Holy Family RC & CE College

ADMISSIONS POLICY

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Learning and Achieving in Christ

ADMISSIONS POLICY

Holy Family RC and CE College is a joint Roman Catholic/Church of England Secondary School provided jointly by the Diocese of Salford and the Diocese of Manchester and is maintained by Rochdale Local Authority as a Voluntary Aided school.

The Governing Body, which includes foundation governors from both traditions, is the Admission Authority for the school. The Admission Policy has been agreed with both the Salford Diocesan Schools' Commission and the Manchester Diocesan Board of Education.

For the school year commencing September 2027 the Governing Body has set its published admission number at 150 for admission to Year 7.

In allocating up to 75 of the places available priority will be given to Catholic children, and in allocating up to 75 of the places available priority will be given to Church of England children.

The Governors also welcome applications from children from other Christian churches and other faiths and no faith as reflected in the admission criteria.

In establishing their over subscription criteria the governors have taken into full account the School Admissions Code produced by the DfE and the emphasis placed on supporting cared for children and previously cared for children.

The RC parish community served by the school is:

- Our Lady and St Joseph's Parish Heywood

The CE parishes served by the school are those in:

- Heywood and Middleton Deaneries
- Rochdale Deanery (see Appendix 1a)

The associated named CE feeder primary schools are all those within the Heywood and Middleton Deanery and the Rochdale Deanery (see Appendix 1b)

The Governing Body is the admission authority for the school and is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Rochdale Council, the Local Authority, and the school liaises with the Local Authority on admissions issues. Details of the process for applying for school places are available from the Local Authority and the school. Applications for places in Year 7 in September each year must be made on the Local Authority's application form*, but parents seeking a place at Holy Family Roman Catholic and Church of England College on faith grounds **also need to complete the school's online supplementary form and upload appropriate evidence on the schools website at www.hfch.co.uk**

Decisions on the allocation of places will be made by the Governing Body on the basis of the admissions arrangements and oversubscription criteria set out in this policy.

The oversubscription criteria will be used to prioritise children for admission if there are more applications for admission than the school has places available in the relevant age group.

The governors will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement or EHCP the school is named.

Please ensure that the online supplementary form is completed and evidence of faith, an original baptism certificate or a certified baptism certificate is uploaded by 31st October 2026.

(* Applications for admission to other year groups (and applications for places in Year 7 after the normal admission round in September has been completed) should be made to Rochdale Local Authority via the In-Year Transfer process. How to apply for a school place (in-year) | Rochdale Borough Council

Oversubscription Criteria

If no more than 150 applications are received, all applicants will be offered places. If, after the admission of any children having a statement of special educational needs or an EHCP in whose statement or EHCP the school is named, there are more applicants than the number of places remaining available, the following oversubscription criteria will be applied to determine the offers made.

Category 1 -Catholic and Church of England children (See note A) – up to 75 places each (totaling 150 places)

I. Looked after children and previously looked after children who are baptised Catholic or Anglican children (See note B)
II. Baptised Catholic or Anglican children who are eligible for the service premium (See note C)
III. Baptised Catholic or Anglican children whose medical or social circumstances mean that their needs can only be met at this school (See note D)
IV. Baptised Catholic or Anglican children who attend one of the feeder primary schools (listed in Appendix 1B) and worship regularly at Our Lady and St Joseph's Parish, Heywood or one of the Church of England churches in the Parishes named at Appendix 1(a). As explained in the notes below, points will be allocated based on information provided by parent(s)/guardian(s) and confirmed by the church minister/official to enable prioritisation
V. Baptised children who worship regularly at Our Lady and St Joseph's Parish, Heywood or one of the Church of England churches in the Parishes named at Appendix (1a) but do not attend one of the feeder primary schools named at Appendix (1b)
VI. Baptised Catholic or Anglican children who attend one of the associated feeder primary schools listed at Appendix 1b
VII. Baptised Catholic or Anglican children who worship regularly at any other Catholic or Church of England church.
VIII. Baptised Catholic or Anglican children who will have a sibling attending the school at the date of admission (See note E)
IX. Other baptised Catholic or Anglican children

Category 2 – Other children (if places remain after the admission of <u>all</u> children under category 1)

I. Any other cared for children and previously cared for children (See note B)
II. Any other children who are eligible for the service premium (See note C)
III. Any other children whose medical or social circumstances mean that their needs can only be met at this school (See note D)
IV. Children who worship regularly in other Christian churches. As explained in the notes below, points will be allocated based on information provided by parent(s)/guardian(s) and confirmed by the church minister/official to enable prioritisation (See note A and note H)
V. Other baptised children who attend one of the associated feeder Roman Catholic or Church of England primary schools (See Appendix 1b)
VI. Other children who attend one of the associated feeder Roman Catholic or Church of England primary schools (See Appendix 1b)
VII. Children who attend places of worship belonging to other faith communities, confirmed by their faith leader (See note I)
VIII. Any other children who will have a sibling attending the school at the date of admission (see note F)
IX. Any other children, with priority given to those living nearest to the school (See note F)

