



HFCS

Holy Family Catholic School & Sixth Form

Admissions Policy

(Year 7 Intake September 2027)

“Aspire not to have more, but to **be more.**” - Saint Oscar Romero

School Aims

The school's Catholic ethos and ASPIRE values underpin all that we do, inspired by the words of St Oscar Romero: *"Aspire not to have more, but to be more"*.

We aim to educate the whole person, to develop each student's academic potential as well as nurturing their creativity, spirituality, character and resilience. We seek to instil in each of our students the belief that they should have a strong concern for others and that they should seek to do good, both in their school, and in their wider community.

Admissions

Holy Family Catholic School (HFCS) is the only Catholic secondary school in the London Borough of Waltham Forest. The school is a mixed, comprehensive school catering for the needs of young people between the ages of 11 and 19.

We seek at all times to foster the growth of students' understanding and appreciation of their faith.

By naming HFCS as a preference, it is assumed that parents/carers wish their child to receive a Catholic education and support the aims and ethos of the school as described in the school prospectus.

We provide a Catholic education for all our students, in line with Catholic doctrine and practice.

This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with these admission arrangements.

Admission to Year 7

The Governing Body of Holy Family Catholic School intends to admit 210 students into Year 7 for the academic year 2027/28.

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. **All applications which are submitted on time will be**

considered at the same time and after the closing date for admissions which is 31st October 2026.

Whenever there are more applicants than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria for 2026/27 listed below.

Catholic applicants should provide a baptismal certificate or ask their parish priest for a completed Certificate of Practice. Applicants from other Christian traditions and other faiths should return a reference from their respective religious leader. In all cases the religious reference or copy of the baptismal certificate should be returned to Holy Family Catholic School no later than **31st October 2026**.

Pupils with an Education, Health and Care Plan

This policy is not relevant to the process for naming the school on a child's Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs. There is a separate process for selecting or changing the school named on an EHCP or Statement of Special Educational Needs which is outside of the admissions process. Please contact the child's home Local Authority for further details.

Late Applications

Applications under the Coordinated Scheme must be submitted to your home local authority for their consideration. Please note that applications received after the closing date of 31st October will be considered in accordance with the school's Admissions Criteria, but after those that were submitted on time. Waiting lists for admission will operate throughout the school year and will be reorganised in accordance with the school's oversubscription criteria after the National Offer day.

Admission to the Sixth Form

The Governing Body of Holy Family Catholic School intends to admit a minimum of 150 students into Year 12 for the academic year 2027/28. Whenever there are more applicants than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria listed in this policy.

Please see the Sixth Form online prospectus and online application form for the details on the overall and individual grade requirements of suitable courses.

Parents and students are asked to complete the Sixth Form application form and submit it by the deadline of Friday 30th January 2027.

Families will be informed of offers by the end of the Spring term 2027.

Appeals

Appeals against Refusal of Admission

Parents of children refused admission have a statutory right of appeal in accordance with the School Standards and Framework Act 1998.

Sixth Form appeals

Deadline for letters appealing against an unsuccessful application to the Sixth Form to be received by the Chair of Governors, c/o Holy Family Catholic School by Friday 17th April 2027.

All offers made to places in the Sixth Form are conditional and subject to withdrawal if students do not meet overall or individual entry requirements. Any occurrence of a fraudulent application made to the Sixth Form will result in the withdrawal of the offer.

All Sixth Form offers are subject to viable interest to run courses and are subject to withdrawal for late applicants if classes are full. In the cases of under subscription any offer to students (before or after the publication of GCSE results) made below the published overall and/or individual entry requirements are at the discretion of the Headteacher.

Glossary of Definitions

Practising Catholic

Where a child has been baptised in accordance with the teachings of the Catholic Church, and where compliance with the Sunday obligation is the practice of the child and their family.

Siblings

A brother or sister, residing under the same roof, who is currently attending the school. The term sibling also includes half-siblings, adopted siblings and step-children.

Residence

The residence at which a child lives with its birth parents, legal guardian or foster parents.

In the event of over-subscription applicants will be considered in the following order of priority:

1. 'Looked after Catholic children' or Catholic 'formerly looked after children' who have been adopted. Children whose Health and Care plan (EHCP) names Holy Family Catholic School.

2. Baptised Roman Catholic children whose permanent residence is within one of the following Roman Catholic parish boundaries of the Waltham Forest Deanery:

PARISH	DISTRICT
Our Lady and St George's	Walthamstow
Christ the King	Chingford
St Patrick's	Blackhorse Road
St Joseph's	Leyton
Our Lady of Grace and St Theresa of Avila	North Chingford
Our Lady of Lourdes	Leytonstone

3. Baptised Roman Catholic children living outside the Waltham Forest Deanery.

4. All other 'looked after children' or 'formerly looked after children' who have been adopted.

5. Children of other Christian traditions whose parents support the aims and ethos of Holy Family Catholic School in the following order of priority:

- Christians who have been baptised or received a 'service of dedication' and whose minister can confirm their level of practice.

- All other Christians whose minister can confirm their level of practice

6. Any other Christians.

7. Children of families of other faiths whose parents are supportive of the aims and ethos of Holy Family Catholic School and whose application is supported by a reference from their religious leader. Failure to produce a baptismal certificate/ Parish Priest's reference/ Minister's supporting letter/religious leader's reference with your application may affect your child's chance of being offered a place.

8. Any other applicants.

Tie Break

Where the offer of a place to all applicants in any of the categories listed above would lead to over subscription the following provision will be applied.

1) The attendance of a sibling at Holy Family Catholic School at the time of enrolment (Years 7 – 11) will increase the priority of an applicant within each category.

2) Where the offer of places to all applicants in any of the categories above would lead to over subscription, the places up to the admission number will be offered to those living nearest the school. The distance measurement has been agreed by the Governors as 'a straight line from the child's home address to the front entrance of the Walthamstow House site', using the Local Authority's computerised measuring system, with those living closer to the school receiving highest priority.

N.B Applicants are requested to note that they must complete their Local Authority's Common Application Form (CAF) for their application to be considered.

You are also requested to complete the Supplementary Information Form (SIF) which can be found on our website

<https://www.holyfamily.waltham.sch.uk/>.

If you wish to apply under oversubscription criteria 1, 2, 4, 5 and 6. The Supplementary Information Form should be returned to the Attendance and Admissions Officer, at office@holyfamily.waltham.sch.uk or delivered to the school by 31st October 2026.

Families will be informed of places offered by the LA by 1st March 2027.

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, 2, 4, 5 and 6 and this may affect your child's chance of being offered a place.

Letters appealing against an unsuccessful application to be received by the Chair of Governors, c/o Holy Family Catholic School by 5th April 2027.

Waiting Lists

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the over-subscription criteria set out above and not in the order in which applications are received or added to the list. Please note that 'In-Year Fair Access Protocol' admissions will take precedence over those on the waiting list as required.

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Any such request should be made in writing to the Attendance and Admissions Officer (office@holyfamily.waltham.sch.uk) 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 Headteacher, including the Headteacher'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.

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 London Borough of Waltham Forest through their website. 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, 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 where admitting the child would mean exceeding the published admission number.

It should be noted that all offers are made on condition that any information received by the Governing Body is entirely accurate.

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 fraudulently by deception or where misleading information has been provided. Please note also that withdrawal of an offer can also be done if offered in error or if the parent does not respond within a reasonable time.