

## **ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL** **NURSERY ADMISSION POLICY 2017 -2018**

St Joseph's Primary School was founded by the Catholic Church to provide education for the 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 are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.***

The Governing Body has sole responsibility for admissions to this school. The Governing Body intends to admit 52 pupils (Published Admission Number) to Nursery in the school year which begins September 2017. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

### **Oversubscription Criteria**

***Where there are more applications than places the places will be offered in accordance with the following criteria and order of priority.***

1. Catholic looked after children and Catholic children who have been adopted (or made subject of residence orders or special guardianship orders) immediately following having been looked after.
2. Baptised Catholic children from practising Catholic families with a sibling attending St. Joseph's Primary School at the time of admission.
3. Baptised Catholic children of permanent teachers, where the staff member has been employed at the school for more than two years at the time of application.
4. Baptised Catholic Children from practising Catholic families who are resident in the parishes of Our Lady of Dolours or St. Patrick's West Hendon and St Edward the Confessor in Golders Green.
5. Baptised Catholic children from practising Catholic families who are siblings of former pupils of St. Joseph's Infant or Junior School.
6. Baptised Catholic Children of practising Catholic families who are resident in any other Catholic parishes.
7. Other baptised Catholic children.
8. Other looked after children and children who have been adopted (or made subject of residence orders or special guardianship orders) immediately following having been looked after.
9. Members of the Eastern Christian churches.
10. Catechumens.
11. Christians of other denominations whose parents wish them to have a Catholic education and whose application is supported by a letter from their minister/faith leader confirming membership of the faith.
12. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a letter from their minister/faith leader confirming membership of the faith.
13. Any other applicants.

**Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provisions will be applied:**

The Governing Body will give top priority to an application within a category where evidence is provided at the time of application of an exceptional social, medical, pastoral or other need of the child which can be most appropriately met at this school.

**Tie Break**

Where the offer of places to all the applicants in any of the sub-categories listed above would lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school. Distance will be measured in a straight line from the front door of the child's home address to the main entrance of the school, with those living closer to the school receiving the higher priority. The home address is defined as the address at which the child resides for 50% or more of the school week.

Places can be withdrawn, even once offered, if it is found that the offer was made on the basis of false or contradictory information. When the oversubscription criteria are applied to applications made on behalf of twins or triplets, governors will admit the second twin/triplet even if this means going over the published admissions number.

**Information about Applications in Previous Years**

Although offers of places were made in most categories of the oversubscription criteria last year, the school has been oversubscribed with Catholic applicants in past years.

**Application Procedures and Timetable**

Applications must be submitted by **15 JANUARY 2017** to The Headteacher, St Joseph's Catholic Primary School, Watford Way, Hendon, London, NW4 4TY.

Applications arriving after 15 January 2017 will be dealt with after all initial offers have been made.

You will be advised of the outcome of your application on or about **18 APRIL 2017**, by letter. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above. There is no right of appeal for nursery places.

**Certificate of Catholic Practice**

Applicants applying under criteria (2, 3 and 4) 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 office, school website 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 where they normally worship) for signature. It is the parent's 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 and agrees that you are a practising Catholic family. You will need to get a form signed for each Catholic school you are applying to which has a 'practising Catholic' criterion.

**Pupils with an Education, Health & Care Plan (EHC)**

The admission of pupils with an Education, Health and Care Plan (EHC) formerly known as a Statement, is dealt with by a completely separate procedure. If your child has an EHC plan you must contact your local authority SEN Officer. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*. Children with this school named in their EHC Plan will be admitted.

**Waiting Lists**

Unsuccessful candidates 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. The waiting list is maintained until the child reaches the end of Nursery or until parents inform us that they wish the applicant to be taken off the list.

**THERE IS NO AUTOMATIC RIGHT OF ENTRY FOR A NURSERY SCHOOL  
PUPIL TO ENTER ST JOSEPH'S CATHOLIC PRIMARY SCHOOL**

**Notes (these notes form part of the oversubscription criteria).**

**'Looked after'/'Child in care'** 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).

**'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.

**'Practising Catholic'** means Catholic children from practising Catholic families who habitually worship at Mass on a weekly basis and where the application is supported by a Catholic priest. The governing body will expect this practice to be verified by a reference from a priest in the standard format laid down by the diocese.

**'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.

**'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

**'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.

**'Adopted'**. An adopted child is any child who has been formally adopted and whose parent/ guardian can give proof of adoption.

**'Residence Order'**. A residence 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.

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\*\*\* Maps showing parish boundaries for Our Lady of Dolours, St Patrick's and St Edward the Confessor are available to view on the school website.\*\*\*