



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY 2026 -2027 N

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its **academy company the St John Southworth Catholic Academy Trust** as part of the Catholic Church in accordance with its trust deed and **articles of association**, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic 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 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 these admission arrangements.

The **St John Southworth Catholic Academy Trust** is the admission authority and has responsibility for admissions to this school, and intends to admit 26 full-time pupils to the Nursery Class in the school year which begins in September 2026. Applications are welcome from families whose child reaches their 3rd birthday between 1st September 2025 and 31st August 2026.

Priority will always be given to Catholic applicants in accordance with the criteria and oversubscription 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.

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.
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

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 9)



(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 7).

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.

Application Procedures and Timetable

To apply for a Nursery class place at this school in the normal admission round¹, you are requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 and 6 to 8. The Supplementary Information Form should be returned to Mrs Dee Dunphy Admissions Secretary by 15th January 2026 (Rec & Nursery) there is no closing date for In Year admission.

You will be advised of the outcome of your application on 1st April or the next working day, by the school. If you are unsuccessful (you will be informed of the reasons, related to the oversubscription criteria listed above. There is no right of appeal for nursery places, as nursery education is not statutory.

If you **do not provide the information required in the SIF and return it by the closing date, together without all supporting documentation, your child may not be placed in criteria 1 to 4 or 6-8, 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 15th January 2026.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until Monday 20th July 2027.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Application should be made **to the school** by contacting **Mrs Dee Dunphy office@stjosephsschool.org.uk** <https://www.stjosephsschool.org.uk/page/Admissions> 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 for that academic year only.

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even

¹ This is for admission to the Reception class at the start of the school year in September and not for applications made in-year.



when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

The admission panel reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the 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 an 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 admission authority) 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. 'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <https://education.rcdow.org.uk/wp-content/uploads/2018/08/Priests-Certificate-of-Catholic-Practice-Guidance-Proposed-amendments-2017-2-CLEAN-COPY.pdf>
5. '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.
6. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
7. 'brother or sister' includes:



- (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and 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.
- 8. 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.
- 9. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
- 10. 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" Reception class only). 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.