

Admissions
Arrangements
2025 - 2026

Holy Family Catholic Primary School



*We are the Holy Family: we are united in
God's love.*

Holy Family Catholic Primary School
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Holy Family Catholic Primary School is an academy school in the Assisi Catholic Trust limited by guarantee in the Diocese of Brentwood. Registered in England & Wales, registered number 7696989, registered address: St Thomas More High School, Kenilworth Gardens, Westcliff SS0 0BW



ASSISI
CATHOLIC
TRUST

ADMISSION ARRANGEMENTS FOR 2025—2026

Holy Family Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The governing body has sole responsibility for admissions to this school and intends to admit 30 pupils who are four years old by 31st August 2025 to the reception class in the school year which begins in September, 2025. There is only one intake per year. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred the school will hold the place for that child and not offer it to another child. The parent would not, however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Where parents choose to defer entry, the child will start at the beginning of a new school term/half term.

Parents can request that their child attends part time until the child reaches compulsory school age. For parents opting to take up a part time place this would be mornings only.

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. Looked after children from Catholic families and previously looked after children (as herein after defined below) from Catholic families.
2. Baptised, Catholic children from practising Catholic families as endorsed by the Parish Priest and who are resident in the parish of Holy Family, Benfleet and St. Thomas More, Hadleigh.
3. Other baptised, Catholic children from practising Catholic families as endorsed by their Parish Priest.
4. Other baptised, Catholic children who are resident in the parish of Holy Family, Benfleet and St Thomas More, Hadleigh.
5. Other baptised, Catholic children.
6. Other looked after children and previously looked after children.
7. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion.

8. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.
9. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school as evidenced by a Baptismal certificate.
10. Children of other faiths whose parents are in sympathy with the aims and ethos of the school as evidenced by an initiation or naming ceremony certificate.
11. Any other applicants.

In the event of the school being oversubscribed in any of the above categories the following provisions will be applied in this given order.

- (a) The attendance of a sibling at the school in any but the final year.
- (b) Children of teaching staff who:
 - (i) have been employed at the school for two or more years at the time of application for the school place or
 - (ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- (c) The governing body may increase the priority of an application within a category 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.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school, measured in a straight line. Straight line distances are calculated by the Local Authority (LA) using a geographical information system as defined in the Primary Education in Essex Booklet.

Application Procedures and Timetable

Applications must be made in accordance with the coordinated scheme operated by the child's home LA. For children resident in Essex this is detailed in the Primary Education in Essex Booklet. In addition a supplementary information form (SIF) supplied by the school should be completed and returned to the Headteacher no later than 15th January 2025. Parents will be advised by the LA of the outcome of their applications. Unsuccessful applicants will be advised of their right of appeal to an independent appeal panel.

Applicants are requested to note that failure to complete and return the SIF will mean that their application will be given the lowest priority under the oversubscription criteria.

Late Applications

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

Waiting Lists

In addition to their right of appeal, unsuccessful candidates 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.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Notes (these notes form part of the oversubscription criteria)

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

Practising Catholic: A person is a practising Catholic if they observe the Church's precept of attending Mass on Sundays and Holy Days of Obligation.

'Catholic' means a member of a Church in 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 full communion with the Catholic Church.

Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, half brothers or sisters and foster brothers or sisters.

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 normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.

A map of the parish boundaries is available for inspection at the Holy Family Church office

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Please remember that Essex LA has responsibility for coordinating all school admissions and so any application for a place at Holy Family School must be in conjunction with an Essex LA application. However, it is the governing body of Holy Family School that determines who is admitted, not Essex LA.

In-year Applications:

There are many families that seek a place for their child at Holy Family School outside of the normal Reception class admissions process. Perhaps they have recently moved to the area, or are looking for an alternative to their child's current school. If you would like to apply for a place for your child at any point in the school year, please ring the school office first. The ladies will be able to tell you if there is a space in the year group(s) that you are interested in, or if there is a waiting list. If you do decide to proceed with a mid-year application for your child, please inform the school office staff and complete a SIF (and if relevant, provide a Certificate of Catholic Practice—Catholics only). You will also need to contact Essex LA Admissions who will coordinate your application and liaise with the school.



HOLY FAMILY CATHOLIC PRIMARY SCHOOL

If you are expressing a preference for a place for your child at Holy Family Catholic Primary School, Benfleet in Essex Local Authority area **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 Holy Family Catholic Primary School**.
- 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, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this may possibly affect your child’s chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Name of child: _____

Address of child: _____

Parent/Carer Details

Parent/Carer Name: _____

Parent/Carer Address: _____

(if different from above) _____

Please read our published Admissions Policy, noting in particular any faith criteria, and your Essex LA admissions guidance booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending Holy Family Catholic Primary School at the proposed time of admission. If this information is not provided the admission



authority of Holy Family Catholic Primary School 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)

Criteria	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Catholic with a Certificate of Catholic Practice	<input type="checkbox"/>	
2. [Other] Catholic	<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 and Deanery in which your child lives:

The data on this form will only be used within the school admissions system, and will not be divulged to any third party outside the school 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 certificate or certificate of reception into the Catholic Church (where applicable).
- Letter confirming membership of a Christian denomination or other faith (where applicable).
- Have you completed and returned your local authority's Common Application Form?