



## Admissions Policy for Holywell School

*(This policy will operate for admissions into Holywell during the Academic Year 2025-2026)*

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| Author                                    | MG Simpson  |
| Responsibility                            | All staff and the governing body  |
| Effective Date                            | November 2023   |
| Approved by full Board of Governors:      | November 2023   |
| Storage; (i) Electronic<br>(ii) Hard Copy | (i) School network, (managed by Headteacher's PA) and on school website<br>(ii) School office |
| Distribution                              | All Staff / Governors / Parents applying for place  |

### School Ethos

Recognising its historic foundation, Holywell 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 students.

### Principles

The Governing Board 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 admissions number is 180 students with the overall capacity of the school being 720. The Governing Board will admit 180 children to Year 5 in September 2025.

The Governing Board, as the admission authority, determines the school's admission policy and arrangements for taking decisions on applications for admission. The Governing Board works with the Local Authority in order to ensure admissions are coordinated within the Local Authority

If the school is oversubscribed (ie. over the PAN of 180 students), priority for admission will be given to those children who meet the oversubscription criteria set out below, in the order set out below.

NB. Students who have an Educational, Health and Care Plan (EHCP) will be admitted to the school even if the school is full and before any oversubscription criteria are applied. Students identified for admission through the fair access protocol will also be admitted even if the school is full.

## Oversubscription Criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those children who appear to the Governing Board to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with a sibling attending the school at the time of application.
3. Children of staff in either or both of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
4. Children who live in the ecclesiastical parish of Cranfield or are on the school roll of Cranfield Church of England Academy at the date of application.
5. Children of a parent/carer who is a regular worshipper at a Christian church. Priority will only be given under this category to children whose home address is within one of the following parishes: (i) the ecclesiastical parish of St Mary's Wootton or (ii) the ecclesiastical parish of St Mary's Marston Moreteyne and Lidlington.
6. Other children, with priority for admission given to children who live nearest to the school.

## Notes

### 1. Tie break

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 student lives from the school, measured in a straight line, using the Local Authority's computerised mapping system, with those children whose home address is closer to the school receiving the higher priority. Distances are measured from the main entrance of the child's home to the main entrance of the school. The Local Authority will measure all distances for the Governing Board. 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's Synergy Admissions database to allocate the place.

### 2. Co-ordinated Admissions Arrangements

The Local Authority coordinates the process for transfer to middle school and secondary 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.

### 3. 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.

#### **4. Paper applications**

Parents resident in Central Bedfordshire who are unable to apply online can obtain a paper application form by emailing [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk) or by calling the School Admission Team on 0300 300 8037.

#### **5. Category 5 applications**

Families who wish their application to be considered under category 5 must also complete the Central Bedfordshire Church of England Confirmation of Religious Affiliation form and have this countersigned by their priest, minister or faith leader using this form: **[CofE Confirmation of Religious Affiliation \(PDF\)](#)**; you can also request a copy of the form from the school office. All completed Religious Affiliation forms must be returned direct to Central Bedfordshire School Admissions.

#### **6. Late applications**

Whenever an application is received for a student to join the School at a time other than the start of the academic year, the Governing Board will apply the same criteria as indicated above. If a student moves into the area and Holywell is their nearest school 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 student's home address which caters for students of the same age.

#### **7. 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](mailto:admissions@centralbedfordshire.gov.uk).

The form can also be downloaded from the Local Authority website:

[https://www.centralbedfordshire.gov.uk/info/5/school\\_admissions/508/applying\\_for\\_a\\_school\\_place\\_during\\_the\\_academic\\_year/2](https://www.centralbedfordshire.gov.uk/info/5/school_admissions/508/applying_for_a_school_place_during_the_academic_year/2)

#### **8. 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 information about the process can be found at

[https://www.centralbedfordshire.gov.uk/info/5/school\\_admissions/500/school\\_admission\\_on\\_appeals](https://www.centralbedfordshire.gov.uk/info/5/school_admissions/500/school_admission_on_appeals). The decision of the appeals panel will be binding.

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

#### **10. Education out of year group**

The school's policy is that children should be educated in their normal age group, with the curriculum differentiated as necessary to meet their individual needs. If however parents believe that their child should be educated in a different age group they may make a written request to the Governing Body. Any application must be accompanied by evidence that clearly demonstrates why the child must be placed outside their normal age group. The Governing Body will consider each case on an individual basis and in the best interests of the child, taking account of the views of the headteacher and all the circumstances of the case, including whether or not the child has previously been educated out of year group. There is no right of appeal

where a child is offered a place at the school but not in the parents' preferred age group

## **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 Governing Body) 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).

### **Denominational Grounds**

Regular worship is defined as: at the time of application, and for a period of **six** months previously, at least one of the child's parents has attended public worship at [any Church of England or other Christian Church on average at least once in each calendar month](#). For the purposes of these admission arrangements, a 'Christian Church' shall mean a church which, at the time of application, is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, The Evangelical Alliance and/or Affinity.

As a church school we require written evidence of regular attendance at worship, in order to meet the requirements of Category 5. This confirmation should be provided by a priest, minister or faith leader completing and signing the religious declaration on the application form. NB This applies to 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 that during the six-month period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of this policy in relation to attendance will only apply to the period when the church or alternative premises has been available for public worship.

### **Ecclesiastical parish**

The boundaries of the ecclesiastical (church) parishes of Cranfield, St Mary's Marston Moreteyne and Lidlington and St Mary's Wootton can be viewed at [www.achurchnearyou.com](http://www.achurchnearyou.com) by entering "Cranfield", "Marston Moretaine" or "Wootton" in the search box.

## **Siblings**

A sibling refers to a brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister, foster brother or sister (where care has been arranged by a local authority) 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.

## **Children with an EHCP naming the school and Fair Access Protocol children**

Students who have an Educational, Health and Care Plan (EHCP) will be admitted to the school 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**

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 Board will consider the address for admission purposes to be the one where the child lives for the majority of the time, 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.

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

## **Staff children**

Priority will only be given under category 3 where the member of staff:

- (i) Has a permanent contract of employment (full or part-time); and
- (ii) Has legal parental responsibility for the child; and
- (iii) Lives with the child during all or part of the school week.