

**Holy Name Catholic Primary School,
Otley Old Road, Cookridge, Leeds, LS16 6NF**



Admission Policy for the Academic Year September 2013 - August 2014

Holy Name Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

If the number of preferences received is less than the admission number then all preferences will be met. However, when there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In showing a preference for Holy Name Catholic Primary School parents or carers are assumed to be declaring their respect for the aims and ethos of the school.

The governing body has responsibility for admissions to this school and intends to admit 30 pupils to Reception in the school year which begins in September 2013.

Oversubscription criteria (please see notes for clarification of terms used).

At any time where there are more applications for places than the number of places available, places will be offered in the following order of priority:

1. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2. Baptised Catholic children who live in the defined area.
3. Other baptised Catholic children.
4. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
5. Other children whose parents or carers wish them to attend Holy Name School.

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription the following terms will be applied.

Catechumens are to be given the next priority after baptised Catholics in each of the above categories.

The attendance of a brother or sister at the school at the time when the younger child starts school will increase the priority of an application within each category (see notes).

Tie-break

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school. 'straight line distance' will be used as the measure (see notes).

Application Procedures and Timetable

A standard application form, known as the **Common Preference Form** must be completed and returned to the Local Authority at the address below by 15th January 2013:

**The Admissions Team, Floor 10, West, Merrion House,
110 Merrion Centre, Leeds LS2 8DT**

Parents or carers are also able to register their preferences on-line with the Local Authority.

The **Supplementary Information Form** attached to this policy should be submitted by **15th January 2013** to the Headteacher at Holy Name School.

**Without the common preference form the application is not valid.
Without the supplementary information form the governors may have to consider the application in category 5 of the oversubscription criteria.**

Parents or carers will be advised of the outcome of their applications by the Local Authority on 16th April 2013. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to an independent appeal panel.

Waiting List

In addition to their right of appeal, unsuccessful candidates will automatically be placed on a waiting list. This waiting list will be maintained until the 31 December 2013 and in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is set out in the 1996 Education Act. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

Deferred entry to primary schools

Parents or carers of children who are offered a place at the school before they are of compulsory school age can defer their child's entry until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year. Parents or carers can not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents or carers can also request that their child attends part-time until the child reaches compulsory school age.

Admissions outside the normal admission round from Sept 2013 – applications should be made to the school and will be dealt with by the admission authority of the school i.e. the governing body.

If there is more than one application for a place the Governors will use the oversubscription criteria listed in this policy. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right to appeal to an independent appeal panel.

Notes (these notes form part of the oversubscription criteria)

Catholic means a member of a Church in communion with the See of Rome. A certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church will normally be proof of this. This includes the Eastern Catholic Churches. The certificate of baptism is required at the time of application.

Catechumens are those children who have given 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. A letter is required from a Catholic priest at the parish in which the child is being prepared.

Looked after child has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them for example children with foster parents.

Defined area is a geographical area. Please see boundary maps available for inspection in school (boundaries determined by the Diocese of Leeds).

Siblings (Brothers and Sister) includes children with brothers and sister (including step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission.

Twins or Triplets - where a family of twins or triplets request admission and if one sibling has been offered the 30th or last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

Straight line distance will be measured from the middle of the applicant's house to the centre of the main school building. This information will be provided by Education Leeds. In

all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, using a straight line measure, have priority.

Live – In all categories, “live” means the child’s permanent home address. A child is normally regarded as living with a parent or carer and the parent or carer’s address will be used for admission purposes. A child cannot be lodged with a friend or relation in order to gain a place at a school. For admissions purposes only one address can be used as a child’s permanent address. When a child lives with more than one parent/carer, at different addresses, the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence will be used.

Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation.

If the Governors have not been able to meet your preference for a place at this school for Reception September 2013, you can appeal against the decision to an independent appeals panel.

Clerk to the Aided Appeals Panel
4 West
Civic Hall
LEEDS
LS1 1UR

Please see the school website [www.holynameprimary.org.uk] for the appeals timetable.

Policy agreed by governing body 13/03/12, revised (LCC amends) 26/04/12