

## **ST JOSEPH'S CATHOLIC PRIMARY SCHOOL ADMISSIONS POLICY 2017 – 2018**

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 permeate 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 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.**

The Published Admission Number (PAN) for the Reception Class at St Joseph's is 60. The Governing Body has responsibility for admissions to this school and intends to admit 60 pupils in the school year that begins in September 2017. Applications are welcome from families with children whose date of birth falls between **1<sup>st</sup> September 2012 and 31<sup>st</sup> August 2013.**

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 their minister of religion.
- (6) Christians of other denominations whose application is supported by a letter from a minister/religious leader, showing membership of the faith community.
- (7) Members of other faith communities supported by a letter from a minister/religious leader, showing membership of the faith community.
- (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.

### **APPLICATIONS IN PREVIOUS YEARS**

Last year (September 2016) the school was heavily oversubscribed. We received 132 full applications for 60 places, of which 26 were siblings.

### **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. This information is provided to the school by the Local Authority who use a 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.

## **IN-YEAR ADMISSIONS**

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.

## **RECEPTION YEAR DEFERRED ENTRY**

Applicants may defer entry to school up until statutory 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 statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Parents wishing to defer for summer born children (DOB: 1<sup>st</sup> April – 31<sup>st</sup> August) should note that entry can only be deferred up until 1<sup>st</sup> April 2018.

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

### **(except Reception applications for summer born children)**

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.

## **SUMMER BORN CHILDREN**

If a parent wishes his/her summer born child to start school in Reception in the September following his/her fifth birthday, i.e. a child born between 1<sup>st</sup> April – 31<sup>st</sup> August, being admitted to Reception at five 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.

## **MAKING AN APPLICATION 2017-2018**

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 **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. Both application forms must be completed and returned by **15th January 2017**.

Please return the SIF 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 2017**, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

### **CERTIFICATE OF CATHOLIC PRACTICE**

Applicants applying under Criterion 2 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a Priest 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 then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parents' 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.

The Supplementary Information and the Certificate of Catholic Practice are obtainable from the School Office, Harrow Council's Admissions Service and online at [www.stjosephs.harrow.sch.uk](http://www.stjosephs.harrow.sch.uk) or the LA Website at [www.harrowgov.uk/schooladmissions](http://www.harrowgov.uk/schooladmissions).

The Supplementary Information Form, Certificate of Catholic Practice (where applicable), and Baptismal Certificate (where applicable) should be returned directly to the school office by **15<sup>th</sup> January 2017**.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about **Monday, 18<sup>th</sup> April 2017**. This information will also be available online.

### **NURSERY CHILDREN**

Attendance at St Joseph's Nursery **does not** guarantee a place in Reception. Parents of children attending the Nursery must, therefore, make the normal application for Reception (i.e. as previously detailed in this policy).

### **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. The deadline for submission of an appeal will be at the end of May 2017.

### **WAITING LIST**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list for the current academic year. This waiting list will be maintained in the order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. The list will be reviewed and up-dated at the end of each academic year.

## **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 procedure is integral to the making and maintaining of EHC 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 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 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 practises) 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.