

# **Holy Family Catholic Primary School**

## **Admissions Policy**

**2020-2021**

**Policy Statement and Guidelines**

## ***Mission Statement:***

*At Holy Family Catholic Primary School we have...*

*GOD in our hearts  
LOVE in our words  
FAMILY in our actions*

***Every child at Holy Family has the right to high quality teaching that will enable them to reach for and beyond their potential. Every child in our care will be supported to grow in Faith, to grow in Hope, and to grow in Love. Growing in the Love of God, our children will become confident learners who have a desire to realise their aspirations. Our children will develop a passion for learning and its infinite possibilities in a nurturing, safe and loving Holy Family.***

This Admission Policy relates to the school year shown above. It may be subject to alteration in subsequent years.

Admission to the school is in the control of the Governing Body. Therefore any enquiries regarding admissions should be made to the school office.

The Governors will admit to the school the published admission number (PAN) of 60 children who will attain the age of 5 years during the school year 1 September 2020 to 31 August 2021, to be arranged in classes of 30 children per class. The school's net capacity assessment is 420.

ALL applications are considered equally, irrespective of the order of preference expressed on the Southampton City Council Common Application Form available online.

Should the school be oversubscribed, the Governors will consider applications in the following order of priority:

- 1 Baptised Catholic children in, or previously in, Local Authority care
- 2 Baptised Catholic children with a sibling on roll at the time of admission
- 3 Baptised Catholic children resident in the Southampton parishes of Holy Family Parish, St Vincent de Paul, St Theresa's Totton.
- 4 Other children in, or previously in, Local Authority care
- 5 Other children with a sibling on roll at the time of application and admission
- 6 Other baptised Catholic children
- 7 Baptised or dedicated children of other Christian faiths
- 8 Unbaptised children of baptised Catholic parent(s)
- 9 All other children who are not covered by the above categories

Children are normally admitted at the start of the school year in which they become five years old. Where children have not reached their fifth birthday parents may defer entry until the child has reached their fifth birthday but cannot defer later than the start of the summer term.

The Governing Body cannot guarantee admission to the sibling of a child who is already a pupil in the school. Admissions are strictly in accordance with the policy set above.

### **Sibling criterion**

Children who have a brother or sister already on the roll of the school who can reasonably be expected to continue to attend that school in the following year school year. (This includes children living as siblings in the same family unit.)

A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address.

Should any year group at the time of application for admission be oversubscribed, then a child's name will be placed on a waiting list. Places will be allocated in accordance with the categories stated in the Admissions Policy.

### **Random Allocation**

Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Principal Officer for Education and Early Years, People Directorate, Southampton City Council.

### **Entry into Reception Class**

The offer made to parents for reception class on the initial offer date is of a full time place from the start of term after 1 September. Parents have the right to defer their child's entry into reception class to any point up to the time the child is of statutory school age (the term starting after their child's 5<sup>th</sup> birthday) or until the start of the summer term if their child is not of statutory school age until after the start of the summer term in the reception year. Parents CANNOT however defer entry until the start of year 1 i.e. the reception class place cannot be held open over the summer holidays. The child must start school in the reception year. If a parent does not enrol their child at the school in the reception year they must make an in year application for a year 1 place.

Parents can request part time education for their child in the reception year up until the child is of statutory school age if it is in the child's best interests.

Parents of summer-born children, that is children born between 1<sup>st</sup> April and 31<sup>st</sup> August, may, in addition, choose to send their child to school in the September following their 5<sup>th</sup> birthday and may **request** that their child is admitted out of their normal age group to reception year rather than Year 1. Any parent wishing to apply for their summer-born child to start school outside their normal age group must do so by completing the form entitled 'Application for Entry Outside the Normal Age Group' which is available to download on-line at the SCC website. This form enables parents to set out their reasons as to why they feel

their child should be admitted outside their normal age group. It is a parent's responsibility to include any supporting evidence. Applications for entry outside the normal age group should be made by 31 October.

Each case will be decided on its merits by the Governing Body, the admission authority for the school. Parents will be notified of the outcome of their request in writing by 15 December. If a parent is refused their request to apply outside their child's normal age group they will still have time to make an on-time application for their child to start school with their correct age group before the closing date of 15 January. Each decision will be made based on the merits of the case presented.

**PLEASE NOTE:**

**Parents should be aware that if they are allowed to apply for a place outside their child's normal age group, this is not a guarantee of a place at the school. Their application will be considered along with the other applications made for children in the correct age group for that year and places will be offered strictly according to the admission criteria for the school. If the school is unable to offer a place to a child outside their normal age group in the admissions round, the Local Authority, or any other admission authority for other schools, are under no obligation to agree admission to a year group outside the normal age group. This means that if a parent is unsuccessful in an application outside their child's normal age group, their child could be placed straight into a Year 1 class (their correct age group) in other schools resulting in the child missing up to a year of education.**

During the academic year 'casual' applications for admission may be received. Each will be placed on the waiting list in accordance with the published policy. Priority for an oversubscribed category will be given to children who live closest to the school based on the shortest practicable walking distance using public roads and footpaths.

Admission to Holy Family School does not guarantee a place at a Catholic secondary school.

A parent has the right to appeal against a refusal of admission by writing a letter to the Clerk to the Governors stating the reasons for appealing against the decision within fourteen days. The appeal is heard by an independent panel.