HOLY CROSS CATHOLIC PRIMARY ACADEMY

ADMISSIONS POLICY

MISSION STATEMENT
Christ is the centre of our lives,
our learning and friendships,
in a safe, happy and caring community where all are welcome.

Policy and Numbers
Holy Cross Catholic Primary Academy aims to give a thorough education within the context of the Catholic Faith and principles. The school nurtures the Catholic faith that is believed at home and demonstrated at the Church where the family worship.

Catholic education looks to the growth of the child, intellectually, socially, morally and spiritually, thus necessitating a very close bond between Church, School and Home.

Admission criteria to be judged by the status of the applicant at the time of the closing date.

The number of intended admissions for the year commencing 1 September 2019/20 is 60.

Essex are operating a co-ordinated Admissions Policy for the Reception intake affecting children from September 2006 intake onwards. Parents have to submit a standard application form direct to Essex. In addition, Parents are required to submit a Supplementary Information Form (SIF) direct to school. The SIF is available from the school office. Failure to submit an SIF to school and a standard form to Essex may result in our school being unable to process your child’s application.

Application Procedures: Applications must be made in accordance with the co-ordinated scheme operated by the child’s home LA. For children resident in Essex this is detailed in the Primary Education in Essex booklet.

Applications must be made by the National Closing Date detailed in the Primary Education in Essex booklet which are available from the LA. Late applications will be dealt with as detailed in the booklets for children in Essex. Children resident outside of Essex should refer to the process for handling late applications published by their home LA.

Oversubscription
Where applicants for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

1. Looked after children from Catholic families. *
3. Baptised Catholic children of practising Catholic parents who live and worship in other parishes, confirmed by their Parish Priest, who cannot reasonably attend a nearer Catholic school.
5. Baptised Catholic children of Catholics from other parishes, who cannot reasonably gain admission to a nearer Catholic school.
6. All other Looked After children. *
7. Baptised children of practising (non-Catholic) Christian parents resident in the parishes of St Luke’s and Holy Cross and the Church of the Assumption, Mulberry Green, who desire a Catholic education for their children and whose Minister can confirm regular practice.
9. Dedicated children from practising Christian families resident in the Parish of St Luke’s and Holy Cross and the Church of the Assumption, Mulberry Green, who desire a Catholic education for their children and whose Minister can confirm regular practice.
10. All other non baptised applicants.

In the event of over subscription in any category the following criteria in the order given below will be used to determine priority.

1. Children of teaching staff who:
   a. have been employed at the school for two or more years at the time of application for the school place or
   b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

2. Those children who have brother(s) or sister(s) in the School in any but the final year.

3. Those living nearer to the school judged by distance calculated using the local authority system will be given precedence within their category. The LA system is explained further in the ‘Primary Education in Essex’ booklet.

According to Canon Law, Dedication is not the same as baptism.

Pupils are admitted in the September before their fifth birthday.

Children with Statements of Special Educational Needs are dealt with under a separate admissions policy.

When admission to the school is refused, parents have the right to appeal against the Governors decision. Such appeals should be made in writing and addressed to: The Clerk to the Independent Admissions Appeal Panel, PO Box II, Chelmsford, Essex CM1 1LX.

A waiting list will be kept by Essex County Council until the end of the first week of the autumn term and there after by the school. The waiting list will be maintained until the end of Year 2 for a Reception application and until the end of Year 6 for applications within key stage 2.

In all cases of admission, the Governors will wish to be satisfied of the positive support and attitude of parents for a Catholic education within a Christian environment.

* Looked after children – are those children where the Local Authority deems as requiring ‘Looked After Children’ status.

- Sibling means natural brother or sister, step brother or sister living at the same address

Please enclose a copy of your child’s Birth Certificate and Baptism Certificate, if baptised with this application form.
SUPPLEMENTARY INFORMATION FORM

HEADTEACHER : MISS S McGUIGGAN

TELEPHONE: 01279 424452
Supplementary Information Form:
To be returned to the Head Teacher

Name of Child: ___________________________________________

Date of Birth: ___________________________________________

Home Address: ___________________________________________

____________________ Post Code:_______________

Daytime Telephone No: ______________ Evening (if different) ___________

If Baptised, Religion: ________________________________________

Date of Baptism: ___________________________________________

Church of Baptism: __________________________________________

Church Attended: ___________________________________________

Name of Mother: _______________ Religion: ____________________

Name of Father: ________________ Religion: ____________________

Fathers Home Address:_______________________________________

(if different)

___________________________________________

Church Attended: ___________________________________________

Names of children currently attending Holy Cross (if applicable) _____________________________

Parents Signature:_____________________ Date:____________
Please state your child’s current Pre-School:

________________________________________________________________________

If you are applying for a place in Years 1 to 6 please state your child’s current school:

________________________________________________________________________

If your child is not a baptised Catholic, and you are a worshipping member of another church, you are requested to provide a reference from your minister.

Any further information you would like to give us:

Please enclose a copy of the child’s birth certificate and Baptismal Certificate with your application, and priests reference form, if applicable.

ANY OFFER OF A PLACE FOR YOUR CHILD WILL BE MADE IN WRITING.
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A: Children with a sibling at the school at the time of application and admission shall take precedence in the category in which they fall.
B: Those living nearer to the school judged by distance calculated using the local authority system will be given precedence within their category. The LA system is explained further in the ‘Primary Education in Essex’ booklet.

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