RECEPTION ADMISSION POLICY 2016 – 2017

Holy Cross Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families within the parishes of Holy Cross Parsons Green and Our Lady of Perpetual Help Sands End. The school is conducted 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.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. As a Catholic school we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Applications are invited for September 2016 from families whose child attains 4 years of age between 01/09/2015 and 31/08/2016.

The published Admission Number (PAN) for the Reception Class at Holy Cross Catholic Primary School is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 pupils to the reception classes in the school year which begins in September 2016.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked-after children and Catholic children who have been adopted (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after.
2. Baptised Catholic Children from practising Catholic families who have a sibling at the school at the time of admission.
3. Baptised Catholic children from practising Catholic families who are resident in the Parishes of Holy Cross or Our Lady of Perpetual Help.
4. Baptised Catholic children from practising Catholic families who are resident outside the parishes of Holy Cross and Our Lady of Perpetual Help.
5. Other ‘looked-after’ children and other children who have been adopted or made subject to child arrangement orders or special guardianship orders, immediately after having been looked after.
6. Catechumens and members of Eastern Christian Church.
7. Christians of other denominations whose parents or legal guardians wish for them to have a Catholic education and whose application is supported by their Priest or Minister of Religion.
8. Children of other faiths whose application is supported by their Religious Leader.
9. Any other children.
**EXCEPTIONAL NEED**
The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

**STAFF MEMBERS**
The Governing Body will give top priority, after the appropriate category of looked after children, to a member of staff (i.e. teaching staff, support staff and anyone employed by the governing body) who has completed two years of service at the time of application.

**MULTIPLE APPLICATIONS**
Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

**TIE BREAK**
Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured by the LBHF Authority.

**FAIR ACCESS**
The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Governing Body and the Diocese for the current school year. The Governing Body has the power even when admitting the child would mean exceeding the published admission number.

**IN-YEAR ADMISSIONS**
Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, the local authority will be informed, the Common Application Form and the Supplementary Information form will be completed and the child will be admitted. If there is a waiting list the applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on the waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria (as modified above) and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list and make an offer of a place.

**RECEPTION YEAR DEFERRED ENTRY**
Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2017.

**CHILDREN EDUCATED OUT OF CHRONOLOGICAL AGE GROUP**
Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence.

**APPLICATION PROCEDURE 2016 - 2017**

In order to make an application, you **must** complete a Common Application Form (CAF) from your local authority and return it to them. You **should** also complete the school’s Supplementary Information Form (SIF). The information on the SIF enables the Governing Body to assess your application fully against the School’s criteria in the event of oversubscription. Please return the SIF (in person or by post) to Holy Cross Catholic Primary School, Basuto Road, London SW6 4BL together with the relevant paperwork required for your application.

If you do not complete both of the forms described above and return them by 15th January 2016, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

Applicants applying under criteria 2 and 3 and 4 must submit a priest reference form (PRF) by the closing date. This form is available from the diocesan website at [www.rcdow.org.uk/schools/governors/admissions](http://www.rcdow.org.uk/schools/governors/admissions)

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about Monday 18th April 2016. This information will also be available online. Parents/carers should accept the place as soon as possible.

**PRIEST REFERENCE**

The Diocesan Priest Reference Form should only be completed by those applying as practising Catholics. If you have been living in your current parish for less than 6 months, we reserve the right to ask you for a reference from the parish in which you practised previously.

**LATE APPLICATIONS**

Late applications received after the deadline will be accepted and considered according to the oversubscription criteria if there are places. These applications will still be handled by the LA, after the initial allocation of places has been completed.

**RIGHT OF APPEAL**

Parents whose applications for places were unsuccessful will be given an opportunity to appeal against the decision to an independent appeal panel set up with the statutory provision in force at the time. Your appeal should be placed by the appropriate date, currently 22nd May.

**WAITING LIST**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out in the Policy above and not in the order in which applications are received or added to the list. Names are removed from the list after 1 year, unless applicants request to remain on the list. Names will be removed from the list on 31st August 2017, unless applicants request in writing to remain on the list.

**PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS/EDUCATION, HEALTH AND CARE PLAN (EHC)**
The admission of pupils with a statement of Special Educational Needs or Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has a Statement of SEN or EHC plan you must contact your local authority SEN officer.

**CHANGE OF DETAILS**

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

Please note that there is no automatic right of entry from Nursery Class to Reception. Parents whose children are currently attending Holy Cross Nursery need to re-apply for Reception.

