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## ST JOSEPH'S CATHOLIC PRIMARY SCHOOL ADMISSIONS POLICY 2018 - 2019

St Joseph's Catholic Primary School (the "School") was founded by the Catholic Church to provide education for children of Catholic families. The School is conducted by its governing body (the "Governing Body") as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, Catholic doctrine and practice permeates every aspect of the School's activity. It is essential that the Catholic character of the School's education is fully supported by all families in the School. All applicants (parent, carer or guardian) are therefore expected to give their full, unreserved and positive support for the aims and ethos of the School.

The Published Admission Number (PAN) for the reception class at the School is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2018. Applications are welcome from families whose child reaches his/her 4<sup>th</sup> birthday between 1<sup>st</sup> September 2017 and 31<sup>st</sup> August 2018.

Whenever there are more applications than places available, priority will always be given to a Catholic child with a Certificate of Catholic Practice in accordance with the criteria 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 FOR 2018 – 2019

In order to make an application, all applicants should complete:

- 1. Local Authority E-Admissions Application**  
You can make an online application by visiting the admissions page of your home Local Authority website. Your online application must be submitted to your home Local Authority by the published deadline.
- 2. 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. The SIF can be obtained from the School or Islington Local Authority. You can collect the form from the School or contact the School and ask for it to be sent to you. The SIF is also available to download from the School's website. It is the responsibility of the parent, carer or guardian to ensure this SIF is completed and returned by the closing date to the School either in person or by post to the school (address above) together with all other relevant paperwork required for your application.

If you do not complete both of the forms described above (the E-Admission Application and the SIF) and return them by the published deadline, the Governing Body will be unable to consider your application fully and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

### Late Applications

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

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### CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 3, 4 and 5 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest's reference form) is available from the school or from the diocesan website. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent's duty to ensure that the Certificate of Catholic Practice 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.

For Reception Class places, the Local Authority will notify you on behalf of the Governing Body with the outcome of your application. Parents/carers should accept or decline the place as soon as possible.

### OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of places, available places will be offered according to the following order of priority: -

1. Baptised 'Looked after' children and previously baptised 'looked after' children, who have been adopted or made subject to child arrangement orders or special guardianship orders.
2. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in the parish of St Joseph's.
3. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in the parish of St Gabriel's.
4. Baptised Catholic children with a Certificate of Catholic Practice, from teaching staff who have been permanent teaching staff at the School for at least two years at the time of application.
5. Any other baptised Catholic children with a Certificate of Catholic Practice.
6. Any other baptised Catholic children without a Certificate of Catholic Practice.
7. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders.
8. Children of Catechumens and members of an Eastern Christian Church (*see Notes*).
9. Christians of other denominations whose application is supported either by a certificate of baptism or by a letter confirming membership of the parish /faith community (*see Notes*).
10. Children of other faiths whose application is supported by a letter confirming membership of the parish /faith community. (*see Notes*).
11. Any other children.

**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.

If there are more applicants than there are places available in any one of the categories listed above, places will be allocated:

- a) First to children who are attending St Joseph's Nursery (the "Nursery") at the date of application and
- b) Second, to children who have a sibling at the School at the time of enrolment (*see Notes*).

Where the offer of places to all the applicants in any of the sub-categories listed above, following application of the above criteria would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured by the Local Authority. The Local Authority will measure the distance in a straight line from the child's home address (including flats) as defined by the Land & Property Gazetteer to the main entrance of the School, by the Local Authority's computerised measuring system. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

### **Change of Details**

If any of the details on any 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 any of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

### **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. (This used to be called a Statement of Special Educational Needs). 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.

### **Multiple Applications - Twins and Multiple Births**

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 local protocol that has been agreed by both the local authority and the Governing Body for the current school year.

### **In-Year Admissions**

In-year applications are made directly to the School. Applications for in-year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list, then the Governing Body will admit the child if this does not prejudice the provision of efficient education or the efficient use of resources. If more applications are received than there are places available, applications will be ranked by the Governing Body in accordance with the oversubscription criteria with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic looked after children. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria (as modified above) and not in the order in which the applications are received. Names are removed from the list at the end of each academic year.

When a place becomes available the Governing Body will re-rank the list and make an offer to the person at the top of the list. The local authority will be informed of the offer as soon as it has been accepted.

### **Reception Year Deferred Entry**

Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1<sup>st</sup> April 2019.

### **Summer Born Children**

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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 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.

### **Nursery Children**

Attendance at the nursery **does not** guarantee a place in reception.

Parents of children attending St. Joseph's nursery **must** make a fresh application for reception.

### **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 by Friday 27<sup>th</sup> May 2018.

Applicants who appeal should note that the appeal panel will only consider whether the procedure has been followed correctly. It cannot change the procedure.

### **WAITING LIST**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names are removed from the list on 31<sup>st</sup> August 2019 unless parents, carers or guardians request in writing or via e-mail to remain on the list.

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

**'Looked after child'** has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

**'Adopted'**. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.

**'Child Arrangements Order'**. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

**'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately before the order is made qualify in this category.

**'Parent'** means the adult or adults with legal responsibility for the child.

**'Sibling'** means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

**'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.

**'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 the 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  
<http://rcdow.org.uk/education/governors/admissions/>

**'Catechumen'** means a child or parent who is a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.

**'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

**Children of other Christian denominations\*** means: children who belong to other churches and ecclesial communities which, acknowledging 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 of CYTŪN 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.

**'Resident'** – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

**Parish Boundaries** – for the purposes of this Policy Parish boundaries are determined by St Joseph's Church and St Gabriel's Church. A map of the boundaries can be obtained from St Joseph's Church and St Gabriel's Church respectively. Information can also be found via the School's website.

Please note that attendance at St. Joseph's Nursery does not guarantee a place in the Main School.