ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2023 - 2024

St. Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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.

The Published Admission Number (PAN) for the Reception class at St. Joseph's is 90. The Governing Body has sole responsibility for admissions to this school and intends to fill 90 places in the school year which begins September 2023. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2022 and 31st August 2023.

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

In this policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

OVERSUBSCRIPTION CRITERIA

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

1. Catholic 'looked after' or 'previously looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children with a Certificate of Catholic Practice, who have a sibling at the school at the time of admission.
3. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the Parish of Our Lady and St. Joseph's in Hanwell.
4. Other Baptised Catholic children with a Certificate of Catholic Practice.
5. Other Baptised Catholics.
6. Other 'looked after' or 'previously looked after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders.
7. Children of catechumens and members of an Eastern Christian Church.
8. Children of other Christian denominations. Applications should include either a certificate of baptism or a letter from a minister or faith leader confirming membership of the faith community.
9. Children of other faiths whose application is supported by a letter from a minister/religious leader, showing membership of the faith community.
10. Any other children.

APPLICATION PROCEDURE

In order to make an application, you **must** complete the e-admission form from your local authority, paper copies are available and should be returned to them. 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. Please return the SIF (in person or by post) to the school: St. Joseph's Catholic Primary School, York Avenue, Hanwell, W7 3HU together with all other relevant paperwork required for the application. Certificate of Catholic Practice if relevant, proof of Baptism, if relevant, evidence of exceptional need if relevant. If you do not complete the form described above and return it by 15th January 2023, the Governing Body will be unable to consider your application fully and it is less likely 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.

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 deadlines for appeals is 27th May 2023.

WAITING LIST

In addition to the right to appeal, unsuccessful candidates will be offered the opportunity to be placed on the waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st August 2024, unless applicants request in writing to remain on the list.

The Local Authority will write to you on behalf of Governing Body with the outcome of your application on 16th April 2023. Parents/Carers should accept the place as soon as possible.

IN-YEAR ADMISSIONS

Applications for In-Year admissions are made directly to the school as well as to your Local Authority. If a place is available and there is no waiting list, the child will be admitted. If there is a waiting list applications will be ranked by the Governing Body in accordance with the oversubscription criteria. 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. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide re-rank 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 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. Applicants who wish to defer and whose children have birthdays in the summer term should note that the latest admission date for this year will be 1st April 2024.

SUMMER BORN CHILDREN

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this be writing a letter to the Chair of Governors at the time of application. Parent 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.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLGICAL 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 reason and compelling professional evidence.

EXCEPTIONAL NEED

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. The priority, if awarded, will place the child first in the priority list for the category they are judged to fit.

SIBLINGS

The attendance of a sibling at the school at the time of enrolment on the entry date will increase the priority of an application within each category placing the application immediately following those with accepted exceptional social, medical or pastoral need.

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.

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 living nearest to the main office reception of the school as measured by the Local Authority (LA). The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre.

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

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

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)
The admission of pupils with an Education Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs and Disability Code of Practice. If your child has an EHCP you must contact your local authority SEND officer. Children with this school named in the EHCP will be admitted to the school.

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 immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserve the right to withdraw the place, even if the child has already started the school.

NOTES (these notes form part of oversubscription criteria)

'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 the application to the school.

'**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. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted".

'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 Arrangements Order' 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.

'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.

'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 practices) in the form laid down by the Bishop's Conference of England and Wales.

'Catechumen' means person 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.

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

'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 the 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 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.

'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 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.

'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.

'Parish Boundaries' for the purposes of this Policy, parish boundaries are shown on the map of the Boundary.

'Distance from School' means distance as measured by a straight line, from the front door of child's residential address (including flats) to a point at the school. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.