC) Plan

There is a different procedure for the admission to school for children with an EHC Plan*. It is administered by the Local Authority in whose area the family live. The Local Authority is responsible for issuing the EHC Plan and consulting parents/carers and the Governing Body of Holy Cross, if a preference has been made for the school, before the school is named in the Plan.

*From 1/9/14 SEN Statements were superseded by EHC Plans.

8. Documentation Required

The school requires additional information not contained in the Common Application. The supplementary form can be found on the school website or from the school office. This must be completed along with the local authority application form.

- A copy of the child's (or of the parent/carer if relevant) baptism certificate if the child (or parent/carer if relevant) is Roman Catholic. 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 15 January 2018.** Where a certificate is not available, a letter from a member of the clergy, confirming that the child has (or in their opinion has) been baptised or received into the Catholic Church must be provided. The governors may also request sight of the original certificate.

9. Waiting Lists

For reception a waiting list of those children whose parent/carer is still seeking a place will be held until 31st December 2018. If places become available before the end of December 2018 offers will be made in accordance with the oversubscription criteria. Each child added to the list will require the list to be ranked again in accordance with the oversubscription criteria.



HOLY CROSS RC PRIMARY SCHOOL ADMISSION FORM

Please complete the following essential confidential information:

Pupil Details			
Legal forename	Middle name (s)	Legal surname	
Preferred forename (if different to above)		Preferred surname (if different to above)	
Gender	MALE FEMALE	Date of Birth	
Home address including postcode		Home telephone number	
		Main contact number(first point of contact)	
		Main e-mail address	
Copy of Birth Certificate seen?		YES	NO
		DATE:	
Passport Number			
Expiry Date			
Contact Information			
<p>The Children Act 1989 - School Admissions Register - Please read the following guidance notes before completing.</p> <p>The school is required by law to maintain a list of all pupils at the school, together with certain information about each pupil.</p> <p>This is to include the name and address of every person known to the school to be a "parent" of the pupil. The term "parent" has a special meaning for this purpose and includes any person who is not actually the parent but who has "parental responsibility" for the pupil or has care of him or her.</p> <p>As a guide, any of the following would need to be recorded as a parent :</p> <ul style="list-style-type: none"> The mother The father (if married to the mother at the time of the child's birth, or if he has made a written "parental responsibility agreement" with the mother which has been recorded with a Court.) A divorced or separated parent of the pupil A guardian of the pupil A person in whose favour a Court has made a "Residence Order" or "Parental Responsibility Order" regarding the pupil The Social Services Department if a Court has made a "Care Order" in respect of the pupil Any person who has care of the pupil. If you need any help with completing the form please contact the School or the Area Education Welfare Service on 0117 3533686/7 			

Contact information – please complete information below

Mother

Title		Address including postcode (if different from child)	
Forename			
Surname			
Home telephone		Mobile	
Work telephone		E-mail	

Father

Title		Address including postcode (if different from child)	
Forename			
Surname			
Home telephone		Mobile	
Work telephone		E-mail	

Other LOCAL Adult Contacts: for use if parents cannot be contacted

Name and Address and Relationship	Telephone Numbers	
	Home	
	Work	
	Mobile	
Name and Address and Relationship	Telephone Numbers	
	Home	
	Work	
	Mobile	



HOLY CROSS RC PRIMARY SCHOOL ADMISSION FORM

Please complete the following essential confidential information:

Dietary Details	
Dietary Needs: Does your child have any special dietary requirements? If so, please indicate below and provide details if necessary. Note that these questions are intended for children with genuine allergies/intolerances, not 'fussy eaters'!	
Gluten free	
Halal	
Kosher	
No dairy produce	
No nuts of any type/quantity (please specify name of nut)	
Seafood allergy	
Vegetarian or vegan	
Wheat free	
Other (please specify)	

Medical Details	
Do you consent to your child receiving any necessary medical treatment for any injury or illness during the school day?	YES NO
Family doctor's name and address (including postcode)	
Family doctor's telephone number	

General Health

If you answer yes to any of the questions, please provide details in the box below.

Does your child suffer from allergies? This includes drugs, pollen. Dust, insect stings etc (Please give specific allergies in the space overleaf)	YES NO
Does your child suffer from epilepsy? If they are on medication please provide details below.	YES NO
Does your child have a heart problem?	YES NO
Does your child suffer from travel sickness?	YES NO
Is your child recognised as having Special Educational Needs at their current school? E.g. dyslexia, Aspergers, etc.	YES NO
Does your child have sight problems?	YES NO
Does your child need to wear glasses in school?	YES NO
Does your child have a hearing problem?	YES NO
Does your child have any other disability/specific access need that the school should be award of?	YES NO
Does your child take any medicines on a regular basis, e.g. inhaler? If so, please indicate below. If your child will (or may) need this administered during the school day, you will need to fill out a medical consent form, which the school office will provide.	YES NO

Medicines required on a regular basis:

Other information about your child: please indicate any illness, medical, educational or social information not mentioned above that you think might affect attendance or be relevant to the child's school work. This could include behaviour problems or family circumstances (e.g. divorce, step-parents, custody or rights of access.) Where necessary or requested, such information will be treated as strictly confidential.



