



Admissions Policy for Holywell School

(This policy will operate for admissions into Holywell during the Academic Year 2023-2024)

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| Author | MG Simpson |
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| Storage; (i) Electronic (ii) Hard Copy | (i) School network, (managed by Headteacher's PA) and on school website (ii) School office |
| Distribution | All Staff / Governors / Parents applying for place |

Our vision and values

Holywell School is a 9-13 Middle School with 720 students in Cranfield, Bedfordshire. We are a caring, distinctively Christian, community-focussed Church of England School in the Diocese of St Albans. We aim to continue the historic tradition of Church of England Schools by providing a values-inspired education of the highest quality within the context of Christian belief and practice. As a school, we are a loving, supportive community with high aspirations for all. We promote inclusion, we are proud to belong and we value each individual. We look after each other, believe in second chances and aim to be the best we can be so we can serve and support the common good.

At Holywell, our vision is that everyone in our community chooses to "Live Life in all its Fullness" (John 10:10).

Inspired by the teaching of Jesus, the Good Shepherd, we choose ...
to live our values,
being the best we can be
in community.

At Holywell School, we welcome all students, and places at the school are offered in an open and fair way.

Roles

Admissions Authority: Holywell School

Complaints: Schools Adjudicator

Appeal Provider: Holywell School

To ensure fair and objective allocations of places, Holywell School employs Central Bedfordshire Council (CBC) to process admissions applications and to manage any appeals. CBC operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will manage the process on behalf of the school according to the scheme

published each year. The Academy, as the Admission Authority, will allocate the available places in line with this policy. The Academy co-operates with the LA's Fair Access Protocol for children who are hard to place and will offer a place for such children before others on the waiting list even if the class is full.

Published Admissions Number

The Published Admissions Number for 2023-2024 in Year 5 is 180 students.

Applications

In the normal admissions round, parents apply to the local authority in which they live for places at their preferred schools (ie. Central Bedfordshire Council: [Apply for a middle school place.](#)). Parents are able to express a preference for at least three schools. We hope Holywell is your first choice! The closing date for admission application forms to be received is as advertised by the Local Authority (usually 15th January). All applications for Holywell must be made on the CBC Common Application Form (CAF).

Oversubscription criteria

If we have more applications for places than places available according to our PAN, applications are ranked in order against our oversubscription criteria:

1. 'Looked after' children and previously 'Looked after' children. This includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC - internationally adopted 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 the 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.

Tie-breaker

When applying the oversubscription criteria results, if 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 student 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 student's home to the Main Entrance of Holywell Church of England Academy. Priority will not be given within each criterion to children who meet other criteria.

In-Year Admissions

Requests for admission into other year groups should be made via Central Bedfordshire Council:

Tel: 0300 300 8037

Email: admissions@centralbedfordshire.gov.uk.

Alternatively, the form can also be downloaded from the Local Authority website: , **download a form** and complete offline.

Appeals

Parents who have been refused a place for their child have a right to appeal to an independent panel. We recommend that parents download the CBC **guidance for parents** which explains how to appeal and how the appeal process works.

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 the end of the Autumn term. If you wish to remain on the waiting list beyond that time you will need to write to us.

Complaints

Objections to admission arrangements must be referred to the Schools Adjudicator by 15 May in the determination year. Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator: [Schools Adjudicator: make an objection, appeal or referral](#) .

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 was looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). All references to previously looked after children in this Admissions Policy mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC - internationally adopted previously looked after children). An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 12 of the Children and Families Act 2014. 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

Students who have an Educational, Health and Care Plan (EHCP) are required to be admitted to the school which is named on the EHCP even if the school is full. Students 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 student'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 student 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.