



HOLY FAMILY
CATHOLIC ACADEMY

**Holy Family Catholic Academy
Chatsworth Place
Cleethorpes**

Telephone: 01472 328888

Website: www.hfca.co.uk

Published Admission Number: 100

**Admissions Policy
For all applications for the school year 2016-17**



The Holy Family Catholic Academy (HFCA) is in the Trusteeship of the Diocese of Nottingham and is sponsored by the Nottingham Roman Catholic Diocesan Education Service (NRCDES). HFCA is committed to serving the local community, as defined by the designated catchment area of the former St Andrew's College; **applications for places are welcomed from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment.**

HFCA serves the Catholic families of Grimsby, Cleethorpes and surrounding areas; children of Catholic families have priority in gaining a place at the Academy.

HFCA is part of the Catholic Church and seeks at all times to be a witness to Jesus Christ. Religious Education and worship are in accordance with the teachings and doctrines of the Catholic Church. We ask all parents applying for a place to respect this ethos and its importance to the school community.

Additionally, as a Catholic Academy we are mindful of the mission of the Church to welcome those who are disadvantaged or marginalised. In particular, we welcome children of families from other countries who have made their home here and children in the care of the Local Authority.

The Governing Body are the Admission Authority for HFCA and places can only be offered by the Governing Body. North East Lincolnshire Local Authority co-ordinates the admissions process on behalf of the Governing Body.

In order to provide a system for the allocation of places a set of oversubscription criteria have been drawn up and agreed with the Local Authority and the Secretary of State for Education. The Academy's principle responsibility to the Catholic community means that the criteria for admission to the school will give priority to baptised Catholic children. Applications from children within the local community which we strive to serve are also very warmly welcomed regardless of faith background.

ARRANGEMENTS FOR ADMISSION 2016 - 2017

Details of arrangements for admission can be found by visiting www.nelincs.gov.uk
The closing date for applications will be 31st October 2015. The National Offer Day will be 1st March 2016.

YOUR APPLICATION - DOCUMENTS REQUIRED

Common Application Form: All applications for transfer from primary school to secondary school must be made on the Local Authority's Common Application Form.

The Supplementary Form and Supporting Faith Evidence: In addition all applicants wishing to apply under faith criteria should complete the Supplementary Form and return it to the Local Authority with the Common Application Form by the same closing date. Parents/carers of Catholic children should also supply the child's baptism certificate or written verification that the child has been received into the Catholic Church, signed by a Catholic priest and stamped with the parish stamp. If the child is participating in a course of preparation leading to baptism, written verification signed by a Catholic priest and stamped with the parish stamp should be provided. Applicants whose children are members of other Christian denominations should supply a baptism certificate or certificate of dedication. If the Supplementary Form or any of the required documents are not provided, the child might be ranked in a lower admissions category.

YOUR APPLICATION - HOW PLACES ARE ALLOCATED

Once received by the Local Authority, details of all applicants are passed to the Governing Body. Using the information on both the Common Application Form and the Supplementary Form the Governing Body will draw up a ranked list using the oversubscription criteria listed below. The Local Authority then allocates places on behalf of the Governing Body up to the published admission number. Where places cannot be allocated at the first preference school, they are allocated at the next preferred school that has places.

APPLICATION FOR TWINS AND MULTIPLE BIRTH CHILDREN

Where a place available is offered to a child from a twin or multiple birth the Governors will normally offer places to both twins, triplets etc even if this means exceeding the published admission number.

FRAUDULENT INFORMATION

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

ADMISSION OUTSIDE OF NORMAL AGE GROUP

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

The academy anticipates that children will be educated out of their normal age group in only a small number of very exceptional circumstances. However should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group but you should also submit a request for admission out of the normal age group at the same time and follow the procedure set out by your home local authority.

A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child. Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the academy.

The academy is not required to honour a decision made by another admission authority on admission out of the normal age group.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

LATE APPLICATIONS

Applications must be submitted by the 31 October 2015. Where a parent/carer submits a late application, and the lateness has been unavoidable in the opinion of the admissions authority (e.g. move into the area), we will be willing to consider such applications up to 30 December 2015. Applications received after the 30 December 2015, or without a good reason for not meeting the deadline, will be dealt with in accordance with the following procedure:

(1) Those who have completed the Common Application Form (CAF) and Supplementary Form by the closing date will be allocated places first. If places are still available at the preferred school/Academy late applications will be offered a place. However, if all places have been taken the application will be refused and the parent/carer offered the right to appeal.

(2) Any applications received after the closing date will be considered after those received by the closing date. You are therefore encouraged to ensure that your application is received on time.

WAITING LISTS

Parents whose children have not been offered their preferred school in the normal admissions round will be informed of their right of appeal and will be added to their preferred school's waiting list. Waiting lists for admission will remain open until the end of the Autumn Term in the admission year. Schools may maintain waiting lists after this date. Please contact the school for further details.

Waiting lists are ranked in the same order as the oversubscription criteria listed below. Waiting lists may change. This means that a child's waiting list position during the year could go up or down. Any late applications will be added to the list in accordance with the order of priority for allocating places. Inclusion on a school's waiting list does not mean that a place will eventually become available.

