



# The Fulham Bilingual

A partnership between Holy Cross Catholic Primary and Marie D'Orliac

**Email:** [admin@fulhambilingual.co.uk](mailto:admin@fulhambilingual.co.uk)

**Address:** 60 Clancarty Road London SW6 3AA

**Telephone:** 0207 736 5863

**Website:** [www.fulhambilingual.org.uk](http://www.fulhambilingual.org.uk)

**Executive Head Teacher:** Mrs Kathleen Williams

**Head of School, Bilingual Holy Cross:** Ms Leiah Pereira

## THE FULHAM BILINGUAL, HOLY CROSS PRIMARY SCHOOL

### ADMISSION POLICY 2023/2024

Summarised admission policy/criteria. Holy Cross School, in partnership with the London Borough of Hammersmith & Fulham, the Diocese of Westminster and The Fulham Bilingual Holy Cross admits an additional 28 reception age pupils each year for a bilingual (French and English) education.

The Published Admission Number (PAN) for the bilingual class is 28. Applications are invited for September 2023 from families whose child attains 4 years of age between 01/09/2022 and 31/08/2023.

Pupils, drawn from both schools, are taught together by teachers from each of the schools, using an agreed common curriculum. The children are fully immersed in French for exactly half of the week, the other half is taught in English. Because of this, the children will have two teachers; an English Teacher and a French Teacher. Families without French as a first or additional language should consider the following:

**During French weeks, the curriculum, homework, and any communication from the French Teacher will be in French and not translated.**

Whilst it is not essential or part of the admissions criteria to have spoken French at home, it is important to understand the challenges of the Bilingual, prior to making an application.

Applications for the bilingual places at The Fulham Bilingual Holy Cross, are entirely separate to those for Holy Cross School and subject to different admissions criteria.

The governors welcome applications for admission to the school by parents/carers who wish their children to have a bilingual primary education and who are prepared positively to support the aims and identity of the school generally. Parents applying for a bilingual place may also apply for a foundation place at Holy Cross School; in which case they must name both on the common application form, ranking them separately as two of the six preferences.

Admission to the bilingual course will be determined without reference to religious commitment, in accordance with the oversubscription criteria similar to those used for community primary schools in the borough.

Pupils admitted to the bilingual course will normally be expected to remain in the course until they transfer to secondary school at the age of 11. There is no automatic right of transfer from the bilingual course to the standard foundation course at Holy Cross Catholic Primary School.

**A partnership between Holy Cross Catholic Primary and Marie D'Orliac**



# The Fulham Bilingual

A partnership between Holy Cross Catholic Primary and Marie D'Orliac

**Email:** [admin@fulhambilingual.co.uk](mailto:admin@fulhambilingual.co.uk)

**Address:** 60 Clancarty Road London SW6 3AA

**Telephone:** 0207 736 5863

**Website:** [www.fulhambilingual.org.uk](http://www.fulhambilingual.org.uk)

**Executive Head Teacher:** Mrs Kathleen Williams

**Head of School, Bilingual Holy Cross:** Ms Leiah Pereira

## OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of places available, places will be offered in accordance with the following criteria in order of priority:

1. Children who have been adopted (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after (**Previously Looked After Children**). Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children of members of staff, who have completed two years of service at the time of application. (i.e., teaching staff, support staff and anyone employed by the Governing Body).
3. Children who will have a sibling or siblings in The Fulham Bilingual Holy Cross stream at the time of admission.
4. All admissions after priorities 1, 2, and 3, will be by distance; allocated as living nearest to the school-
5. Any other children.

**Within each of the categories listed above, the following provisions will be applied in the following order.**

## EXCEPTIONAL NEED

The Governing Body will give top priority, after the 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 or social worker, of an exceptional social, medical, or other need of the child, which can only be met at this school. Applications will be considered on an individual basis.

## TIE BREAK

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated [on basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school] (using the local authority's computerised measuring system on the following basis [the Ordnance Survey system and the Geographical Information system]. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be

**A partnership between Holy Cross Catholic Primary and Marie D'Orliac**



# The Fulham Bilingual

A partnership between Holy Cross Catholic Primary and Marie D'Orliac

**Email:** [admin@fulhambilingual.co.uk](mailto:admin@fulhambilingual.co.uk)

**Address:** 60 Clancarty Road London SW6 3AA

**Telephone:** 0207 736 5863

**Website:** [www.fulhambilingual.org.uk](http://www.fulhambilingual.org.uk)

**Executive Head Teacher:** Mrs Kathleen Williams

**Head of School, Bilingual Holy Cross:** Ms Leah Pereira

carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

## **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 up to the published admission number of 28.

## **IN-YEAR ADMISSIONS**

The school participates in the 'in-year' coordinated scheme, therefore, applications are made through the borough's in-year application process, by filling in an 'in year' application form. If a place is available and there is no waiting list 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 how to proceed and your right of appeal. You will be offered the opportunity of being placed on the waiting list. This list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. When a place becomes available the Governing Body will re-rank the list and make an offer of a place.

