

HOLY CROSS CATHOLIC V.A. PRIMARY SCHOOL

Dean Lane, Bedminster, Bristol BS3 1DB

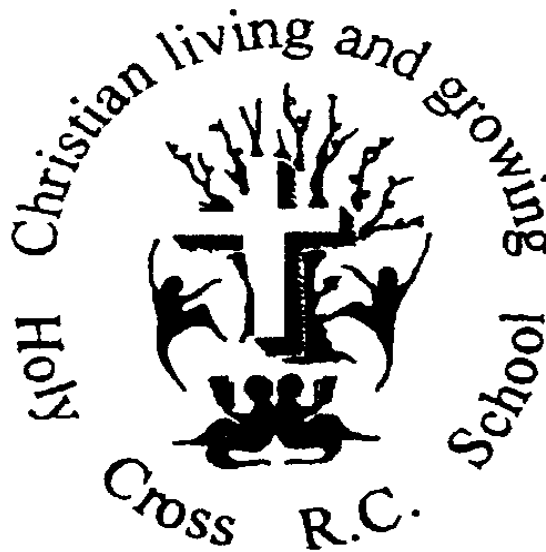
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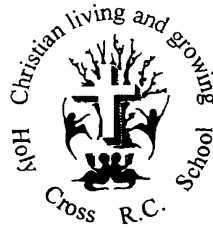
Website: www.holycrossprimary.uk.org

Diocese of Clifton

Christian Living and Growing



Admissions Policy 2014/2015



Admissions Policy for 2014/2015

Introduction

Holy Cross Catholic Primary School is a church aided school in the Diocese of Clifton and is maintained by Bristol City Council. This means that the members of the Parish and the Diocese of Clifton have contributed towards the cost of building the school and continue to care for its buildings and its community.

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

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 and advice from the Diocesan Trustees.

The admission number for 2014/2015 into our Reception class is 30.

Co-ordinated scheme for Admission Arrangements

Our main priority is to provide an education for Catholic children, but we do welcome requests for admission to the school from parents of children who are members of other faiths or no faith.

In expressing a preference for Holy Cross, parents/carers are declaring their support for the aims and ethos of the school. Whenever there are more applications than places available, priority will be given to Catholic applicants in accordance with the over-subscription listed below.

A standard application form, known as the **Common Application Form** must be completed and returned to the Local Authority by 15th January 2014.

This can be done online through the Bristol City CYPS website or a copy can be obtained from our school office.

The address to send completed paper applications is:
Schools Admissions
Bristol City Council
P.O. Box 57
Bristol, BS99 7EB

The **Supplementary Information Form** attached to this policy gives us the information we need to apply our admissions criteria if we are over subscribed. It must be completed and submitted to the Head Teacher, Holy Cross Catholic Primary School, Dean Lane, Bedminster, Bristol, BS3 1DB no later than 1st March 2014 if you wish your application to be considered under religious or sibling criteria.

Please contact us on TEL: 0117 3772199 if you require any help in applying for admission or require a Supplementary Information Form.
Bristol LA will notify parents of the outcomes of their application on behalf of the Governors of Holy Cross on 14th April 2014.

Parental Preference

The Local Authority Common Application Form provides the opportunity for parent/carers to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on this form. Applications will be considered on an Equal Preference basis.

Date of Admission to the school for 2014/2015

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the Governing Body being the admissions authority for this school, will admit children into school as follows:

Children whose fifth birthday falls between 1st September and 31st August will be admitted at the beginning of the Autumn Term in September 2014.

NB With prior agreement with the school, parents can request that the date their child is admitted to the school is deferred until later in the year or until the child reaches compulsory school age in that school year.

With prior agreement parents can request that their child attends part-time until the child reaches compulsory school age.

Criteria for Admissions

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

- 1.1 Children in care who are baptised Catholics
- 1.2 Baptised Catholic children who live in the Parish of Holy Cross
- 1.3 Baptised Catholic children who live outside the Parish and who do not have a Catholic Primary School serving the Parish in which they live or at whose Parish school a place is not available
- 1.4 Children who will have a brother or a sister at the school at the time of their admission
- 1.5 Children of Catholic parents who live within the Parish of Holy Cross
- 1.6 Children in care not included in 1.1 and 1.2 for whom a place has been requested by the relevant person/authority
- 1.7 Children of other Christian faiths who live within the parish of Holy Cross and whose parents are members of their church and have the written support of their minister
- 1.8 Catholic children who live outside the parish of Holy Cross and who fall outside Category 1.3 above
- 1.9 Other applicants not in the above categories

Baptismal certificates should be available for inspection by the Governing Body.

