

# **ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL**

## **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 90 pupils (Published Admission Number) to Reception 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 child arrangements orders or special guardianship orders) immediately following having been looked after.
2. Baptised Catholic children, with a Certificate of Catholic practice, and 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 with a Certificate of Catholic practice who are resident in the parishes of Our Lady of Dolours, St. Patrick's West Hendon and St. Edward the Confessor in Golders Green.
5. Baptised Catholic children with a Certificate of Catholic practice who are siblings of former pupils of St. Joseph's Infant or Junior School.
6. Baptised Catholic Children with a Certificate of Catholic practice 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 child arrangements 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 application is supported by a letter from their minister/faith leader confirming membership of the faith.
12. Children of other faiths whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.
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, 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.

### **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, using the council's computerised measuring system, 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.

### **Children educated outside their chronological age group (except summer born children)**

Parents may request that their child be educated out of his/her chronological age group ie. a year ahead or a year behind. Such requests must be made in writing 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.

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.

### **Multiple Applications**

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.

### **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**

To apply for a place at this school, you **must** complete both a Common Application Form from your Local Authority (either on line or by collecting a paper copy from the local authority) and return it to them. You **should** also complete a school Supplementary Information Form (available on the school's website: [www.stjps.org](http://www.stjps.org)) and return it to The Headteacher, St. Joseph's Primary School, Watford Way, Hendon, London, NW4 4TY in order to make a full application. If you do not **complete both of the forms** described above **and return them by 15 January 2017**, the Governing Body will be unable 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 18th April 2017, initially by a letter from your LA on our behalf. This information will also be available on line for those who have submitted an e-application. Parents/carers should accept or decline the place as soon as possible. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria listed above 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 May 2017**.

### **Certificate of Catholic Practice**

Applicants applying under criteria (2, 3, 4, 5 & 6) 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. "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 Bishops' Conference of England and Wales.

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. You will need to get a form signed for each Catholic school you are applying to which has this criterion.

### **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.

### **Nursery children**

Attendance at the Nursery **does not** guarantee a place in Reception Classes. Parents of children attending St. Joseph's Nursery **must** make a fresh application for Reception.

### **Waiting Lists**

In addition to their right of appeal, 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 key stage 1 (Year 2) or until parents inform us that they wish the applicant to be taken off the list.

### **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.

### **In-Year Admissions**

Applications for in-Year admissions are made directly to the school. When there is no waiting list the child will be admitted. 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 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 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.

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

### **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 of summer born children wishing to defer should note that the latest date for deferral is 1<sup>st</sup> April 2018.

### **Summer born children**

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 Chairperson 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.

### **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.

**‘Child Arrangements Orders’.** 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.

*\*\*\* 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 \*\*\**