

# Holy Cross Catholic Primary School

## Admission Policy 2022 - 2023

### **Background information:**

Holy Cross Catholic Primary School belongs to the Parish of Holy Cross, Catford. The School works in collaboration with parents and carers to offer a high quality, Catholic education. Each child is nurtured and cherished as they live out our mission statement of caring, sharing and learning together. Our children benefit from the close links we have with Holy Cross Church and understand the importance of being a part of our community here in Catford. The Admissions Committee of the Governing Body makes decisions regarding admissions. Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit into the Reception Class, in September 2023, up to 30 pupils without reference to ability or aptitude.

### **Criteria:**

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

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. This includes Catholic children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Baptised Catholic children from families who attend Mass on a weekly basis and will have a sibling on roll at Holy Cross Catholic Primary School at the time of entry to the School.
3. Baptised Catholic children from families who attend Mass on a weekly basis and who reside in the Parish of Holy Cross, Catford.
4. Baptised Catholic children living in the Parish of Holy Cross who attend Mass less than weekly. These will be ordered by level of practice, with those attending Mass more frequently being ranked higher - firstly those who attend three times each month followed by those who attend twice each month and finally those who attend once each month. Those with a sibling on roll at time of entry will automatically be placed at the top of the group with the same level of practice.
5. Baptised Catholic children from families who attend Mass on a weekly basis and live outside the Parish of Holy Cross.
6. Baptised Catholic children living outside the Parish of Holy Cross who attend Mass less than weekly. These will be ordered in relation to their level of practice with those attending Mass more frequently being ranked higher - firstly those who attend three times each month followed by those who attend twice each month and finally those who attend once each month.
7. Other looked after children or 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. This includes children who

appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as result of being adopted.

8. Those children from Orthodox Churches not in union with the See of Rome.
9. Christians of other denominations whose parents are in sympathy with the aims and ethos of the School and whose application is supported by a minister of religion.
10. Any other applicants whose parents are in sympathy with the aims and ethos of the school.

#### **Tie-break**

When the number of applicants within a criterion exceeds the number of places available the distance from home to school will be used. All distances will be measured to a central nodal point in the school premises, using digitised mapping software of the area, from a nodal point in the applicant's permanent home address. Lewisham LA provides distances from their mapping system. 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 places will be decided by the drawing of lots.

#### **Notes**

1. **Mass attendance for a minimum of three years immediately prior to the application needs to be confirmed by the authorising priest.**
2. Parish boundary: for the purposes of this policy, Parish boundaries are as shown on the map attached to the admission policy.
3. Catholics are children who are baptised or received into the Catholic Church including the Ordinariate, and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. A baptismal certificate or evidence of reception into the Catholic Church must accompany the supplementary information form.
4. 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 who reside in the same household. It would not include other relatives (eg cousins).
5. The admissions of pupils with an Education, Health and Care Plan (EHCP) are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHCP plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with an EHCP naming the school will be admitted without reference to the above criteria.
6. 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.

7. In very exceptional circumstances the governors of the school will consider a request for admission outside their normal age group, including those born in the summer term. The application may be supported by the child's nursery/primary headteacher and/or an educational psychologist/specialist confirming that the child has learning delay or difficulty or their social maturity is well below that of his or her peers. In coming to a decision the governors will consider the grounds presented by the parent to support their request as well as the views of the headteacher and any evidence s/he provides. Parents must consider the implications of a deferred transfer as primary/secondary schools are not required to continue to keep the child out of year group and may decide to later educate the child in the correct year.
8. 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 submitted to the school not later than the closing date published by the Local Authority (15 January 2023). 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. Offers of places will be sent to parents by the Local Authority on the common offer date as notified (16 April 2023).
9. 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 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.
10. 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. The waiting list, which will be maintained for one year after which you will need to reapply, 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.
11. Further general information regarding school admission processes can be found on the Lewisham Council website: [www.lewisham.gov.uk](http://www.lewisham.gov.uk).

12. If false information has been given and an offer made on the basis of that information, the offer of the place will be withdrawn.