

## **Holy Rood Catholic Primary School Admission Policy 2017-2018**

### **Introduction**

Holy Rood Catholic Primary School is a Church aided school in the Diocese of Hallam and is maintained by Barnsley Local Authority. This means that the members of Parish and the Diocese of Hallam have contributed towards the cost of building the school and continue to care for its buildings and its people.

The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years, with priority being given to Catholic children who live with priority being given to children who live and worship within the parish of Holy Rood and Our Lady's Worsborough.

It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law; the requirements of the Trust Deed and the school's Instrument of Government; by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

Please note that admission to Holy Rood Catholic Primary School does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number for 2017-2018 is 30.

### **Co-ordinated Scheme for Admission Arrangements**

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Barnsley LA and who have expressed a preference for a school before the closing date will receive a single offer of a school place on the same day from the Authority. In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Voluntary Aided primary schools within the Barnsley area, including Holy Rood Catholic Primary School. Details of the co-ordinated scheme can be obtained from the Authority.

**Applications are made via the Online Admissions System or by requesting a COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM from the Local Authority.**

## **Parental Preference**

The Local Authority Common Application Form provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences. Applications will be considered on an Equal Preference basis, ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

## **PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION**

### **Date of Admission to the School for 2017-2018**

*Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, parents have the option for their child to enter the primary reception class full or part time from the September after their fourth birthday, choosing for them to start in September or to remain in nursery till January or Easter. The school will consult with any parent who wishes to discuss their choice for their child in the event that they may wish to defer until later in the year or until the end of the term in which the child reaches compulsory school age. If no alternative is requested the Governing Body being the admissions authority for this school, will admit children into school at the following times (state here the details of admission)*

- a) *children whose fifth birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> December – admission at the beginning of the Autumn Term in September.*
- b) *children whose fifth birthday falls between 1<sup>st</sup> January and 31<sup>st</sup> August – admission at the beginning of the Spring Term in January.*

### **Criteria for Admission:**

Please note that children who have a Statement of Special Educational Needs that names the school are required by law to be admitted.

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority:

Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance – with priority for admission being given to children who live nearest to the school as the crow flies. The distance will be measured from the main entrance of the child's home to the main entrance of the school by the Local Authority and provided to the school.

In circumstances where two or more children live the same distance from the school the offer of a place will be decided by drawing lots. The first name drawn will be offered the place.

**Category One**

Catholic children (see footnote 2) who:-

- a) are Looked After Children or previously Looked After Children (footnote 3)
- b) are siblings (footnote 4) of Catholic children attending Holy Rood Catholic school at the time of admission
- c) live and worship within the parish of Holy Rood and Our Lady's Worsborough
- d) live or worship within the parish of Holy Rood and Our Lady's Worsborough

**Category Two**

Looked After Children or previously Looked After Children (footnote 3) who are not baptised Catholics

**Category Three**

Children who have siblings (footnote 4) attending Holy Rood Catholic Primary School at the time of admission.

**Category Four**

Catholic children who live and worship in other Catholic parishes but who do not have a sibling in the school.

**Category Five**

Children who are members of other Christian Churches, who are full members of Churches Together in England (footnote 5) at the time of application, whose parents have sought the written support of their minister and live within the parish of Holy Rood and Our Lady's Worsborough

**Category Six**

Children who are members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

**Category Seven**

Children with a specific educational, medical or emotional need, who do not come under any of the above categories, provided that appropriate written evidence from a suitably qualified professional eg Doctor, Social Worker is submitted with the application indicating why Holy Rood school is the most appropriate setting.

**Category Eight**

Children whose parents are seeking a Christian environment for their children's education.

**Category Nine**

Other children

## **Footnotes:**

### Footnote 1.

This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Barnsley LA

### Footnote 2

“Catholic children” are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, or those whose parents have been formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

#### Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

#### Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools’ Department (0114 2566440)

### Footnote 3

#### Definition of ‘Looked after children’

A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Sect 22(1) of the Children Act 1989). A previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

### Footnote 4.

#### Definition of Sibling

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters.

#### Footnote 5

Churches Together in England

For the most up to date list please see [www.churches-together.org.uk](http://www.churches-together.org.uk) or contact the school. Confirmation of full membership of Churches Together in England should be obtained via the Minister / Religious Leader's Reference on the additional information form.

#### **Place of residence**

A child will be deemed to live at the residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week.

#### **Late Applications**

Late applications will be dealt with in accordance with the LA scheme.

#### **Waiting List**

Waiting lists will be dealt with in accordance with the LA Scheme.

#### **False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place may be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

#### **Applications outside of the normal admissions round**

Applications outside of the normal admissions round will be dealt with in accordance with the LA scheme.

#### **Appeals against the Governing Body's decision to refuse admission**

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed

in accordance with the DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants

2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

**Borough Secretary's Department, Mr William Ward (Council Governance Officer), Town Hall, Barnsley, South Yorkshire.  
Tel: 773063 E.Mail : [williamward@barnsley.gov.uk](mailto:williamward@barnsley.gov.uk)**

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code. This is normally within 6 weeks.

### **Timetable**

|  |                        |
|--|------------------------|
| <b>Closing date for receiving applications</b> | <b>16 January 2017</b> |
| <b>Offer day</b>                               | <b>17 April 2017</b>   |

### **Documentation Required**

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information form, obtainable from the Local Authority, should be completed, returned to Holy Rood School by the closing date.
3. A copy of the child's baptism certificate if the applicant is Roman Catholic
4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
5. The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.