Definitions

- (a) Brother and sister are defined as children who share one natural parent, step brother or sister, or have been legally adopted or fostered into the family and permanently resident at the same address
- (b) Children in Care, as defined by Section 22 of the Children Act 1989.

2. Tiebreakers

When applications within categories 1.1, 1.2 and 1.3 exceed the number of places available, priority will be given to:

- 2.1 Children who have a brother or sister at the school at the time of their admission
- 2.2 Children who live furthest from the nearest alternative Catholic School at which a place is available.

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the admissions number will be offered to those living nearest the school. When decisions have to be made between children satisfying the same criteria, children living nearest to the school, using a straight line measure, have priority. The distance measured will be from the main door of the house to the main gate of the school using a local Ordinance survey map.

Twins or multiple births

Where a family of twins or triplets, or more, request admission and there is only one school place available, it will be left to the family to decide whether to take up the place available for one of their children, and appeal for the second or third child in the same year group, or to decline the place. Details of the appeals process will be made available to all unsuccessful applicants.

3. Casual (in-year) applications

Those which fall outside the normal admissions round will be considered by the Admissions Committee against the criteria listed in category 1 above.

4. Late Applications

Applications received after the closing date given above but before the offer of places is made by the Governing Body will be considered in accordance with the priorities given above if, in the opinion of the Admissions Committee, there were good and valid reasons for the applicants not being able to meet the required deadlines.

5. Appeals Procedure

Parents have the right to appeal against the refusal by the Governing Body to admit their child, and should put their appeal in writing to the Local Authority (for the normal admissions round) or to the Clerk to the Governors at the school (for in-year applications) within 14 days of receiving the refusal letter. Appeals will be arranged by the Diocesan Department for Schools and Colleges and conducted in accordance with the Code of Practice.

6. Children with a Statement of Special Educational Needs

There is a different procedure for the admission to school for children with Statements of Special Educational Needs. It is administered by the Local Authority in whose area the family live. The Local Authority is responsible for issuing the Statement and consulting parents and the Governing Body of Holy Cross, if a preference has been made for the school, before the school is named in the Statement.

Documentation required

The school requires additional information not contained in the Common Application Form. This is needed in order to apply the schools admissions criteria if we are over subscribed.

- A copy of the child's baptism certificate if the applicant is Roman Catholic/ baptised Christian.
- Minister's reference if the child is a member of another Christian Church or other world faith.

This Supplementary Information Form is not an application for admission to the school and its return does not guarantee a place at the school.

Failure to complete and return the Supplementary Information Form may affect the admission category your application is placed in.



SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO A VOLUNTARY AIDED CATHOLIC PRIMARY SCHOOL

The school to which you are applying is a Voluntary Aided Catholic School. The school is designated as a school with a religious character and as such is permitted to give priority to applicants who are of the faith of the school. As stated in our Admissions policy we also invite applications from other Christian denominations, other faiths and those with no faith commitment. In expressing a preference for Holy Cross, parents/carers are declaring their support for the aims and ethos of the school.

The Governing body has responsibility for admissions to the school. In order to apply the school's oversubscription criteria the governing body requires additional information that is not collected on the Local Authority's Common Application Form. This information can be supplied by completing this Supplementary Information Form.

Full name of child (Surname first)

Gender (please tick)	MALE	FEMALE
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Date of Birth

Child's permanent address including postcode

Contact telephone number (land line) (mobile)

Religion of child

Full name(s) of Parent(s) carers	Relationship to child
1.	1.
2.	2.

If, at the time of admission, you will have other children attending this school, please provide details below.

Full name(s)

Date(s) of birth

- 1.
- 2.
- 3.
- 4.

Catholic Children

Date of baptism (please attach proof of baptism i.e. baptism certificate)

Place of baptism

Parish in which you live

Address of your church

Name of your priest

Non-Catholic Children

Are you a member of a religious community? YES NO

If YES please give the address
(reference may be made to the
person named below)

Name of your religious minister

Signature of parent/carer

Please print name

Date this form was completed