APPEALS

Following allocations, parents/carers may appeal if they are not allocated a place for their child at their preferred school. Requests for appeals must be made in writing and addressed to the Principal at Holy Family Catholic Academy. Appeals must be received by the Principal no later than 20 school days after allocation day or, the case of 'In Year' applications, 20 working days after the date of the refusal letter. The Catholic Schools Appeals Service arranges all appeals on behalf of the governing body. Appeals will be heard by an independent panel and the final decision of the panel is binding on the Academy.

IN YEAR APPLICATIONS

Application Forms can be obtained from the Local Authority or from the Academy. If the respective year group total is below the Published Admission Number for that year group, the child will be offered a place. If the respective year group total is full, the child may be offered a place if the Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

Popular schools may maintain waiting lists for in year applications. Details will be provided on request. Inclusion on a school's waiting list does not mean that a place will eventually become available.

All places offered are subject to the child starting at school within seven days of the starting date stated within the offer letter. Any place not taken up within seven days may be withdrawn and offered to another child. Governors reserve the right to extend the timescale of an offer if they consider there to be exceptional circumstances at the time.

If your child is not allocated a place, you have a statutory right to appeal (see 'Appeals' above). Your appeal should be lodged within 20 school days after the date of your refusal letter.

OVERSUBSCRIPTION CRITERIA

Children with an **Educational Health and Care Plan (EHCP)** or a statement of **Special Educational Needs** which names the Academy will be admitted first.

If undersubscribed the Academy will offer a place to all applicants.

However, in the event that the number of applications for places at the Academy is higher than the Published Admission Number (PAN) of 100 applications will be considered against the criteria set out below. We will use the following factors, in priority order, to decide which children will be offered places.

Therefore, after the admission of children with a **Statement of Special Educational Needs** or a **EHCP** which names the Academy, the following factors will be used to decide which children will be given places.

Category A - Baptised Catholic looked after or previously looked after pupils - (see notes 2&3)

Category B - Baptised Catholic Pupils (see note 2)

1. Catholic pupils who attend one of the linked primary schools of St Mary's Grimsby or St Joseph's Cleethorpes (see note 5)
2. Catholic pupils with siblings at the Academy at the time of admission (see note 1)
3. Other Catholic pupils

Category C - Other pupils who are classed as looked after or previously looked after pupils - (see note 3)

Category D - Pupils who are not Catholic and who attend one of the linked primary schools of St Mary's Grimsby or St Joseph's Cleethorpes

1. Pupils belonging to other Christian denominations which belong to Churches Together in England (note 4)
2. Pupils with siblings at the Academy at the time of admission (see note 1)
3. Other pupils

Category E - Pupils who are not Catholic and reside within the designated catchment area (see note 7) for the former St Andrew's College as published by the Local Authority.

1. Pupils belonging to other Christian denominations which belong to Churches Together in England
2. Pupils with brothers or sisters at the Academy at the time of admission
3. Other pupils

TIE-BREAKER

If any of the above categories are oversubscribed, priority will be given to the child who lives nearest to the Academy. Distance will be measured by the safest walking route from the front door of the child's home address (including flats) to the main entrance of the Academy, using the Local Authority's computerised measuring system. In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the published admission number.

DEFINITIONS

Note 1 - Definition of Siblings

The governors use the same definition as that used by the Local Authority. See “Your New School - A Guide for Parents”.

Note 2 - Definition of Catholic

- A child baptised in the Catholic Church (Roman or Eastern rites) whose members are in full ecclesial and canonical communion with the Bishop of Rome, (Pope Francis). (see footnote* below). Further advice available from Diocesan Education Service.
- A child baptised in another Christian denomination who has been received into full ecclesial and canonical communion with the Catholic Church
- A child who, with his or her family, is participating in a recognised course of preparation leading to baptism or reception into the Catholic church (parishes are requested to keep appropriate records).

*Full ecclesial and canonical communion with the Catholic Church requires the recognition that the Bishop of Rome has full, supreme, and universal power over the whole Church, a power which he can always exercise unhindered (Catechism of the Catholic Church, §882). For Christians baptised outside of the Catholic Church, the restoration of full ecclesial and canonical communion requires reconciliation and a formal act of reception into full communion. Full communion with the Catholic Church is not established by the reception of Holy Communion alone.

Note 1 - Definition of looked after children or previously looked after children

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 (see the definition in s.22(1) of the Children Act 1989) at the time of making an application to a school.

A “previously looked after child” is a child who:

- (a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children’s Act 2002 [see s.46 adoption orders] , or
- (b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or
- (c) became subject to a special guardianship order (see S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child’s special guardian [or special guardians]).

Note 4 - Churches Together in England

See www.cte.org.uk for details of ‘member churches of Churches Together in England’.

Note 5 -Linked Primary schools

St Mary’s Catholic Academy Grimsby and St Joseph’s Catholic Academy Cleethorpes are the two primary schools that are linked to Holy Family Catholic Academy.

Note 5 - Place of Residence

The governors use the same definition as that used by the Local Authority. See “Your New School - A Guide for Parents” available via the Local Authority website www.nelincs.gov.uk

Note 6 - Parents / Carers

The governors use the same definition as that used by the Local Authority. See “Your New School - A Guide for Parents” available via the Local Authority website www.nelincs.gov.uk

Note 7 - The designated catchment area for the former St Andrew’s College is defined by NE Lincolnshire Council. Information on this is available via the Local Authority website www.nelincs.gov.uk