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## ST JOSEPH'S CATHOLIC PRIMARY SCHOOL ADMISSIONS POLICY 2021 - 2022

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 Our Lord Jesus Christ.

As 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 applicants (parent, carer or guardian) 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

The governing body is the admissions authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admissions arrangements during the normal admission round. The governing body has set its Published Admission Number (PAN) for the reception class at 60 for the school year which begins in September 2021. Applications for Reception are welcome from families whose child reaches their 4<sup>th</sup> birthday between 1<sup>st</sup> September 2019 and 31<sup>st</sup> August 2021.

Whenever there are more applications than places available, priority will always be given to a Baptised Catholic child in accordance with the oversubscription 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 2021 – 2022

In order to make an application, all applicants must complete an online application form from your local authority (paper forms are also available on request.) If you are applying under criteria 2, 3, 4, 5, 7 or 8 you should also complete the School's Supplementary Information Form (SIF). Whilst this is not compulsory, 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 (in person or by post) to the school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2021, the Governing Body will be obliged to consider your application against the oversubscription criteria 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.

You will be advised of the outcome of your application, on or about Monday 16th April 2021. This information will also be available on line for those who have submitted an online application. Parents should accept or decline the place as soon as possible. If you are unsuccessful (unless your

child was offered a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed below and you will have right of appeal to an independent appeal 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 should be submitted to the school in writing by Friday 22nd May 2021.

### **Late Applications**

If the school is oversubscribed, applications received after the closing date will be dealt with after the initial allocation and places offered by the local authority. If the school remains oversubscribed after this process, applicants will be offered the opportunity to be placed on a waiting list, which is maintained in order of the oversubscription criteria and not in the order in which applications are received or added to the list.

### **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. Catholic 'Looked after' and previously 'looked after' children. (see notes 2-5)
2. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in the parish of St Joseph's. (see note 6)
3. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in the parish of St Gabriel's. (see note 6)
4. Baptised Catholic children, from teaching staff who have been permanent teaching staff at the School for at least two years at the time of application. (see note 6)
5. Any other baptised Catholic children. (see note 6)
6. Other 'looked after' children and previously 'looked after' children (see notes 2-5)
7. Anglicans and Catechumens and members of an Eastern Christian Church (*see Note 7 & 8*).
8. 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 Note 9*).
9. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order:

- i. The Governing Body will give top priority, within a category, 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.

- ii. The attendance of a brother/sister (see note 9) at the school at the time of enrolment will increase the priority of an application within a 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.
- iii. Children who are attending St Joseph's Nursery (the "Nursery") at the date of application

### **Tie-Break**

Where the offer of places to all the applicants in any of the categories above, would exceed the number of places available, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the applicant's home address point to the school address point using a computerised mapping system. The measurement will be conducted by the Local Authority (LA). 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. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out by the local authority's computerised allocation system.

### **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. Catholic baptised Children whose educational health and care needs can be met only at this school and with this school named in their EHC Plan will be admitted. The admission of children with an EHC Plan will reduce the number of places available for other children (see note 1)

### **Multiple Applications – Twins and Multiple Births**

The governing body will admit twins and all siblings from multiple births where one of the children is the last ranked within the school's PAN

### **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. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

### **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 as set out above 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.

A child is entitled to a full-time school place in the September following his/her 4th birthday. 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 until January or April is requested. The place will then be held until the first day of the spring or summer term as applicable.

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 1st April 2021. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to defer until the spring or summer term.

### **Part-time attendance**

Applicants may also request that their child attend part-time until compulsory school age is reached. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to take up a part-time place.

### **Admission of children outside their normal age group**

A request may be made for a child to be admitted outside his/her normal age group e.g. if the child is gifted and talented or has experienced problems such as ill-health. In addition, the parents of a summer born child i.e. a child born between 1st April – 31st August, may request that the child be admitted out of his/her normal age group, starting reception at 5 years of age. Any such request should be made in writing to the School Office. The governing body will make its decision based on the circumstances of each case and in the best interests of the child, taking into account school organisation issues and the views of the parents and any professionals involved. Parents must have received the agreement of the governing body before any admission application for delayed entry is made. If permission is received then the parents will make their admission application in the normal way for the year in which they wish their child to start school. No age-related priority will be given. Applications cannot be held over from one academic year to the next. If permission is refused then parents must make their admission application at the normal time.

### **Nursery Children**

For children currently 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 nursery does not guarantee a place in 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 May 2021.

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 Lists**

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. Waiting lists for admission will operate throughout the school year and will be held open until 31st July 2021 unless applicants request in writing to remain on the list. Inclusion in the school's waiting list does not mean that a place will eventually become available.

### **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 S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.
2. A 'Looked after child' has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or 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 a special guardianship order.
3. '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.
4. '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.
5. '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.
6. '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 this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest

demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of baptism in a Catholic Church or reception in the Catholic 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.

7. '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.
8. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
9. 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.
10. Brother or Sister' includes:
  - i. All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and 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 address as the applicant.
11. A 'Parent' means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.
12. '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.
13. 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.

14. '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/>

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