

Holy Cross CEVA Primary School

Admission arrangements

Applications for admission to the school should be made on the common application form and this will be sent you in November.

Applications may also be made on-line by using the common application form. If you are applying for a place under the 'Faith' criteria, it is also important to fill in the Supplementary form (SIF). It is not normally possible to change the order of your preferences for schools after the closing date.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by _____. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

Admission procedures

Admissions to an Aided school are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority.

The number of places available for admission to the Reception year in the year 2009 will be a maximum of 60. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to the Reception year unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children

Admissions

The standard number agreed for admission to the Reception year is 60.

The Governors will admit all children having a statement of special educational needs in which the school is named. In the event of oversubscription for the remaining places they will be allocated by the following criteria, in order:

1	Children in public care, (looked after children).
2	Children whose medical or social circumstances mean that their needs can only be met at this school.
3	Children who will have an older brother or sister attending the school at the time of their admission.
4	12 places will be allocated to any children based on geographical proximity to the school. The remaining places will be allocated as follows:
5	Baptised children whose parents/carers are in regular attendance at St. Stephen & All Martyrs' Church, Parish Church or Holy Trinity Church
6	Baptised or dedicated children whose parents/carers are in regular attendance at a church which is a member of Churches Together in Britain, or a local Churches Together organisation.
7	Any other children

Notes:

- a) Regular attendance means a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school. Evidence of infant baptism or dedication of the child and of regular attendance of parents/carers must be provided by a member of the clergy or other designated church officer on the form provided.
- b) Where there are more applicants for the available places within a category, then distance from the child's normal home to the school, measured in a straight line on a map, will be used as the final determining factor. Nearer addresses will have priority over more distant ones.

The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week.

- c) Where admission is sought under special medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
- d) 'Brother' or 'sister' includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.

RIGHT OF APPEAL:

There is the right to appeal to an independent Appeals Committee, set up in accordance with the 1998 Act.

Under the Code of Practice on Admissions to Schools, (2007), parents have the right to refer a school's admission policy to the School's Adjudicator if it fails to conform to the provisions of the Code.

**Letters of appeal should be addressed either to the LA or to:
Holy Cross CEVA Primary School, Horsedge Street, Oldham, OL1 3PU**

Admissions information:

Last year the school was able to admit all pupils whose parents applied.

Late applications for admission

The Governors do consider all requests that come with late applications to see if there is justification for treating them as if on time. This is done in conjunction with the LEA to ensure that all decisions are consistent.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time of application normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

If your child is due to start infant school in the next academic year, it is important that you apply for a place for September.

Multiple Births

In the case of multiple births, the governing body will accept that it is unreasonable to separate the children, should there only be a single place remaining. Therefore, on the production of all relevant birth certificates, the children of multiple births will be admitted under criteria 2 of the Admissions Policy.

Supplementary form (A) - (Parents/Carers)

Name of child:

Surname Christian names

Date of birth Boy Girl

Date of Baptism/Infant Dedication

Name of Parents/Carers

Address

.....

.....

Postcode

Daytime Contact Number

Name of a sister or brother who will still be attending Holy Cross CEVA Primary School at the time of admission of the younger child

I do/do not have a regular place of worship (please delete as appropriate)

Place of worship one (or both) of the parents/carers regularly attends:

Name of place of worship

Address

.....

Name of Vicar/Priest/Minister/Faith Leader

Address

.....

.....

Postcode Telephone

Worship attendance:

How frequently do you attend worship?

At Least Fortnightly Other

For how long has this been your practice?

Less than 3 months 3-6 months 6-9 months 9-12 months

If you are applying for a place due to exceptional medical or social need, please say what these needs are and provide the professional written evidence required.

Your Faith Leader will be contacted in order to confirm this information.

SIGNED.....Parent/Carer

Supplementary Form (B) - Reference from Church Leader

Name of child:

Surname Christian names

Name of Parents / Carers

Address

Post code

Daytime Contact Number

Place of worship one of parents/carers regularly attends:

Name of place of worship

Address

Name of Vicar / Priest / Minister / Church Officer

Address

.....

Post code Telephone

I confirm that one (or both) of the parents/carers named above have attended church at least fortnightly for the past year.

SIGNED..... Vicar/Priest/Minister/Church Officer

DATE.....