

# St Josephs Catholic Junior School

## [Admissions Policy 2016/2017](#)

The admissions process is part of the Warwickshire County Council co-ordinated scheme

### **Admissions Policy**

The Admission Policy of St. Joseph's Catholic Junior School is as follows:

The ethos of this school is Catholic. The 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. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply and be considered for a place here.

The School's Admission Number for the school year beginning September 2016/17 is 68.

### **Intake to Year 3 – September 2016**

The Admission Committee will be decided upon at the first Governing Body meeting of the academic year, usually in September. This Committee will be responsible for the Annual Round of admissions into the school. It will consist of the Head teacher plus four other governors of the school. A clerk will be appointed (not a governor of the school) who will record the decisions of the Committee. Offers of places for entry in Year 3 will be made on behalf of the Governors by the Local Authority.

For the annual round of admissions the Governing Body will follow the guidelines and procedures of the Local Authority. However, before considering "Baptised Catholics" the Governing Body will require proof of baptism (within the definition of a "Baptised Catholic") **or** proof of reception into full communion of the Catholic Church. The evidence should be attached to the common application form.

**Failure to provide evidence of Catholic Baptism / Reception will affect the criterion the child's name is placed in.**

### **In-year applications**

All in year applications (i.e. any other application other than Annual Round admissions) will require:

- fully completed application form
- proof of address
- proof of baptism **or** proof of the rite of reception into the communion of the Catholic Church. (if the child is to be considered in the relevant category).

An application should be made to the local authority who will need to consult with the Governors. There is no charge or cost related to the admission of a child to this school.

Where the Headteacher identifies that there is a vacancy, the Governing Body will delegate the power to admit to the Head teacher plus two other members of the Admissions Committee.

Where there are no vacancies or where there are more applications for a year group than existing vacancies the applications will be considered by a quorate Governing Body.

After a decision has been made the Head teacher will notify the Chair of Governors and the LA as soon as possible.

All admissions for all age groups will be judged against the published Admission Criteria.

Failure to provide evidence of Catholic Baptism / Reception will affect the criterion the child's name is placed in.

The Governing Body shall in the application of the Admission Policy and Criteria take account of all relevant primary and subordinate legislation.

### **Refusal to Admit**

In the case of the Governing Body refusing an application for admission they will inform the LA.

### **Appeals**

Should the parents decide to appeal against the decision of the Governing Body they must contact Warwickshire County Council who will take the appeal process forward.

Appeals will be heard by an independent panel.

The case for the Governing Body at the Independent Panel Meeting will normally be presented by a Foundation Governor.

### **Admissions Criteria**

If the number of applications exceeds the Schools Admission Number, governors will give priority to applications in accordance with the criteria listed below, provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available at the school and parish or by post on request.

1. Baptised Catholic Children (see Note 2 below) who are in the care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children who attend Our Lady of the Angels Catholic Infant School who have a brother or sister (see Note 3 below) attending St. Joseph's at

the time of admission.

3. Baptised Catholic children who attend our Lady of the Angels Catholic Infant School who do not have a brother or sister attending St. Joseph's at the time of admission.
4. Baptised Catholic children living within the parish of Our Lady of the Angels who do not attend Our Lady of the Angels Catholic Infant School but have a brother or sister attending St. Joseph's at the time of admission.
5. Baptised Catholic children living within the parish of Our Lady of the Angels who do not attend Our Lady of the Angels Infant School and who do not have a brother or sister attending St. Joseph's at the time of admission.
6. Baptised Catholic children who live outside the parish of Our Lady of the Angels who wish to attend St. Joseph's and have a brother or sister at the school at the time of admission.
7. Baptised Catholic children who live outside the parish of Our Lady of the Angels who wish to attend St. Joseph's who do not have a brother or sister at the school at the time of admission.
8. Non Catholic Children who are in the care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) ) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
9. Non Catholic Children who are attending Our Lady of the Angels Infant School at the time of application who have a brother or sister attending St. Joseph's at the time of admission.
10. Non Catholic Children who are attending Our Lady of the Angels Infant School at the time of application who do not have a brother or sister at the school at the time of admission.
11. Other Children

### **Oversubscription**

Where there is a need to split any category or group of pupils, places will be offered in accordance with distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from centre point of the applicant's home address location to the centre point ("centroid") of the preferred school. (All measurements are subject to slight change due to updates of mapping data).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the individual priority for each applicant will be set by random allocation (lottery). The draw will be carried out by two officers of the Admissions Service, Communities Group in the presence of a Local Authority solicitor. The order of the draw will be recorded and countersigned at the time. As an exception, the governing body will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Failure to provide evidence of Catholic Baptism / Reception will affect the criterion the child's name is placed in.

### **Repeat Applications**

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

### **Late Applications**

Late applications will be dealt with according to the LA co-ordinated scheme.

### **Waiting Lists**

The Local Authority operates a waiting list for unsuccessful applicants. Waiting lists for admission will remain open until the end of December 2016 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the governing body in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

### **In Year Fair Access Policy**

Refer to the agreed policy with the LA for admission of previously excluded or hard to place children.

### **St Thomas More Catholic School & Sixth Form College**

Please note that attendance at St Joseph's Catholic Junior School does not give automatic admission to St Thomas More Catholic School & Sixth Form College. Parents should apply for this school according to their Admissions Policy.

### **Applications For Children To Be Admitted Into A Class Outside Of Their Normal Age Group**

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the governing body. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Governing Body will consider applications submitted and advise the parents the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission>.

### **Notes**

### **Note 1**

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the school must be admitted. This will reduce the number of places available to other applicants.

### **Note 2**

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of baptism / reception should contact their Parish Priest.

Failure to provide evidence of Catholic Baptism / Reception will affect the criterion the child's name is placed in.

### **Note 3**

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children.

The children must be living permanently in the same household

### **Note 4**

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

## Appendix

### Definition of a “Baptised Catholic”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church, 1203*). Written evidence\* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

### Written Evidence of Baptism

The Governing bodies of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism / Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism / Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism / Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism / Reception was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. 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).