Tie-breaker:

If in any category there are more applications than places available, priority will be given on the basis of church attendance ***and*** proximity to the school.
First priority will be church attendance using the point calculator, giving priority to those with the highest points.
Second priority will be proximity to school. This is defined as the most direct walking route from the home of the applicant to the main entrance of the school. (See note F).
If two or more otherwise equal applicants for the final available place live the same distance from the school, random allocation will be used as the final tie- breaker. The random allocation will be supervised by someone independent of the school.

<u>Notes:</u>

A. Faith: Where baptism is one of the criteria, a certificate of baptism must be provided.
Where regular attendance at worship is one of the criteria, points are allocated as follows:

1. Take the frequency of the child's church attendance each year and convert the points:

Number of times per year the child attends church	1-10	11-20	21-30	31-40	41-50	51-60	61-70	71-80
Points	1	2	3	4	5	6	7	8

2. Multiply these points by the number of years sustained in the last 5 years from 1st September 2020 to 31st August 2026.

Example calculations:

Child attending church every month for the last 3 years since the beginning of Year 3:

- Child's attendance 12 time per year = 2 points
- Points score = 2 x 3 = 6

Child attending church every two weeks for 5 years since the beginning of Year 1:

- Child's attendance 26 times per year = 3 points
- Points score = 3 x 5 = 15

Child attending church every week for one year since the beginning of Year 5:

- Child's attendance 52 times per year = 6 points
- Points score = 6 x 1 = 6

B. A cared for 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 at the time of making an application to a school. Previously cared for children are children who were cared for, but ceased to be so because they were adopted, or became subject to a child arrangement order or special guardianship order immediately following having been looked after

C. The service premium is additional funding paid annually to schools for the purposes of supporting the pastoral needs of the children of Armed Services personnel

D. The governing body will consider children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence from a doctor or social worker setting out why the school is the most suitable for the child

E. A sibling is defined as a brother or sister, or stepbrother or stepsister living at the same address as the child for whom application is being made, this includes twins, triplets or children from other multiple births (sibling priority will not be given where the brother/sister or step brother/step sister lives at a different address to the child for whom application is being made). Siblings refer to siblings who will be attending the school at the date of admission of the applicant

F. Where a child lives with parents with shared responsibility living at different addresses, the home address will be that at which the children spends the majority of the working week (Monday – Friday)

G. Parents should check carefully whether they are resident within the parish boundary of one of the designated parishes/deaneries. Maps illustrating these boundaries are available in the information provided by the primary schools and at this school

H. Christian church is defined as a member Church of Churches Together in Britain and Ireland. A list of member churches can be viewed at www.ctbi.org.uk

I. Other faith communities are defined as members of the Interfaith Network (www.interfaith.org.uk)

Applications
All applications for admissions will be considered at the same time and after the closing date for admissions which is 31st October 2026. Applications ***must*** be made on the local authority's online application form ***and*** via Holy Family Colleges online application form located on the schools website via the Admission portal. All applicants must:

- Download Supplementary Form ***HF2027 PART B*** to be completed by the relevant member of the clergy
- ***Complete schools' online Supplementary Form HF2027 PART A*** via schools admission portal located on schools website at www.hfch.co.uk
- Upload Supplementary Form **HF2027 PART B** to the online Supplementary application Form **HF2027 PART A**, found on the schools website www.hfch.co.uk
- Evidence (e.g. Baptism certificate) must be uploaded and attached to the online Supplementary application Form **HF2027 PART A**, found on the schools website www.hfch.co.uk

Holy Family RC & CE College's Admission Portal for the submission of Supplementary Forms ***HF2027 PART A*** and ***PART B*** will **only** be open from 00.01 on 1st September 2026 to 23.59 on 31st October 2026.

Right of appeal
If an application for admission has been turned down by the Governing Body parents can appeal to an Independent Appeal Panel by writing to:

- Governance Services, Number One Riverside, Rochdale OL16 1XU or alternatively email school.appeals@rochdale.gov.uk

Waiting list
Waiting lists will be ranked according to the relevant admissions/ oversubscription criteria and not on a first come first served basis. Parents/carers will be notified if a vacancy subsequently arises.

