



## **St. Joseph's Catholic Primary School**

### **Admissions Policy 2027-2028**

St. Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. 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 Our Lord 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 be fully supported by all families in the school. We therefore hope that all parents 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 these admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number (PAN) at 60 pupils to be admitted to the reception year in the school year which begins in September 2027.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

#### **Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

#### **Oversubscription Criteria**

*Where there are more applications for places 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 & 3).
2. Catholic children with a Certificate of Catholic Practice who have a sibling attending the school at the time of admission.
3. Catholic children with a Certificate of Catholic Practice who are resident in the parish of Our Lady and St. Joseph's (see notes 3 & 11).

4. Other Catholic children with a Certificate of Catholic Practice.
5. Other Catholic children (see note 3).
6. Other 'looked after' and previously 'looked after' children (see note 2).
7. Catechumens and members of an Eastern Christian Church (see notes 4 & 5).
8. Children of other Christian denominations whose membership is evidenced by a certificate of baptism or a letter from a minister of religion (see note 6).
9. Children of other faiths whose membership is evidenced by a religious leader (see note 7).
10. Any other children.

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

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made (see note 10).
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each 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 (see note 8).

### **Tie Break**

Priority will be given to children living closest to the main school office entrance, measured 'by a straight line' using 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 and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form (CAF) online from the local authority in which you live. You are also requested to complete our Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 5 or 7 to 9. The SIF should be returned to: Admissions, St. Joseph's Catholic Primary School, Hanwell, London W7 3HU by 15<sup>th</sup> January 2027.

You will be advised of the outcome of your application on 16<sup>th</sup> April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 5 or 7 to 9, and this may affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2027.**

**Late applications will be administered in accordance with Ealing's co-ordinated admission system. Applications received after 15<sup>th</sup> January will be dealt with after the offer date of 16<sup>th</sup> April. You are encouraged to ensure that your application is received on time.**

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or 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 of their normal age group, for example, 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 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children 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. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the end of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

## **In-Year Applications**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Applications should be made via the local authority and the school by contacting the school office.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

## **Fair Access Protocol**

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 admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

## **Nursery Children**

For children attending St. Joseph's nursery, application to the reception class of the school must be made in the normal way, to the local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

## ***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 section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being 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 special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. '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, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the 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.

4. '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.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge 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 CYTÛN 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.

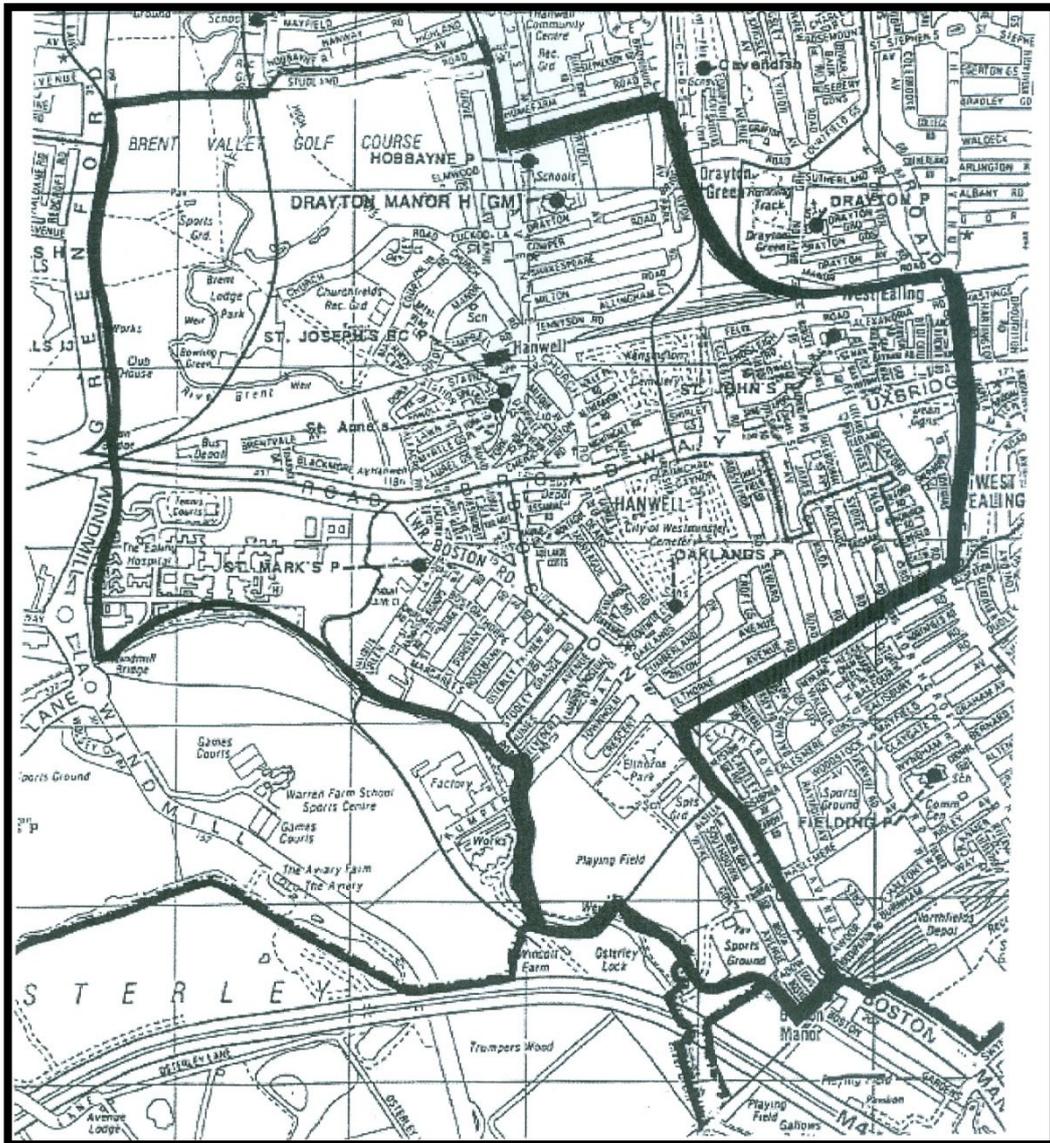
7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to 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. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or 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 home address as the child who is the subject of the application.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. For the purposes of this policy, the parish boundary is shown below.
12. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF) and Supplementary Information Form (SIF). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

