



## ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

Headteacher: Mr. P. SUTTON

DOBBIN CLOSE · HARROW · MIDDLESEX HA3 7LP

Telephone: 020 8863 8531 · Fax: 020 8863 3341 · e-mail: office@stjosephs.harrow.sch.uk

www.stjosephs.harrow.sch.uk

### **IN-YEAR ADMISSION POLICY – ACADEMIC YEAR 2018/19**

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its 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, we aim to provide a Catholic education for all our pupils. At 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 and candidates are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

#### **MISSION STATEMENT**

**At St Joseph's  
we love, learn and live  
by the example of Jesus Christ**

**In a happy Catholic environment, we work to help our children grow closer to God and to respect and discover the best in each other.**

**We want the children to enjoy and make the most of their learning experiences together – to develop their many talents and achieve their highest potential.**

**We encourage our children to be responsible and caring members of the wider community.**

**We are committed to the well being of the staff and to their continuing professional development.**

**We regard highly the special relationship we have with our parents and wish to strengthen it.**

**We value and appreciate the support we receive from our Governors, Clergy and Parish Community.**

Applications for In-Year admissions are made directly to the school using a Supplementary Information Form and Common Application Form. If more applications are received than there are places available, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time, then you may ask us for the reasons. 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 and not in the order in which the applications are received. When a place becomes available, the Governing Body will decide who is at the top of the list and make an offer. Waiting lists are reviewed at the end of each academic year.

Please return the following to the school. (All items must be returned at the same time.)

- 1. Completed In-Year Supplementary Form**
- 2. Child's Baptismal Certificate (where applicable)**
- 3. Proof of Date of Birth**
- 4. Completed Certificate of Catholic Practice (where applicable)**
- 5. Proof of Address**

# ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

## IN-YEAR ADMISSION

### MAKING AN APPLICATION

In order to make an application, you **must** complete a **Common Application Form (CAF)** from your local authority. (It is also available to complete online at [www.harrow.gov.uk/schooladmissions](http://www.harrow.gov.uk/schooladmissions)). You **should** also complete the school's **In-Year 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.

Applicants must provide proof of their residential address. The **ONLY** Acceptable forms of documentation are: current Council Tax bill, a copy of tenancy agreement arranged through a letting agent/estate agent or a recent letter from the housing department/housing association. **ORIGINAL DOCUMENTATION ONLY WILL BE ACCEPTED. Independent verification may be sought of the applicant's residential address.**

Unsuccessful applicants may ask to be placed on a Waiting List maintained for each year group. If a place becomes available, this will be allocated in accordance with the School's Criteria for Admission.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

#### **OVERSUBSCRIPTION CRITERIA**

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

- (1) Catholic 'looked after' children and Baptised Catholic children who have been adopted or made subject to child arrangement orders or special guardianship orders, immediately after having been looked after.
- (2) Baptised Catholic children with a Certificate of Catholic Practice.
- (3) Other Baptised Catholic children.
- (4) Other 'looked after' children and children who have been adopted or made subject to child arrangement orders or special guardianship orders, immediately after having been looked after.
- (5) Children of Catechumens and members of an Eastern Christian Church whose application is supported by a certificate/letter of entry into the order of catechumens or a baptism certificate.
- (6) 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 creedal 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 CYTUN 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' and which falls within the definition of a religion for the purpose 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) Any other children

The attendance of a brother or sister already at the school at the proposed date of admission will increase the priority within each category.

### **EXCEPTIONAL NEED**

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

### **MULTIPLE APPLICATIONS**

Where the offer of places to twins or multiple births in any of the criteria listed above would lead to over-subscription, then all will be offered a place, even if this exceeds the planned admission number.

### **TIE BREAK**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those whose residential address is the shortest distance from the centre point of the St Joseph's school site. Distance is measured from the address point for the home address to the centre point of the school site in a straight line using the Local Authority's computerised mapping system based on Ordnance Survey data.

In cases where applicants live equidistant from the school and places cannot be offered to both children, the places up to the admission number will be decided by means of a lottery which will be carried out by the Governors in the presence of an independent witness.

### **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 Diocese 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.

### **CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP**

Any application for a child to be educated out of his/her age group will be considered by Governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence.

### **PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS/EDUCATION, HEALTH AND CARE PLAN (EHC)**

The admission of pupils with a Statement of Educational Needs or Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Education Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has a Statement of SEN or EHC Plan, you must contact your local authority SEN Officer. Children with this school named in their Statement of SEN or EHC Plan will be admitted.

**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/>

## 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 either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the school.

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

**'Looked after child'** has the same meaning as in Section 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 Arrangement Order'**. A Child Arrangements Order is an order under the terms of the Children Act 1989, Section 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, Section 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, step or foster 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 given 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 Bishop's Conference of England and Wales.

**'Catechumen'** means a child or parent who is a member of the catechumenate of a Catholic Church. This will normally 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.

**'Christian'** for the purposes of this policy, means a member of a church which belongs to 'Churches Together in Britain and Ireland'.

**'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. Further proof may be required by the closing date of 15<sup>th</sup> January 2017.

**'Distance from school'** means distance as measured in a straight line from home to school using the Local Authority's computerised mapping system based on Ordnance Survey data. The journey is measured from the address point for the home address to the centre point of the school site.