

# THE HOLY FAMILY CATHOLIC PRIMARY SCHOOL

[www.holyfamily.herts.sch.uk](http://www.holyfamily.herts.sch.uk)  
[admin@holyfamily.herts.sch.uk](mailto:admin@holyfamily.herts.sch.uk)



## Admissions Policy 2025-2026

Date: January 2023

Review Date: October 2023



OFSTED July 2019

Pupils feel safe in school and believe that the adults take good care of them.

The quality of teaching, learning and assessment in the school is strong.



**Section 48 Diocesan Inspection February 2023**

**Catholic Schools Inspection February 2023**

'The visitor is left in no doubt that this is a loving Catholic school that prides itself on a genuine, warm welcome.'

'Staff provide the highest level of pastoral care; there is a deep commitment to the most vulnerable.'

'Prayer is central to life in Holy Family.'

***At The Holy Family School we are committed to Safeguarding Children***

***'As a family we live, love, learn and celebrate with Jesus.'***

# The Holy Family Catholic Primary School Admissions Policy 2025-26

## Introduction

The Holy Family Catholic Primary school was founded by the Catholic Church to provide Catholic education for children of Catholic families. At our school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of parents, who are not of the faith of this school, to apply for and be considered for a place here.

The governing body is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set its Published Admissions Number (PAN) at 30 children for the school year which begins in September 2025. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2024 and 31st August 2025.

The admission authority 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 (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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:

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are **resident** in the parishes of Welwyn Garden City and St Thomas More, Knebworth. (see notes 3&11)
3. Catholic children who are not resident in the parishes of Welwyn Garden City and St Thomas More, Knebworth for whom **The Holy Family Catholic Primary School** is the nearest Catholic school]. (see notes 3&11)
4. Other 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.

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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 after children in (i) above (see note 8).

### **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 Hertfordshire County Councils computerised measuring system on the following basis. If there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

### **Timetable and Application Procedure for 2025 – 2026**

Open date: 1<sup>st</sup> November 2024

Closing date: 15<sup>th</sup> January 2025

1. To apply for a place at this school in the normal admission round, you **must** complete an online application form from Hertfordshire County Council website; [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) A paper application form is also available by contacting the Customer Service Centre on 0300 123 4043.
2. You are also required to complete the school's Supplementary Information Form (SIF) if you wish to apply under criteria 1 to 4 or 6 to 8 and return it with a copy of the Baptism certificate to:  
  
The Holy Family School Office, The Holy Family School, Crookhams, Welwyn Garden City, AL7 1PG.

Additional copies of the SIF are available from [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions), the school's office and the school's website ([www.holyfamily.herts.sch.uk](http://www.holyfamily.herts.sch.uk)).

The Local Authority will despatch allocation information to you on behalf of the admission authority with the outcome of your application Wednesday 16th April 2025 or the next working day. This information will also be available online. Parents/carers should accept the place as soon as possible. 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.

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*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 may not be placed in criteria 1 to 4 or 6 to 8, and this may 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 2025.

### **Late Applications**

Late applications will be administered in accordance with your home 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 either 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 1<sup>st</sup> April and 31<sup>st</sup> 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 the chair of the admissions committee Sarah Cafferty 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 (Continuing Interest)**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. Hertfordshire County Council will maintain this waiting list (continuing interest 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. A child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Waiting lists for admission will operate throughout the school year. The waiting list will be held open **until the last day of the summer term**. To remain on the CI (waiting) list after this time, parents must confirm they are still interested in a place by completing an In year Application Form.

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### Appeals

Parents refused a place for which they have applied (either in the normal round or in-year) also have the right of appeal to an independent appeals panel. Parents should be informed of this right and given information on how to appeal.

Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

### In-Year Applications

An application for admission can be made for any child at any time outside the normal admissions round and the child will be admitted where there are places available. Applications should be made directly to Hertfordshire County Council by following the link [here](#)

The school's Supplementary Information Form should also be completed and returned to the school office. 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. The county council will write to you with the outcome of your application and if you have been unsuccessful, will include registration details to enable you to log in and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals).

Parents can also contact the customer service centre on 0300 123 4043 to request an in year admission form.

### 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, 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. A child under this protocol will be admitted over a child on the continued interest list. 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).

### Attendance at The Holy Family Catholic Primary School Nursery

Attendance at The Holy Family Catholic School Nursery does not guarantee a place in the Reception class. For a reception place you must make a **new application** via the Hertfordshire County Council website and complete the school supplementary information form.

### Fraudulent Applications

**The admission authority 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. 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.

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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 arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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 living with a family where at least one of the parents is Catholic.

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. Sibling includes:
  - (i) A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household from Monday to Friday at the time of this application.

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A sibling must be on the roll of the named school at the time the younger child starts or has been offered and accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

- (i) If an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school
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 **[Admissions Policy 24-25]**.
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.