



## HOLYWELL CHURCH OF ENGLAND MIDDLE SCHOOL

# Admissions Policy for Holywell School

*(This policy will operate for admissions into Holywell during the Academic Year 2018/2019)*

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Responsibility	All staff and the governing body
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Approved by full Board of Governors:	
Storage; (i) Electronic (ii) Hard Copy	(i) School network, (managed by Headteacher's PA) and on school website (ii) School office and staff room
Distribution	All Staff / Governors / Parents applying for place

### School Ethos

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

### Principles

The Governing Body is committed to pursuing this admissions policy for the School with respect to its comprehensive character and age range. They reserve the right; however, to respond to changes instituted by national and local authority initiatives.

Holywell's admissions number is 180 pupils in Year 5 and 150 in Years 6, 7 and 8, with the overall capacity of the school being 630.

The Governing Body, as the admission authority, determines the schools admission policy and arrangements for taking decisions on applications for admission. The Governing Body works with the Local Authority in order to ensure admissions are co-ordinated within the Local Authority.

If the number of applications for admissions exceeds 180 in Year 5 and/or 150 in Years 6, 7 or 8, the Governing Body will allocate places according to the admissions criteria, in the order set out below.

### Categories

1. 'Looked after' children and previously 'Looked after' children.
2. Children living in the catchment area with siblings at the school (see definition of sibling).
3. Other children living in catchment area.

4. Children with one or more parents or guardians who attend a Church of England Church on a regular basis.
5. Children with one or more parents or guardians who attend any other Trinitarian Church on a regular basis.
6. Children living outside of the catchment area who currently attend and have attended for a period of at least one academic year Cranfield Church of England Academy or Wootton Lower School.
7. Children living outside the catchment area with siblings who currently attend Holywell and will do so at the time of entry.
8. Any other children living outside the catchment area who wish to attend the school.

**Notes:**

- 1 In any situation where the application for the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie-break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's home to the main entrance of the school. The Local Authority will measure all distances for the Governing Body. Priority is not given within each criterion to children who meet other criteria.
- 2 A place will normally be offered at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest school or academy which caters for pupils of the same age and has places available.
- 3 Whenever an application is received for a pupil to join the School at a time other than when transferring at 9+, the Governing Body will apply the same criteria as indicated above. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun) there will be no guarantee of a place at Holywell School if this would mean exceeding the Published Admissions Number. In this case, the Local Authority will offer a place at the nearest Local Authority maintained school to the pupil's home address which caters for pupils of the same age.
- 4 In-Year Admissions  
Requests for admission into other year groups should be made to the school on the In-Year application form. The form is available from Holywell School or from the Local Authority and can also be downloaded from the Local Authority website. (Note that such applications should be made through the office of the given Local Authority – eg residents of Central Bedfordshire apply through the Central Bedfordshire Admissions office, residents of Bedford Borough apply through the Bedford Borough Admissions office.
- 5 Method of allocating places – Equal Preference.  
As a church school we require written evidence that a family attends regular worship, in order to meet the religious criteria. This confirmation should be obtained by a priest, minister or faith leader completing and signing the religious declaration on the application form. (Central Bedfordshire and Bedford Borough residents only). Parents living in other

Local Authority areas should contact the School Admissions Service for a separate religious declaration.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the School Admissions Team database to allocate the place.

### **Appeals**

Parents who may wish to appeal against non-admission of their child will have the right of appeal to an independent appeals panel. The appeals panel is independent of the Governing Body and the Local Authority Admissions Team. Further details regarding the law on admissions and appeals can be obtained from the Local Authority Admissions Team. The decision of the appeals panel will be binding.

### **Waiting list**

If we have not been able to offer your child a place at Holywell School, we will place your child's name on a waiting list which has been prioritised according to our admissions criteria. If a place becomes available we will contact you, even if you have accepted a place at another school. We will maintain the waiting list until end of term Autumn 2017. If you wish to remain on the waiting list beyond that time you will need to write to us.

## **DEFINITIONS**

### **'Looked after' children**

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

### **Previously 'looked after' children**

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Denominational Grounds**

Regular attendance is defined as; at the time of application, and for a period of six months previously attended public worship at St Peter & St Paul Cranfield, St Mary's Wootton or any other Church of England or Trinitarian Church at least once in each calendar month. Applicants in these categories will be required to have their application forms signed by their parish priest/minister or faith leader to prove evidence of their regular attendance.

### **Siblings**

A sibling refers to a brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

### **Catchment area**

The catchment area for Holywell is defined by the civil parishes of Cranfield and Wootton.

### **Personal Details**

Although we are not asking for proof of residence or evidence of parental responsibility, we do carry out random checks and you may be requested to supply this information at a later date.

### **Special Educational Needs**

Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the fair access protocol will also be admitted even if the school is full.

### **Parents or Guardians**

Parents or Guardians are defined as adults having a legal responsibility for the named child.

### **Home Address**

A pupil's home address will be regarded as the address of the parents or guardians with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

### **Equal Preference**

The 'Transfer to Middle School Application Form' invites parents to name up to three schools in order of preference. When allocating places each preference is treated equally and the priority for allocating a place at the school is worked out using the admissions criteria. This may mean that some second and third preference applications maybe ranked higher than some first preference applications according to the admissions criteria for the school.

### **Co-ordinated Admissions Arrangements**

The Local Authority coordinates the process for transfer to middle school. Parents are required to make their application to the Local Authority in which they live and return their application form to that authority by the date indicated on the application form. Parents can also apply online using the online application system for the Local Authority in which they live.

The allocation of places will take place after this deadline and parents will be informed in March whether their applications have been successful. Parents who make applications after the official deadline even if they live in or move into one of our catchment area parishes, will not be entitled to automatic places if this would mean exceeding the published admissions number.

### **In Year Admissions**

Applications for places at the school during the school year must also be made direct to the Local Authority. The Local Authority will then inform the school which itself makes the decision on in-year admission, subject to the criteria set out above.