- Year 6 Transition Waiting List (September Entry into Y7) - will not be maintained beyond 31st December at the end of the Autumn term of the admission year
- Within-Year Transfer Waiting List (Y7-11) - will be maintained for the full academic year in which the transfer would apply

Admission into a Different Year Group
There may be exceptional circumstances where admission into a different year group may be advised or considered (gifted and talented children, for example, or those who have experienced problems or missed part of a year, due to ill health for example). The Governors' Admissions Committee will make a decision based on the circumstances of each case. Parents/carers of children refused a place at the school have a statutory right of appeal, but this does not apply if parents are offered a place other than in the year group for which they applied. Where a Summer-born child has been admitted into Reception rather than Year 1, Governors would generally accept them into the year group along with their cohort rather than according to age/DOB.

For Within Year Transfers between Secondary Schools (Year 7 to 11)
School can accept direct applications from parents/ carers for within-year admissions, where the following criteria will be applied:

Category 1 - Catholic and Church of England children (See note A)

I. Looked after children and previously looked after children who are baptised Catholic or Anglican children (See note B)
II. Baptised Catholic or Anglican children who are eligible for the service premium (See note C)
III. Baptised Catholic or Anglican children whose medical or social circumstances mean that their needs can only be met at this school (See note D)
IV. Baptised Catholic or Anglican children who worship regularly at Our Lady and St Joseph's Parish, Heywood or one of the Church of England churches in the Parishes named at Appendix (1a)
V. Baptised Catholic or Anglican children who will have a sibling attending the school at the date of admission (See note E)
VI. Other baptised Catholic or Anglican children

Category 2 – Other children

I. Any other cared for children and previously cared for children (See note B)
II. Any other children who are eligible for the service premium (See note C)
III. Any other children whose medical or social circumstances mean that their needs can only be met at this school (See note D)
IV. Children who worship regularly in other Christian churches. As explained in the notes below, points will be allocated based on information provided by parent(s)/guardian(s) and confirmed by the church minister/official to enable prioritisation (See note A and note H)
V. Children who attend places of worship belonging to other faith communities, confirmed by their faith leader (See note I)
VI. Any other children who will have a sibling attending the school at the date of admission (see note F)
VII. Any other children, with priority given to those living nearest to the school (See note F)

Where permitted by the School Admissions Code the Governing body reserves the right to:

- Increase the number of places they are able to offer parents/carers;
- Withdraw the offer of a school place where false evidence is received in relation to Faith, sibling connections or place of residence.

Policy Review & Consultation
The school's Governing Body will review and approve the admissions policy annually. Consultation on admission arrangements will take place whenever there are significant changes to the policy or every seven years if there is no significant change.

Appendix 1a
Relevant Church of England Parishes

Heywood and Middleton Deanery
St Martin, Castleton
All Souls, Heywood
St Luke, Heywood
St Margaret, Heywood
St John, Heywood
St James, Heywood
All Saints and All Martyrs, Langley
Holy Trinity, Parkfield
St Leonard, Middleton
St John, Thornham
St Gabriel, Middleton Junction
All Saints, Rhodes Bowlee
St Thomas Bowlee
St Mary, Birch
St Michael, Tonge cum Alkrington
St Aiden, Sudden
St George, Middleton and Heywood

Rochdale Deanery St Michael, Bamford St Ann, Belfield
St James', Calderbrook
St Andrew, Dearnley
St John the Evangelist, Facit
St Bartholomew, Whitworth
All Saints, Hamer
Christ Church, Healey
St Thomas, Kirkholt
Holy Trinity, Littleborough
St James', Milnrow
St Thomas, Newhey
St James', Ashworth
St Paul, Norden
St Edmund, Falinge
St Chad, Rochdale
St Mary with St James, Wardleworth
St George with St Alban, Rochdale
St Barnabus, Shaw
St John the Baptist, Smallbridge
St James the Apostle, Wardle
St Mary, Balderstone
St Peter, Newbold
St Luke, Rochdale
St Clement, Spotland
Nelson Street Church, Rochdale

Appendix 1b

Associated Church of England Feeder Primary Schools
All Saints CEP VA
All Souls CEP VC
Holy Trinity CEP CA
Little Heaton CEP VC
Middleton Parish CEP VA
Milnrow CEP VA
St Andrew's CEP VC
St Edward's CEP VC
St Gabriel's CEP VC
St James' CEP VC
St John's CEP VA
St John with St Michael CEP VA
St Luke's CEP VC
St Margaret's CEP
St Mary's CEP VC
St Michael's (Alkrington) CEP VA
St Michael's (Bamford) CEP VA
St Peter's CEP VC
St Thomas' CEP VA
Stansfield Hall/CE/Free Church CEP VC

Associated Roman Catholic Feeder Primary Schools
Our Lady and St Paul's
St Joseph's