

## **HOLY CROSS CATHOLIC PRIMARY ACADEMY**

### **ADMISSION POLICY 2024/25**

#### **Mission Statement**

This policy has been written in line with the School's Mission Statement:

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

Holy Cross Catholic Primary Academy was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The academy is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic academy, we aim to provide a Catholic education for all our pupils. At a Catholic academy, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of our education be fully supported by all families in the academy. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the academy. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the academy in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 60 pupils to be admitted to the reception year in the school year which begins in September, 2024.

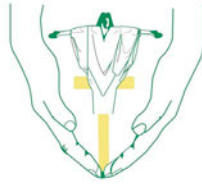
The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

#### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

#### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*



*Within each of the categories listed above, the following provisions will be applied in the following order.*

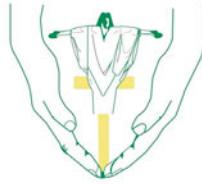
1. Baptised Catholic looked after and previously looked after children. (see notes 2&3)
2. Baptised Catholic children who are resident and worship in the parishes of St Luke's and Holy Cross and The Church of the Assumption Mulberry Green, confirmed by their Parish Priest (see notes 3 &10)
3. Baptised Catholic children who live and worship in other parishes, confirmed by their Parish Priest, who cannot reasonably attend a nearer Catholic school. (see notes 3 &11)
4. Other Baptised Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
8. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
9. Any other children.

***Within each of the categories listed above, the following provisions will be applied in the following order***

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10).
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made. (see note 8).
- (iii) A parent being a member of teaching staff at the academy at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made.

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including



the community entrance to flats) and the main entrance of the school using Essex authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

## **Application Procedures and Timetable**

1. To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from Essex local authority. A link is available on Holy Cross Academy website.

**2, You are also requested to complete the Supplementary Information Form** attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned to Mrs Thomas Admissions Officer at the academy by the closing date. The Supplementary Information Form is available on Holy Cross Academy website.

You will be advised of the outcome of your application on 16<sup>th</sup> April or the next working day, by Essex local authority on our behalf. We will also send you a letter informing you of our decision. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6 to 8, and this is likely to affect your child's chance of being offered a place.***

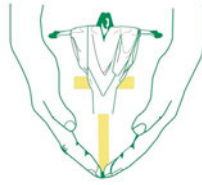
**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>TH</sup> January 2024**

## **Late Applications**

Late applications will be administered in accordance with Essex Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

## **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below



compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to Mrs Thomas, Holy Cross Catholic Primary Academy, Tracyes road, Harlow, CM18 6JJ at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year.

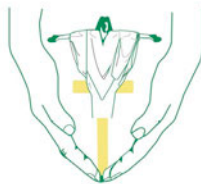
**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting Mrs Thomas Admissions Officer.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).



You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, 8 This paragraph will need to be amended if a decision is made for in-year admissions to be coordinated by the local authority. 5 outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

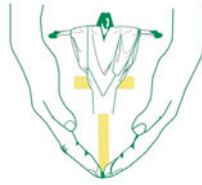
#### ***Notes (these notes form part of the oversubscription criteria)***

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangement order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest



[who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

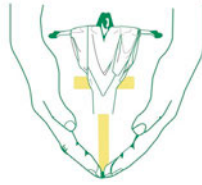
4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
  - A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.


Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.




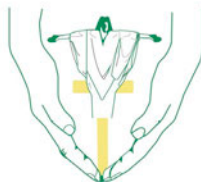
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for September 2023.
12. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

Parish:	Harlow - Holy Cross	Deanery:	West Essex
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Cathedral House  
Ingrave Road  
Brentwood  
Essex  
CM15 8AT





Diocese of Brentwood

<b>Parish:</b>	<b>HARLOW – Holy Cross</b>
<b>Deanery:</b>	<b>West Essex Deanery</b> <i>(which also includes parishes of Epping; Harlow – Our Lady of Fatima; Harlow – St Luke &amp; St Thomas More; Harlow – The Assumption; Loughton &amp; Debden; Waltham Abbey)</i>
<b>Year boundaries approved:</b>	<b>1981</b>

