St Joseph
Catholic Multi Academy Trust

Admissions Policy for Holy Family Catholic Academy 2024/2025

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
Carena Graham-Benson	SJCMAT Trust Board	28.02.2023	1.3	February 2024
Carena Graham-Benson	Chairs Action	14.03.2022	1.4	February 2024

Document Properties	
Document Owner	Carena Graham-Benson
Organisation	St Joseph Catholic Multi Academy Trust (SJCMAT)
Title	Governance Lead
Abstract	
• This policy is the 2024/25 admissions policy for Holy Family Catholic Academy.	

Version History			
Date	Version	Status	Summary of Changes
28.02.23	1.3	Approved	
14.03.23	1.4	Approved	Clause 3 amended – Chair's action

For the purpose of this policy the following representatives need to sign off this document:	
Role & Responsibilities	**Name**
Governance Lead	Carena Graham-Benson
CEO	Andrew Truby
Chair of the Trust Board	Ann Connor OBE

Website:	
Yes/No	Yes (Trust and Academy Website)

Contents

1. Overview 4
2. Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs 4
3. Oversubscription Criteria 4
4. Tie Break 5
5. Notes and Definitions 6
6. Primary Schools 8
7. Monitoring - Across the Trust Estate 9
8. Sign off 9

1. Overview

St Ambrose Catholic Academy Catholic Primary School within St Joseph Catholic Multi Academy Trust working in partnership with the Archdiocese of Liverpool. The Multi Academy Trust is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school year commencing September 2024, the Governing Board has set its admissions number at 30 (thirty).

Our principle role as a Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school asks all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.

Admissions to the school will be determined by the Governing Board. Parents must complete a Local Authority Preference Form or apply online via the website - School admissions (wigan.gov.uk).

2. Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan which names the school must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

3. Oversubscription Criteria

All preferences listed will be considered on an equal basis and, where there are more applications than the number of places available, the following set of oversubscription criteria will be applied:

3.1 Catholic Primary Schools

Category	Definition
One	Baptised Catholic Looked After Children and previously Looked After Children. This includes children who appear to have been in state care outside England and ceased to be in state care as a result of being adopted.

Two	Baptised Catholic children who are resident in the parish of Holy Family Platt Bridge.
Three	Other baptised Catholic children
Four	Other Looked After and previously Looked After children
Five	Catechumens and members of Eastern Christian Churches
Six	Children of other Christian denominations whose membership is evidenced by a Minister of Religion.
Seven	Children of other faiths whose membership is evidenced by a Religious Leader.
Eight	Any other children

3.2 Within each of the categories listed above, the following provision will be applied:

- The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made.

The Governing Board will, where possible, admit twins and all siblings from multiple births where one of the children is the 30th child admitted.

4. Tie Break

If it is not possible to offer places for all applicants within any criteria above, then priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school using the Local Authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school.

5. Notes and Definitions

5.1 Late Applications - All applications submitted before the national closing date will be considered equally and included in the Local Authority initial allocation of school places. Applications received after the national closing date will be processed in accordance with the [insert Local Authority] admissions scheme for schools detailed in the admissions information booklets.

5.2 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 (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements order or special guardianship order.

A child is regarded as having been in state care in a place outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

5.3 For a child to be considered as a **Catholic**, evidence of Catholic baptism is required. Baptism should take place before the closing date for applications.

A baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Episcopal Vicar, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

5.4 '**Children of other Christian denominations'** means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Other faiths are defined as organisations whose values are based on faith and/or beliefs, which have a mission based on social values of a particular faith.

5.5 '**Home address**' is considered to be the address where the child normally lives. Applicants should not state a child minder or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

5.6 '**Sibling**' is defined in these arrangements as pupils with elder brothers or sisters, including half brothers and sisters, adopted brothers or sisters and unrelated children living together as part of the same household, already attending the school and expected to continue at the school in the following year.

5.7 A **waiting list** for children who have not been offered a place will be kept and will be ranked according to the admission criteria. The waiting list does not consider the date on which the application was received, nor the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. The waiting list will be retained until at least the end of December of the relevant year of the admissions process.

5.8 For **'In Year' applications** received outside the normal admissions round, if places are available, they will be offered to those who apply, as per the Department for Education School Admissions Code. Direct application to the school can now be made under this heading. If there are places available but more applicants than places, then the published oversubscription criteria for the relevant year group will be applied. A waiting list for those who have not been offered a place will be kept until the end of the relevant academic term.

5.9 Admission Appeals - If an application for admission has been turned down by the Governing Board, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

5.10 The Governing Board reserves the right to withdraw the offer of a school place where **false evidence** is received in relation to the application.

6. Primary Schools

It is the duty of governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Board may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are looked after/previously looked after, children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.

Parents 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 their child reaches compulsory school age in that school year.

Parents can make a request to the Headteacher that the date on which their child is admitted to school is deferred to later in the school year. However, an application must be made for a place for the relevant September intake and the child has to start school before the end of that school year.

Where entry is deferred, the school will hold the place for that child and will not offer it to another child during the remainder of the school year.

Parents cannot defer entry beyond the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Parents can also request to the Headteacher that their child attends part-time until their child reaches compulsory school age.

Parents of a summer born child, born between April and August, may choose not to send that child to school until the September following their fifth birthday.

A request to the Headteacher for a full year deferral with a start in Reception would be considered to be an application to admit outside the normal age range (see below).

If a parent wishes their child to be educated out of their normal age group they must discuss this with the Headteacher before applying for a place.

If there is more than one application for an available place reference will be made to the oversubscription criteria]

7. Monitoring - Across the Trust Estate

This policy will be reviewed annually.

At every review, the policy will be approved by the Trust Board.

8. Sign off

Presented & Approved by Trust Board	14.03.2023
Signed by Chair of Trust Board	
Name of Chair of Trust Board	Ann Connor OBE
Date	14.03.23
Version	1.4
Date of Review	February 2024