HOLY CROSS RC PRIMARY SCHOOL ADMISSION FORM

Please complete the following essential confidential information:

Pupil Premium is additional funding given to publicly funded schools in England to raise the attainment of disadvantage pupils and close the gap between them and their peers. There are three categories. Please could you consider whether your child is eligible under any of the following criteria?			
Has your child been eligible for free school meals in the last 6 years with the exception of Universal FSM's for children in Reception, Y1 & Y2?			YES NO
If you are currently in receipt of any of the following, you are eligible.			
Income support	YES NO	Income based Job Seekers Allowance	YES NO
Child Tax Credit but are not entitled to working tax credit and your annual income (As assessed by the Inland Revenue) does not exceed £16,190	YES NO	Income Related Employment & Support Allowance benefit (any element of contribution based paid free school meals not available)	YES NO
The Guarantee element of Pension Credit	YES NO	Working Tax Credit run0on paid for four weeks after you stop qualifying for Working Tax Credit	YES NO
Universal Credit	YES NO	Support under part VI of the immigration & Asylum Act 1999	YES NO
Has your child been looked after for 1 day or more?			YES NO
Has your child been adopted from care?			YES NO
Has your child left care under a special guardianship in order or a residence order?			YES NO

Ethnicity/Language/Religion			
Bristol Education Authority has asked schools to collect data on the Ethnic Origin, Home Language, First Language and Religion of students. This information will be used by the authority to assess the effectiveness of Equal Opportunities policies. The information about individual children will not be disclosed to third parties and will be used for statistical purposes only.			
Ethnic Origin			
Please tick ONE box for each section below. You may leave any section blank if you wish.			
White-British <input type="checkbox"/>	White- Irish <input type="checkbox"/>	White Western European <input type="checkbox"/>	White Eastern European <input type="checkbox"/>
White – traveller or Irish Heritage <input type="checkbox"/>	White Gypsy/Roma <input type="checkbox"/>	Any other white background <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>
White & Black African <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Any other mixed background <input type="checkbox"/>	Indian <input type="checkbox"/>
Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Any other Asian background <input type="checkbox"/>	Black - Caribbean <input type="checkbox"/>
Black - Somali <input type="checkbox"/>	Any other Black background <input type="checkbox"/>	Chinese <input type="checkbox"/>	Other black African <input type="checkbox"/>
Any other Ethnic Group <input type="checkbox"/>			

Language- What is the main language spoken by your child?							
English	<input type="checkbox"/>	Bengali	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Danish	<input type="checkbox"/>
Dutch	<input type="checkbox"/>	French	<input type="checkbox"/>	German	<input type="checkbox"/>	Greek	<input type="checkbox"/>
Gujarati	<input type="checkbox"/>	Hindi	<input type="checkbox"/>	Italian	<input type="checkbox"/>	Japanese	<input type="checkbox"/>
Korean	<input type="checkbox"/>	Punjabi	<input type="checkbox"/>	Polish	<input type="checkbox"/>	Portuguese	<input type="checkbox"/>
Somali	<input type="checkbox"/>	Spanish	<input type="checkbox"/>	Turkish	<input type="checkbox"/>	Urdu	<input type="checkbox"/>
Other (please specify)							
Is English an additional language for your child?				YES	NO		
Is your child bilingual?				YES	NO		
What additional languages does your child speak?							
What is your child's Nationality?							

Religion			
Buddhist	Christian	Greek Orthodox	Hindu
Jewish	Muslim	Roman Catholic	Sikh
No Religion			
Other (please specify)			

Travel Arrangements: please indicate ONE showing how your child travels to school the MAJORITY of the time. If a mixture, choose the one that covers the greatest distance.							
Bicycle	<input type="checkbox"/>	Train	<input type="checkbox"/>	Car or Van	<input type="checkbox"/>	Walk	<input type="checkbox"/>
Taxi	<input type="checkbox"/>	Walking bus	<input type="checkbox"/>	Car share	<input type="checkbox"/>	Public bus service	<input type="checkbox"/>

School History	
Previous school's name and address	
Previous school's telephone number	
Previous school's e-mail	

Declaration All parents/guardians to sign declaration	
I confirm that the details provided in this form are correct and agree to keep the school informed if there are any changes in these details.	
Signed	Date