<u><b>EPPING:</b></u>	From the point where the footpath from Rivetts Farm crosses the civil parish boundary (461068), east across the fields to the north side of the lane that leads to Latton Priory (excluding the Priory); east along this lane to the main road (A11) at the point 473068. Thence, south-east by a line along the ditch to the Cripsey Brook at point 485057. East along the Cripsey Brook to the Weald Bridge (511065).
<u><b>ONGAR:</b></u>	Continue east along the Cripsey Brook to the brook west of Moreton (531069) and north by this brook to High Laver Bridge (531078).
<b><i>HARLOW – The Assumption:</i></b>	From High Laver Bridge, west by road to Pole Lane (525082) and along Pole Lane to Tilegate Green (513087). Continue west and south-west by road past Tilegate and Threshesbush (497094) to the junction at point 493089. North by road to Foster Street (492093). North along the footpath to point 491095, and west along the footpath (across Shoe Lane and north of Kitchen Hall Farm) to Kingsdon Lane at point 474093. West along Kingsdon Lane to the Old London Road at point 471093. By Old London Road and the connecting road to Second Avenue.
<b><i>HARLOW – Our Lady of Fatima:</i></b>	West along Second Avenue to the junction with Third Avenue.
<b><i>HARLOW – St Luke:</i></b>	From this roundabout, south-east past the Netteswell Plantation and Stony Wood to the Chequers Inn on Commonside Road (Five Acres, Barn Mead and the County Secondary School are in St. Luke’s; Tye Green Village, Hook Field, Rushes Mead, Westfield and Stony Wood are in Holy Cross). South by footpath to the civil parish boundary at point 461068.
<b>*** Please note - unless otherwise stated, the boundaries run along the middle of the road ***</b>	





## DIOCESE OF BRENTWOOD

### HOLY CROSS CATHOLIC PRIMARY ACADEMY HARLOW

#### SUPPLEMENTARY INFORMATION FORM

If you are expressing a preference for a place for your child at Holy Cross Catholic Primary Academy Harlow **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to Mrs Thomas, Admissions Officer**, by the closing date, 15<sup>th</sup> January 2024.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form which is available from Essex County Council. Details are on our school website.

Name of child:

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Address of child:

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Date of Birth

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Parent/Carer Details<sup>1</sup>

Parent/Carer Name:

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Telephone Number

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Parent/Carer Address:

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(if different from above)

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Name of sibling already

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attending Holy Cross (if applicable)

[Please read the relevant school/academy Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.]

**NOTE: When completing the Academy Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic academy at the**

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proposed time of admission. If this information is not provided the admission authority of the Catholic academy may not be able to place the application within the correct criteria.

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)<sup>2</sup>

Criteria	Tick Box	Evidence
1. Catholic with a Certificate of Catholic Practice	<input type="checkbox"/>	
2. Baptism	<input type="checkbox"/>	
3. Catechumen	<input type="checkbox"/>	
4. Member of an Eastern Christian Church	<input type="checkbox"/>	
5. Member of other Christian denomination	<input type="checkbox"/>	
6. Member of other faith	<input type="checkbox"/>	

Catholic [Parish] [Deanery] in which your child lives:

[The data on this form will only be used within the school/academy admissions system, and will not be divulged to any third party outside the school/academy admissions system in accordance with current Data Protection legislation.]

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.**

Signed.....

Date.....

\_\_\_\_\_



## Notes

### 1. Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

[The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.]

### 2. Evidence of Catholic Practice

If application is being made for a place at the school for a Catholic child with a Certificate of Catholic Practice, this must be signed by a Catholic priest in the form laid down by the Bishops' Conference of England and Wales. The certificate should be obtained from the family's parish priest, or the priest in charge of the Church where the family practises, and should be provided at the same time as this form is returned to the school.

### 3. Evidence for Catechumens

If application is being made for a place at the school for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

### 4. Evidence of Membership of an Eastern Christian Church

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

### 5. Evidence for Other Christian Denominations and Other Faiths

If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school.



## Checklist:

### Have you enclosed?

- **Copy of baptism or certificate of reception into the Catholic Church.**
- **Certificate of Catholic practice.**
- **Letter confirming membership of a Christian denomination or other faith.**
- **The long version of the child's birth certificate.**
- **Proof of address from a utility bill, no older than 3 months.**

### Have you completed and returned your local authority's Common Application Form?

## 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 2024/25 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 a 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

1. Baptised Catholic looked after and previously looked after children. (see notes 2&3)
2. Baptised Catholic children who are resident and worship in the parishes of St Luke's and Holy Cross and The Church of the Assumption Mulberry Green, confirmed by their Parish Priest (see notes 3 &10)
3. Baptised Catholic children who live and worship in other parishes, confirmed by their Parish Priest, who cannot reasonably attend a nearer Catholic school. (see notes 3 &11)
4. Other Baptised Catholic children. (see note 3)
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Within each of the categories listed above, the following provisions will be applied in the following order

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10).
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made. (see note 8).
- (iii) A parent being a member of teaching staff at the academy at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made.

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 11, 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 thereafter 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.