



Admissions Policy for Holywell School

(This policy will operate for admissions into Holywell during the Academic Year 2024-2025)

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Responsibility	All staff and the governing body
Effective Date	November 2022
Approved by full Board of Governors:	November 2022
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

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, however, please note that admission arrangements are determined annually and may change over time.

Holywell's published admission number for year 5 is 180 pupils.

The Governing Body, as the admission authority, determines the school's 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 coordinated within the Local Authority.

If the number of applications for admissions exceeds 180, the Governing Body will allocate the available places according to the oversubscription criteria, in the order set out below.

Categories

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 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 of 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. 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.
2. There is no automatic right to a place in a child's catchment school. If there are more applications than available places then the Governing Body will apply the oversubscription criteria set out above, in order, until all available places have been allocated.

3. 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. Central Bedfordshire residents can apply online via [Central Bedfordshire School Admissions](#)

Parents resident in Central Bedfordshire who are unable to apply online can obtain a paper application form by emailing admissions@centralbedfordshire.gov.uk or from any Central Bedfordshire school.

Families who wish their application to be considered under criteria 4 or 5 must also complete the Central Bedfordshire CofE Confirmation of Religious Affiliation form and have this countersigned by their priest, minister or faith leader (please use this link: [Applying for a school place on religious grounds](#) or request a copy of the form from the school office). All completed Religious Affiliation forms must be returned direct to Central Bedfordshire School Admissions.

The allocation of places will take place after the closing date for applications and parents will be informed in March whether their applications have been successful. Unsuccessful applicants have the right to an independent appeal.

4. 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 oversubscription criteria. This may mean that some second and third preference applications may be ranked higher than some first preference applications according to the oversubscription criteria for the school

5. In-Year Admissions

In-year applications should be made online via the Central Bedfordshire website: https://www.centralbedfordshire.gov.uk/info/5/school_admissions/508/applying_for_a_school_place_during_the_academic_year/2

Parents who are unable to apply online can obtain a paper application form by emailing admissions@centralbedfordshire.gov.uk or from any Central Bedfordshire school.

Families who wish their application to be considered under criteria 4 or 5 must also complete the Central Bedfordshire CofE Confirmation of Religious Affiliation form and have this countersigned by their priest, minister or faith leader before returning the completed form to Central Bedfordshire School Admissions.

6. 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's website: [Central Beds School Admission Appeals](#). The decision of the appeals panel will be binding.

7. 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 the oversubscription criteria set out above. The list will be re-ranked each time a child's name is removed from or added to the list. 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 31st December 2025. If you wish to remain on the waiting list beyond that time you will need to write to us.

8. Out of year group education

The school's policy is that children should normally be educated in their correct chronological age group, with the curriculum differentiated as necessary to meet their individual needs. If parents/carers believe that their child should be educated in a different year group then they should at the time of application submit supporting evidence from relevant professionals working with the child and family, stating why the child must be placed outside their normal age group. Applications will be

considered by the Governing Body who will make their decision in the best interests of the child, based on the individual circumstances of each case, including the view of the child's parents and of the headteacher, the child's social, academic and emotional development, medical evidence (where relevant) and whether or not the child has previously been educated out of year group. If the application is refused this does not constitute the refusal of a place and there is no right of appeal from the Governing Body's decision.

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 arrangements 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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).

Regular church attendance (criteria 4 and 5)

Regular attendance means that one or more of the child's parents or guardians has, at the time of application and for a period of six months previously, attended public worship at any Church of England Church (category 4) or Trinitarian Church (category 5) at least once in each calendar month. Applicants in these categories will be required to have their Certificate of Religious Affiliation Form 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 the civil parishes of Cranfield and Wootton. Please see <http://my.centralbedfordshire.gov.uk/mycentralbeds.aspx> for more information about the catchment area.

Special Educational Needs

Pupils 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. Pupils identified for admission through the fair access protocol will also be admitted even if the school is full and ahead of any children on the continuing interest (waiting) list.

Parents or Guardians

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

Home Address

The address given on the application form must be the child's permanent home address at the closing date for applications.

If a child lives at more than one address because childcare arrangements are shared, the Governing Body will consider the address for admission purposes to be the one where the child sleeps for most of the school week (Sunday to Thursday), unless the application is supported by a copy of a Court Order stating that a different address must be used for school admission applications.

If a child lives at two different addresses equally, the application must include a copy of any Court Order which states the address to be used for school admission purposes. Where there is no such Court Order in place, parents should make a single joint application naming one address. If a joint application is not submitted, a range of evidence will be requested to enable the Governing Body to determine the principal parental address for school admission purposes.

Please note that applications submitted by separated parents will be subject to the same address verification checks as all other applications.