## **RECEPTION YEAR DEFERRED ENTRY**

Applicants may defer entry to school, up until compulsory school age i.e., the first day of term following the child's fifth birthday. Application is made in the usual way and then deferral is requested. 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 compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

## **CHILDREN EDUCATED OUT OF THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer born children)**



# The Fulham Bilingual

A partnership between Holy Cross Catholic Primary and Marie D'Orliac

**Email:** [admin@fulhambilingual.co.uk](mailto:admin@fulhambilingual.co.uk)

**Address:** 60 Clancarty Road London SW6 3AA

**Telephone:** 0207 736 5863

**Website:** [www.fulhambilingual.org.uk](http://www.fulhambilingual.org.uk)

**Executive Head Teacher:** Mrs Kathleen Williams

**Head of School, Bilingual Holy Cross:** Ms Leiah Pereira

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors at the time of application. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all of the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

## SUMMER BORN CHILDREN

If a parent wishes his/her summer born child to start school in Reception in the September following his/her fifth birthday i.e., a child born between 1<sup>st</sup> April-31<sup>st</sup> August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

## APPLICATION PROCEDURE -2023-2024

In order to make an application, you **must** complete an e-admissions form from your local authority and return it to them. If you do not wish to complete an online e-admissions form, you can obtain a paper form from your local authority.

If you do not complete the form described above and return it by 15<sup>th</sup> January 2023, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about 17<sup>th</sup> April 2023. This information will also be available online. Parents/carers should accept the place as soon as possible.

## EDUCATION, HEALTH AND CARE PLANS (EHC)

The admission of pupils with an 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 an EHC plan you must contact your local authority SEN officer. Children with this school specifically named in their EHC Plan will be admitted; this cannot affect the bilingual nature of the course.



# The Fulham Bilingual

A partnership between Holy Cross Catholic Primary and Marie D'Orliac

**Email:** [admin@fulhambilingual.co.uk](mailto:admin@fulhambilingual.co.uk)

**Address:** 60 Clancarty Road London SW6 3AA

**Telephone:** 0207 736 5863

**Website:** [www.fulhambilingual.org.uk](http://www.fulhambilingual.org.uk)

**Executive Head Teacher:** Mrs Kathleen Williams

**Head of School, Bilingual Holy Cross:** Ms Leiah Pereira

## LATE APPLICATIONS

Applications received after the closing date will be handled by the Local Authority, after the initial allocation of places has been completed.

## RIGHT OF APPEAL

If you are unsuccessful, you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal, please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal.

Appeals should be submitted to the school on or about the 20th of May 2023.

## WAITING LIST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This 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. Please note the waiting list is subject to change at any time. Names are removed from the list after one year unless applicants request in writing to remain on the list.

## CHANGE OF DETAILS

If any of the details on your form change 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 your form, the Governing Body reserves the right to withdraw the place, even if the child has already started at the school.

## EXPLANATORY 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 term 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 who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services





# The Fulham Bilingual

A partnership between Holy Cross Catholic Primary and Marie D'Orliac

**Email:** [admin@fulhambilingual.co.uk](mailto:admin@fulhambilingual.co.uk)

**Address:** 60 Clancarty Road London SW6 3AA

**Telephone:** 0207 736 5863

**Website:** [www.fulhambilingual.org.uk](http://www.fulhambilingual.org.uk)

**Executive Head Teacher:** Mrs Kathleen Williams

**Head of School, Bilingual Holy Cross:** Ms Leah Pereira

functions (e.g. children with foster parents) at the time of making the application to the school.

- **'A previously looked after child'** is a child who was looked after but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted". LAC/PLAC priority includes Internationally Adopted Looked After Children (LAPLAC).
- **'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).
- **'Exceptional Needs'** If you think your child has an exceptional social or medical need for a place at The Fulham Bilingual, Holy Cross, your application must be supported by documented evidence from a doctor, health visitor, social worker or other medical professional, which must be submitted at the time of your original application. You will need to show why a place in the bilingual stream at The Fulham Bilingual, Holy Cross is the only school that is uniquely placed to meet your child's social or medical need. The case must be a clear connection between the child's need and an explanation of the difficulties which would be caused if the child were to attend another school. This must not hinder the provision of bilingual learning. The decision as to whether your child qualifies on medical or social grounds is made by the Governing Body.
- **'Siblings'** means brothers and sisters, stepbrothers and sisters, half brothers and sisters and or adopted/fostered brothers and sisters. It includes: the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the child who is the subject of the application. It means siblings on roll in school at time of admission, not time of application.
- **'Resident'** A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week. For admissions purposes, we will not accept a temporary address if you still possess a property that was used as a home address, nor will we accept a temporary address used solely or mainly to obtain a school place. We reserve the right to review the offer of a place and consider options including the withdrawal of the place and the status of a sibling link for future applicants where it



# The Fulham Bilingual

A partnership between Holy Cross Catholic Primary and Marie D'Orliac

**Email:** [admin@fulhambilingual.co.uk](mailto:admin@fulhambilingual.co.uk)

**Address:** 60 Clancarty Road London SW6 3AA

**Telephone:** 0207 736 5863

**Website:** [www.fulhambilingual.org.uk](http://www.fulhambilingual.org.uk)

**Executive Head Teacher:** Mrs Kathleen Williams

**Head of School, Bilingual Holy Cross:** Ms Leah Pereira

becomes apparent that false or misleading information was provided to obtain a place at the school.

- **'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.
- **'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 main entrance of the school as determined by the LA's computerised measuring system. Accessibility by car or public transport will be disregarded.
- If a tie-break involves twins or triplets, the LA will offer places up to the published admission number of 28 (PAN) and may not be able to accommodate all of the children.