**NOTES** (these notes form part of the oversubscription criteria)

- **'Adopted'** An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).
- **'Child Arrangements Order'** A Child Arrangements Order is an order under the terms of Children Act 1989 s.8 setting the arrangements to be made as to the person with whom the child is to live. Children @looked after immediately before the order is made qualifies in this category.
- **'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).
- **'Special Guardianship Order'** A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s).
- **'Catholic'** means a member of a Church in full 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.
- **'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.
- **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
- **'Exceptional Needs'** to demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require written evidence from an appropriate professional, such as a social worker, doctor or priest.
- **'Family'** includes the Catholic or Catholics who have legal responsibility for the child.
- **'Christian'** for the purposes of this policy means a member of one of the Churches affiliated to 'Churches Together' in Britain and Ireland.
- **'Resident'** – a child is deemed to be resident at a particular address when he/she resides there for 50% or more of the school week.
- **'Parent'** means the adults with legal responsibility for the child.
- **'Applicant'** refers to the person making an application on behalf of a child
- **'Candidate'** refers to the child on whose behalf the application is being made.
- **Parish Boundaries** – for the purposes of this Policy, the parish boundaries are shown on the attached map.
- **Distance Measure** For the purposes of this policy, nearness to the school will be calculated using a straight line measurement (as the crow flies) from the child’s home address point to the centre point of the school as determined by the LA’s computerised measuring system. Accessibility by car or public transport will be disregarded.
If any applicants share the same address, i.e., live in the same block of flats or shared house, priority will be given to those closest to the ground floor and then by ascending flat number order. In the event that more than one child has the same distance, a decision will be made using random allocation.

If a tie-break involves twins or triplets, the LA will offer places over the published admission number to accommodate the children.
Diocese of Westminster  
Catholic Primary Schools  
Supplementary Information Form  2016 - 2017  
RECEPTION CLASS  
(To be returned to school by 15th January 2016)

Child’s Details

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<tr>
<th>Child’s surname:</th>
<th>Child’s Christian or other first name:</th>
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<th>Home address:</th>
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<th>Postcode:</th>
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Parent/ Carer Details

1st Parent’s/Carer’s name:  Mr/Mrs/Miss/Ms/Dr (Please circle)

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<tr>
<th>Telephone Number:</th>
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2nd Parent’s/Carer’s name:  Mr/Mrs/Miss/Ms/Dr (Please circle)

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<th>Address: (If different from child’s)</th>
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### Details of Religion

<table>
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<tr>
<th>Religion of child: (Please tick)</th>
<th>Catholic</th>
<th>Other Christian (name of denomination e.g. Methodist)</th>
<th>Other faith</th>
</tr>
</thead>
</table>

Catholic Parish you live in:

Church where child was baptised and date of baptism: (baptism certificate required)

Name and position of priest or religious leader supplying reference: (where appropriate)

Names of brothers or sisters at this school who will still be attending at date of admission: Name: Class or Year Group:

Is your child ‘looked after’ by the Local authority, adopted or subject to a residency or special guardianship order, having previously been ‘looked after’? (Please circle your response)  

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<th>YES</th>
<th>NO</th>
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Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence will be required.)  

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<tr>
<th>YES</th>
<th>NO</th>
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I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.

Signed..................................................       Date.................................
Please note:

- Where applicable parents can obtain a priest’s reference form from the school or from the Diocese of Westminster website at www.rcdow.org.uk/Education Follow Guidance & Policy Documents, Admissions: Guidance notes and reference form for priests.

- Applicants from other Christian denominations and other faiths may attach a reference from their minister or religious leader.

You must complete your local authority’s Common Application Form and return it to the council offices by the closing date - 15 January 2015. If you do not do this you will not be offered a place. Please note that the offices are closed on Saturdays and Sundays. You should also complete the SIF and return it to the school.

**Checklist of the documents you need to provide:**

Please tick that you have included

- Child’s baptismal certificate
- Proof of date of birth
- Priest’s Reference form (where necessary)
- Evidence of exceptional need, if needed
- Council Tax – 2014/15
- Utility Bill (last three months)

Please note that the school needs to see the originals of the above documents

**Have you completed your local authority’s Common Application Form?**

Please go to; www.lbhf.gov.uk/eadmissions in order to complete Hammersmith and Fulham council’s Common Application Form.
Holy Cross Parish - Please be aware that only the east side of the Fulham Road is within the boundary. If you live on the west side of the Fulham Road you are in St. Thomas' Parish.