## Parish Boundary



### **In Boundary**

**Boston Gardens 1 – 26 (all)**  
**Royal Gardens 1 – 19 (all)**  
**Boston Road 1 – 209 odds / 2 – 224 evens**  
**Elthorne Park Road 1 – 115 odds**  
**Leighton Road 6 – 84 evens**  
**Northfield Ave:** All properties west of Northfields Avenue north from the junction with Leighton Road to the junction Uxbridge Road.  
 Drayton Green Road No.1 north to West Ealing Station – odd numbers  
 Thereafter all properties east of the railway line to junction of railway and Framfield Road (nb Warwick Court, Copley Close is within the boundary).  
**Framfield Road 2-176 (evens only)**  
**Greenford Avenue 1-181 odds, 2-260 evens**  
**Studland Road** all properties  
 All properties in **Windwill Estate**  
 Thereafter follows the Brent River to junction with Piccadilly Line  
 There after Piccadilly Line north until junction with Boston Road

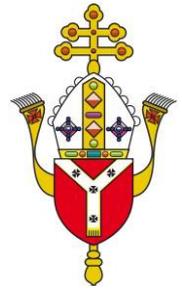
### **Outside Boundary**

**Boston Parade**  
**Byron Court and Harvester 311 – 211 odds**  
 2 – 110 evens  
 1 – 149 odds  
  
 All properties east of Northfield Avenue  
  
 2 – 36 Drayton Green Road – evens  
  
**Copley Close nos 514 – 522** excluding Warwick Court  
  
**Framfield Road 1 – 181 odd numbers**  
  
**Greenford Avenue 183 and odds north, 262 and evens north**  
  
 All properties with a Greenford Road address.

Diocese of Westminster

St. Joseph's Catholic Primary School

Reception Supplementary Information Form 2027-2028



**PLEASE RETURN THIS FORM TO  
THE SCHOOL BY 15 JANUARY 2027 AT THE LATEST**

Please read the school Admissions Policy, noting in particular any faith criteria and your Local Authority booklet, before completing this form.

If you are expressing a preference for a place for your child at St. Joseph's Catholic Primary School in Hanwell and wish to apply under a faith criterion, you should complete this Supplementary Information Form (SIF).

- The completed SIF, together with all supporting documentation (see Notes below), should be returned to **Admissions, St Joseph's Catholic Primary School, York Avenue, Hanwell, London W7 3HU** by the closing date of **15<sup>th</sup> January 2027**.
- If you are applying to more than one Catholic school or academy you will need to complete a separate SIF for each school/academy.
- **If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form online for the borough in which you live.

