

St Joseph's Catholic Primary School **Admissions Policy and Procedures 2011 – 2012**

St Joseph's Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese of Southwark. 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. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body welcomes all applications, particularly from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into the reception class, in September 2011, 30 pupils without reference to ability or aptitude.

Where the number of applications exceeds 30, the Governors will offer places using the following criteria in the order stated:-

1. Looked After Baptised Catholic Children or Looked After Children in the care of Catholic families.
2. Baptised Catholic children. Evidence of Baptism will be required
3. Children who are enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
4. Other Looked After Children.
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
7. Children of families who are members of other faiths. Evidence of membership provided by a priest, minister or religious leader of a designated place of worship will be required.
8. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

- (1) A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required.
- (2) Children residing in the Parish of St Mary of the Crays. Evidence of residence may be required.
- (3) Social and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest).
- (4) Distance from home to school. Evidence of residence may be required.

Notes

- (1) Catholics include members of the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.
- (2) Brother or sister means children who live as brother and sister, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives eg cousins. Families are defined as being the child's natural or adoptive parents or officially designated carers. It would not include grandparents or other relatives unless they are officially designated carers.
- (3) A map of the parish boundary is available from the school office.
- (4) Distance will be measured by the shortest walking route by public highway and lighted footpath considered appropriate by the Authority. The distance will be measured by the Local Authority's computerised measuring system from the gate of the home address to the nearest school entrance approved by the Governors as an official entrance.

Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.

Admissions Procedure

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form available from the school, should be completed and sent to the Head Teacher at the school not later than the closing date published by the Local Authority. This should be done even if the CAF is completed online. If the Supplementary Information Form is not completed, the governing body of the school will only be able to consider the application after all applicants who have completed a Supplementary Information Form. You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the school or your priest, as indicated.

Offers of places will be sent to parents on the common offer date as notified by the Local Authority.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Late Applications

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), applies also to succeeding years, subject to availability of places.