

ST. JOSEPH'S CATHOLIC JUNIOR SCHOOL

ADMISSIONS POLICY 2020 - 2021

St. Joseph's Catholic Junior 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 Admissions Number (PAN) for the Year 3 class at St Joseph's Junior School is 70. The Governing Body has sole responsibility for admissions to this school and intends to admit 70 children in the school year which begins in September 2020. Applications are welcome from families whose child reaches his/her 7th birthday between 1st September 2019 and 31st August 2020.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using 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 children and Catholic children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
2. Baptised Catholic children who are currently in Year 2 in St Joseph's Catholic Infant School whose application is supported by a Certificate of Catholic Practice.
3. Baptised Catholic children who are resident in the parishes of St. Joseph's Wembley and St. Erconwald's Wembley whose application is supported by a Certificate of Catholic Practice.
4. Baptised Catholic children who are not resident in the parishes of St Joseph's Wembley and St Erconwald's whose application is supported by a Certificate of Catholic Practice,
5. Baptised Catholic children resident in the parishes of St. Joseph's Wembley and St. Erconwald's Wembley.
6. Other baptised Catholic children.

7. Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
8. Children of Catechumens {resident in the parishes of St Joseph’s Wembley and St Erconwald’s and have evidence of attendance at Mass and a certificate of entry into the catechumenate of the Catholic Church or a letter from their parish priest confirming attendance} and members of an Eastern Christian church whose application is supported by their religious leader or a baptismal certificate.
9. Applications from children from other Christian churches, whose application is supported by a letter from their minister of religion confirming membership of the faith community.
10. Any other children.

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 in the order identified below:

- A. The attendance of a brother or sister, including step children, adopted children, half siblings or those living permanently in the household, at Saint Joseph’s Catholic Junior School at the time of admission.
- B. The attendance of a brother or sister, including step children, adopted children half siblings or those living permanently in the household, at St Joseph’s Catholic Infant School at the time of admission.
- C. Governors will admit a minimum of 7 places (10%) reserved for applicants from Saint Erconwald’s Parish who have a Certificate of Catholic Practice and who do not have a sibling at either school. These will be allocated using distance measure outlined in tie-break below.

The trend over the past four years has seen an increase in the number of places allocated to Catholic children. As the school is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place.

The allocation of places last year were as follows:

Place allocation Year 3 2019-20

Cat	
ECHP	1
1	0
2a	12
2b	16
2c	1
2	39
3a	0
3b	0

3c	0
3	1
Total	70

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 school as measured by the Local Authority (LA).

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.

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.

IN-YEAR ADMISSIONS

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, 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. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will re-rank the list so that an offer can be made.

APPLICATION PROCEDURE 2020 - 2021

In order to make an application, you **must** complete an **on line Application Form** from your local authority and return it to them. You **should** also complete the **School's Supplementary Information Form (SIF)**, available on the L.A website, or **directly from the school**. 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) together with all other relevant paperwork required for your application to:

*St. Joseph's Junior School,
Chatsworth Avenue,
Wembley, Middlesex. HA9 6BE*

If you do not complete both of the forms described above and return it to them by January 15th. 2020 the Governing Body will be unable to consider your application fully and it is very unlikely 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.

Applicants applying under criteria 2, 3 and 4 should submit a Certificate of Catholic Practice by the closing date. This certificate is available from the priest at the parish where the family normally worships or from the diocesan website at www.rcdow.org.uk/schools/governors/admissions

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about Thursday 16th April 2020. This information will also be available on line. Parents/carers should accept the place as soon as possible.

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. Appeal applications must be submitted by Friday 22nd May 2020.

WAITING LIST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a 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 are removed from the list after one year, unless applicants request to remain on the list.

EDUCATION, HEALTH AND CARE PLANS (EHC)

The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted to the school.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made 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.

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 2, 3 and 4 must submit a Certificate of Catholic Practice by the closing date. This certificate is available from your parish or from the diocesan website. It is the parent's duty to ensure that the Certificate of Catholic

Practice is submitted to the school in good time. The priest will only sign the certificate if he knows you and agrees that you are a practising Catholic family.

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 and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

NOTES (these notes form part of the oversubscription criteria)

‘Looked after child’ 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 at the time of making an application to the school).

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. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic 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.

‘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 Bishops’ Conference of England and Wales It will be issued if the priest

is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests at <https://education.rcdow.org.uk/governance-admissions/admissions-documents/>

‘Catechumen’ means a child 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, 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.

‘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 attached map.

‘Distance from school’ means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to a point at the school. The school will use the measurements provided by Brent LA Schools Admissions Department. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.



Diocese of Westminster

Catholic Primary Schools

Supplementary Information Form 2020 - 2021

Name and Address of School: Saint Joseph's Junior, Chatsworth Avenue, Wembley, Middlesex, HA9 6BE
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Child's Details

Parent/Carer Details

Child's surname:	
Child's Christian or other first name:	
Home Address:	Date of Birth:
	Postcode:
Parent(s)/Carer(s) name:	
Address (if different from above):	
Telephone number:	
Alternative contact details:	
Name:	
Address:	
Telephone number:	

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination e.g Methodist)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			
Name and position of priest supplying Certificate of Catholic Practice(Catholics) or letter confirming membership of their faith community (other Christians) (where appropriate):			
Names of brothers or sisters at this school/infant school:	Name:	Class	Year Group

<p>Is your child ‘looked after’ by the Local Authority, adopted having previously been ‘looked after’ or subject to child arrangements* or special guardianship orders? (Please circle your response). *(immediately following being ‘looked after’)</p>	
YES	NO

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 the 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 form from the parish where they normally worship or from the Diocese of Westminster website at www.rcdow.org.uk/Education.
- Applicants from other Christian denominations should attach either a baptism certificate or a letter from their minister confirming membership of their faith community.
- You **must** complete your local authority’s on line Application Form and return it to the council offices 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

Certificate of Catholic Practice (where appropriate)

Have you completed your local authority’s on line Application Form?