

DIOCESE OF CLIFTON
Holy Cross Catholic Primary School
Christian Living and Growing
Admissions Policy 2009/2010

1. Holy Cross is a Catholic voluntary aided primary school, which was established by the Church to serve the parish of Holy Cross. The governing body, acting in accordance with the Code of Practice and the Clifton Diocesan Policy Statement, is responsible for the admission of pupils.
2. The Indicated Admission Number(IAN) for Reception Year 2009/2010 is 30 pupils. Pupils are normally admitted in the September of the school year in which they reach their fifth birthday.
3. Applications for a place at the school should be made on Bristol Local authority common admissions form and sent to Schools Admissions Department, Bristol City Council, PO Box 57, Council House, Bristol BS99 7EB by **24 October 2008**. Parents will be required to complete a supplementary information form to be returned to the school to enable the governors to apply their admission criteria. Bristol LA will then send details of those children whose parents have expressed a preference for Holy Cross to the Clerk to Governors at the school. In the event of over subscription, the Governing Body will apply its criteria to the applicants and notify the LA of its decisions. Bristol LA will then notify parents on behalf of the governors of Holy Cross by **30th January 2009**.
4. In the event of over subscription (i.e. more applications than available places) places will be offered in accordance with the following order of priority operating an equal preference system.
 - 4.1 Children in care who are baptised Catholics.
 - 4.2 Children who are baptised Catholics and live in the Parish of Holy Cross.

- 4.3 Children who are baptised Catholics who live outside the Parish and who do not have a Catholic primary serving the Parish in which they live or at whose Parish school a place is not available.
- 4.4 Children in care not included in categories 4.1 and 4.2 for whom a place is requested by the relevant person/authority.
- 4.5 Children of Catholic parents who live within the Parish of Holy Cross.
- 4.6 Children who will have a brother or a sister at the school at the time of their admission.
- 4.7 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.
- 4.8 Catholic children who live outside the parish of Holy Cross and who fall outside Category 4.2 above.
- 4.9 Other applicants not in the above categories.

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

A map of the parish of Holy Cross is available at the school.

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.
- (b) Children in care, as defined by Section 22 of the Children Act 1989.

5. Tiebreakers

When applications within categories 4.1, 4.2 and 4.3 exceed the number of places available, priority will be given to:

5.1 children who have a brother or sister at the school at the time of their admission

5.2 children who live furthest from the nearest alternative Catholic school at which a place is available

Priority in other categories will be given to:

5.3 children who have a brother or sister at the school at the time of their admission

5.4 children who live nearest to the school

Distance will be calculated "as the crow flies" from main gate/door (as appropriate) to the main entrance to the school premises.

5.4i Where two or more children live in a flat or other multi home dwelling and it is impossible to determine which applicant lives closest to the school as measured in a direct line between the main entrance to the home and the main school gate; the available place(s) will be allocated by drawing lots.

5.5 In the case of multiple births all would be accepted.

6. **Casual (in-year) applications** i.e. those which fall outside the normal admissions round, will be considered by the Admission Committee against the criteria listed in paragraph 4 above.

7. Late Applications

Applications received after the closing date given in 3 above but before the offer of places is made by the Governing Body will be considered in accordance with the priorities in 4 above if, in the opinion of the Admission Committee, there were good grounds for applicants not being able to meet the required deadlines.

APPEALS PROCEDURE

8. 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 LA (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 letter of refusal. Appeals will be arranged by the Diocesan Department for Schools and Colleges and conducted in accordance with the Code of Practice on School Appeals.

9 CHILDREN WITH STATEMENTS 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 education authority (LA) in whose area the family lives. The LA 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.

