

**HOLY FAMILY R.C. PRIMARY SCHOOL ADMISSION POLICY
DARLINGTON
2016-17**

This admissions policy has been formally adopted by the Directors of the Carmel Education Trust for Holy Family RC Primary School, Darlington. The governing body is the Admissions Authority and is responsible for determining the school's admissions arrangements.

The Published Admission Number (PAN) for the school is 30.

Holy Family RC Primary School serves the parish of Holy Family.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and When to apply

Applications must be made on the Darlington Borough Council's common application form (CAF). If you are applying on a faith based criteria a supplementary form should also be completed and returned by the closing date set by the Local Authority.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Oversubscription Criteria

If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

(First priority in each category will be given to children who will have older siblings attending the school in September 2016).

1. Catholic Looked After children or Catholic children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Catholic Children whose home address is within the parish served by the school.
3. Catholic Children whose home address is outside of the parish served by the school.
4. Other Looked After children or other children who were previously Looked After but immediately after being Looked After became subject to an adoption, child arrangement or special guardianship.
5. Children, who are baptised or dedicated members of other Christian Churches.
6. Children of other faith traditions.
7. Other children.

ADDITIONAL NOTES

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church.

All applicants seeking admission under criteria 1, 2 or 3 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of a Looked After Child

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 (see the definition in section 22 (1) of the Children Act 1989):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling, step sibling or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Other Christian Churches

If applicants are seeking admission under criteria 5, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader.

5. Children of Other Faiths

If applicants are seeking admission under criteria 5, they must provide a letter of support to confirm their faith membership from their minister or faith leader.

6. Tie-breaker

Where there are places available for some but not all applicants within a particular criterion, distance from the home address to the school entrance will be the deciding factor. Distance will be measured by the shortest walking route, from the front door of the child's home address (including flats) to the main entrance of the school, using the LA's computerised measuring system, with those living closer to the school receiving the higher priority.

Admission of children outside their normal age group and deferred entry

If a parent seeks a place in a year group outside of their normal age group, they should complete an application form and attach a covering letter along with any accompanying documentation that details the circumstances behind their request, for example if their child has missed a significant amount of time due to ill health or they believe their child to be gifted and talented. This should be forwarded to the Head Teacher. The Student Enrichment Directors' Committee will meet and consider the request. Once a decision has been made the Admission Authority (Directors) will write to the parent(s) informing them of the decision and setting out reasons for such.

Parents of summer born children* can also make a request to apply for their child to start school in the next academic year after they reach five and should follow the same process but should start the process in the September of the year prior to entry.

Admission of children below compulsory school age

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However children may attend part-time until they reach compulsory school age** and parents can defer the date their child is admitted until later in the school year.

*Summer born children relate to those born from 1 April to 31 August

**Children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Home Address

It is the primary parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31 December 2016.

Catchment Area

The catchment area for the school is the parish boundaries of Holy Family parish.

Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, “Late Applications”). Parents will be notified as to whether or not their child has been allocated a place on a date to be advised by the Local Authority.

Please note: This policy should be read in conjunction with Darlington Borough Council’s School Admission Guide for Parents which can be found at www.darlington.gov.uk or by telephoning 01325 388812 / 388027.