<b>Name and Address of School:</b> St Joseph's Catholic Primary School, York Avenue, Hanwell, London W7 3HU
<b>Child's surname:</b>
<b>Child's first name:</b>
<b>Child's date of birth:</b>
<b>Child's home address:</b>
<b>Postcode:</b>

**Parent/Carer Details**

<b>Parent name:</b>
<b>Address (if different from above):</b>

**Postcode:**

**Telephone number:**

**Email address:**

**Names of brothers/sisters at this school at date of admission**

**NOTE:** When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending St Joseph's Catholic Primary School at the proposed time of admission. If this information is not provided the admission authority of the school may not be able to place the application within the correct criteria.

**Details of Religion**

<b>Religion of child: (Please tick)</b>	<b>Catholic</b>	<b>Other Christian (name of denomination)</b>	<b>Other faith</b>
<b>Catholic Parish you live in:</b>			

**Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)**

<b>Criteria</b>	<b>Tick Box</b>	<b>Evidence: insert details in accordance with the Notes below</b>
1. Catholic 'looked after' and previously 'looked after' children (see notes 2 & 3 of the Admissions Policy).	<input type="checkbox"/>	
2. Catholic children with a Certificate of Catholic Practice who have a sibling attending the school at the time of admission.	<input type="checkbox"/>	
3. Catholic children with a Certificate of Catholic Practice who are resident in the parish of Our Lady and St. Joseph's (see notes 3	<input type="checkbox"/>	

&11 of the Admissions Policy).		
4. Other Catholic children with a Certificate of Catholic Practice.	<input type="checkbox"/>	
5. Other Catholic children (see note 3 of the Admissions Policy).	<input type="checkbox"/>	
6. Other 'looked after' and previously 'looked after' children (see note 2 of the Admissions Policy).	<input type="checkbox"/>	
7. Catechumens and members of an Eastern Christian Church (see notes 4 & 5 of the Admissions Policy).	<input type="checkbox"/>	
8. Children of other Christian denominations whose membership is evidenced by a certificate of baptism or a letter from a minister of religion (see note 6 of the Admissions Policy).	<input type="checkbox"/>	
9. Children of other faiths whose membership is evidenced by a religious leader (see note 7 of the Admissions Policy).	<input type="checkbox"/>	
10. Any other children.	<input type="checkbox"/>	

## Notes

### 1. Evidence of Catholic Baptism

If an application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g., where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.

## **2. Evidence of Catholic Practice**

If an application is being made for a place at the school for a Catholic child with a Certificate of Catholic Practice, this must be signed by a Catholic priest in the form laid down by the Bishops' Conference of England and Wales. The certificate should be obtained from the family's Parish Priest, or the Priest in charge of the Church where the family practises, and should be provided at the same time as this form is returned to the school/academy.

## **3. Evidence for Catechumens**

If an application is being made for a place at the school for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

## **4. Evidence of Membership of an Eastern Christian Church**

If an application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

## **5. Evidence for Other Christian Denominations and Other Faiths**

If an application is being made for a place at the school as a member of another Christian denomination or another faith evidence confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The evidence should be provided at the same time as this form is returned to the school.

### **Checklist:**

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Certificate of Catholic practice (where applicable).
- Evidence confirming membership of a Christian denomination or other faith (where applicable).

Have you completed your **local authority's Common Application Form online?**

**I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that governors may withdraw any offer of a place even if the child has already started school.**

Signed.....

Date.....

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice from the parish in which they worship or from the Diocese of Westminster website.
- Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter from their minister or religious leader, confirming membership of that faith community.
- You **must** complete your local authority's application form online (or on paper) by the closing date. If you do not do this you will not be offered a place.

### **Checklist**

Have you enclosed:

Copy of Baptism Certificate (where necessary)

Certificate of Catholic Practice (where necessary)

Evidence of exceptional need (where necessary)

**Have you completed** your local authority's online application form?

## **ADMISSIONS PRIVACY NOTICE FOR ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL**

*The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice please read the attached 'Admissions Privacy Notice.'*

St Joseph's Catholic Primary School is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the London Borough of Ealing is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application

- Consider Admission Appeals

**We may also use this data for the following purposes:**

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

**In order to administer admissions to this school the following information may be collected by us:**

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice
- Information on parish of residence.

**Agencies we will share the information with:**

- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme/process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

**School Retention Policy:**

The information listed above will be retained securely by the school for up to 8 years, after which it will be destroyed.

**For further information please refer to the Privacy Policy on the School website or contact: [ask@stjcp.education](mailto:ask@stjcp.education)**