



## **St Joseph's Catholic Primary school and Nursery** **Admissions Policy 2024-2025**

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families in the parish of Our Lady's and surrounding parishes. The Supplementary Information Form (SIF) is available from the School Office and from the School website: [www.stjosephsschool.org.uk](http://www.stjosephsschool.org.uk). The Certificate of Catholic Practice is available from the priest at the parish where the family normally worships.

As a Catholic school, we aim to provide a Catholic education for all our pupils and Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. 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 the admission arrangements.

### **Admission Policy for 2024/2025**

The Governing Body has sole responsibility for admissions to this School and intends to admit 42 pupils per year in the school year which begins in September 2024.

Priority will always be given to Catholic applicants in accordance with the criteria and over-subscription provisions listed below.

In this policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

### **Application Procedure**

#### **Documentation**

In order to make an application, you **must** complete the School's **Supplementary Information Form (SIF)**. The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription.

Please return the SIF to the School together with all other relevant paperwork required for your application.

Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the priest at the parish where the family normally worships.

#### **There is no closing date for In Year applications.**

Wherever the Admissions Policy or Supplementary Information Form (SIF) indicates a need for parents to provide information, evidence or documentation, the obligation is upon the parents themselves to see that this is done in full and in good time to meet the timetable of the admission process. **The Governors will not issue reminders.**

- Home address is defined as the address at which the child resides for 50% or more of the school week.
- Applications with late documentation will be considered after all other applications have been placed.

- In the event of any **false or misleading** information being provided by the applicant, the Governing Body reserves the right to refuse to admit the child and the right to withdraw the place if an offer has already been made.

## **OVERSUBSCRIPTION CRITERIA**

In the event of there being more applicants than places, the criteria used to decide which children are to be admitted are as follows, and are placed in order of priority:

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.
2. Baptised Catholic children with a Certificate of Catholic Practice, of permanent teaching staff who have been teaching at the school for at least two years at the time of application
3. Baptised Catholic children with a Certificate of Catholic Practice
4. Other baptised Catholic children
5. Other Looked after children and previously “looked after” children.
6. Catechumens and members of an Eastern Christian Church.
7. Children of other Christian denominations whose membership is evidenced by a minister of religion.
8. Children of other faiths whose membership is evidenced by a religious leader
9. Any other children

When the offer of places to all applicants in any category listed above would lead to over-subscription, 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.

### **Exceptional Need**

The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

### **Tie Break**

**Where the order of priority is otherwise equal, preference will be given to a child who resides the shortest distance from the school.**

Distances are measured by the Local Authority’s computerised measuring system.

Where it is necessary to differentiate between applicants residing in flats using the same street entrance, priority will be given to the applicant(s) residing closest to the ground floor and then by ascending flat number order.

Where it is necessary to further differentiate between applicants residing the same distance from the school, priority will be decided by random allocation.

### **In Year Admissions**

Applications for In-Year admissions are made directly to the school parents **will** be notified of the outcome of their application in writing within 10 school days, but no more than 15 school days

Where an application is refused the reasons for refusal will be given to you and information on the right of appeal given. If a place is available and there is no waiting list your child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria, you will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in order of the oversubscription criteria and not in the order in which the applications are received the application will be kept on the wait list for one academic year. When a place becomes available the Governing Body will re-rank the list and make an offer.

### **Multiple Applications**

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

### **Fair Access**

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 admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any LA protocol that has been agreed by both the Governing Body and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

### **Waiting List**

Unsuccessful applicants who wish their child to be considered for future vacancies must inform the School in writing within 15 days of the date of the refusal letter. They will be offered the opportunity of being placed on a waiting list which list will be maintained by the governing body in the order of the oversubscription criteria and not in the order which the applications are received. When a place becomes available the parents will be informed.

### **Pupils with an Education, Health and Care Plan (EHC)**

The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted.

### **Change of Details**

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the Local authority immediately. If misleading information is given or allowed to remain on one of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

### **Right of Appeal**

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing

### **Summer born children**

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5<sup>th</sup> birthday i.e. a child born between 1<sup>st</sup> April – 31<sup>st</sup> August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

### **Children educated outside their chronological age group (except applications for Reception for summer born children)**

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

### **Certificate Of Catholic Practice**

Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice (CCP) by the closing date. This Certificate is available from your Parish Priest. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

**NOTES (these explanatory notes form part of the oversubscription criteria)**

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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 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. '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 home address as the child who is the subject of the application.
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. 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.