

St. Joseph's Catholic Primary School



Admission Policy For Admissions 2014-2015

Head Teacher

Fran Morrison

Chair of Governors

Tim Dunicliffe

Date of Policy Agreement

December 2012

Date for Review

December 2013

St Joseph's Catholic Primary School

Admissions Policy

This policy applies to admissions in the academic year 2014 to 2015

St Joseph's Catholic Primary school is a voluntary aided Catholic primary school operating under the Trustees of the Diocese of Arundel & Brighton. The school was founded by and is part of the Catholic Church. The school is conducted by its governing body in accordance with the canon law and teachings of the Catholic Church and in accordance with the Trust Deed of the Diocese of Arundel and Brighton, and seeks at all times to be a witness to Jesus Christ.

The school offers a Catholic education. Parents applying for places for their children are expected to accept and uphold the Catholic character and ethos of the school. Nevertheless, the school fully respects the beliefs of parents and children from all denominations and faith backgrounds. Children are taught respect and tolerance for others and there is provision in the religious education programme for the study of different faiths.

The school was set up primarily to serve the Catholic community in the following parishes, St. Joseph's, Elm Grove and St. Francis of Assisi, Moulsecoomb.

PROCEDURES FOR ADMISSION

The number of children who will be admitted in this admission round is 30 and the year group to which pupils of the required age will be admitted is the Reception year. Children are admitted to St Josephs Catholic Primary School at the beginning of the school year in which they reach the age of five.

The procedure for making applications is as follows:

All applications for places must be made on the `Common Application Form` produced by the local authority (LA) in which the parent lives. The application form can be obtained directly from that local authority, which is responsible for co-ordinating the allocation of all places at maintained schools in its area. The LA will also pass on any applications recorded on the form for places at schools in other local authorities.

In addition, parents should complete a separate `Supplementary Information Form` for St Joseph's school and for each Catholic school at which they are seeking a place. This allows each school to put all its applicants in order of priority for admission, using the school's admissions policy. Copies of our form can be obtained by contacting the school or by downloading from the school website. This form should be returned directly to us, fully completed, before the closing date for applications.

We encourage parents to visit our school in order to find out more about how we work and the education that we offer. Parents are welcome to arrange a visit by contacting the Headteacher. However, such visits are not obligatory and do not form part of the process of deciding which children are to be offered a place at the school.

All applications are required before the published closing date, which is on the application form, and late applications will only be processed when those applications have been dealt with. Any late applications will be considered by the Governors' Admissions Committee.

The school operates a waiting list for any places which may become available during the year. When such places come up, all children on the waiting list are considered. Places are not offered on the basis of length of time on the waiting list. The admissions criteria will be applied to all children on the waiting list. Parents who wish their child to be on this list should inform the school in writing and inform the Governors each term if they wish to remain on the list. Failure to do so will result in the child concerned being removed from the waiting list.

The Education Act of 1998 gives all parents the right of appeal against refusal of a place at the preferred school. Copies of a notice of appeal can be obtained from the school.

CRITERIA TO BE USED IF PLACES ARE OVERSUBSCRIBED

In the event that the school receives more applications than there are places available, the order of priority for admission will be established using the following criteria.

1. Baptised Catholic looked after children or previously looked after children.
2. Baptised Catholic children living within the Parishes of St Joseph's Church, Elm Grove, or St Francis of Assisi, Moulsecoombe, who have a sibling in the school at the time of admission.
3. Baptised Catholic children living the Parishes of St Joseph's Church, Elm Grove or St Francis of Assisi, Moulsecoombe.
4. Other Baptised Catholic children who have a sibling in the school at the same time.
5. Other Baptised Catholic children. Evidence of baptism will be required.
6. Children baptised in another Christian denomination and whose parent is enrolled in a programme of preparation to come into full Communion with the Catholic Church for at least 12 months prior to the closing date of applications, or non- baptised children who together with a non-baptised parent are enrolled on the above programme. This will need to be evidenced by a letter from the Parish Priest.
7. Other looked after children or children who were previously looked after.
8. Siblings of non- Catholic children who are in St Joseph's at the time of admission.
9. Children who are members of other Christian denominations with a letter of support from their Minister.
10. Children who have attended St Josephs' Pre-School
11. Any other children.

The governors will apply the following tiebreaker within any of the above categories when applications exceed the number of places available and it is necessary to decide between applications through a priority system.

Distance from home, the address at which the child resides, to the school, closest proximity receives highest priority. Evidence of residence may be required.

Distance will be measured in accordance with the local authority's computerised measuring system from the child's home to the school.

Children with Statements of Special Educational Need

There is a different procedure for the admission to school of children with a statement of Special Educational Need and the L A is responsible for issuing the statement and consulting with the parents and Governing Body of St Josephs if a preference has been made for the school. This should be done before the school is named in the statement.

Notes:

`Looked after children` are children who are in the care of the local authority (LA) as defined by section 22(1) of the Children's Act 1989. **`Previously looked after children`** means children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

`Baptised Catholic` means a member of a church in full communion with the See of Rome, which includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church. For the purpose of this policy, it includes a looked after child who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised were it not for their status of looked after. (e.g. a looked after child in the process of adoption by a Catholic family.)

`Sibling` refers to brother or sister, adopted brother or sister, step brother or step sister, or the child of the parent /carers partner and, in every case, the child should be living at the same address. If there is a vacancy in any class the governors are obliged to offer it to any applicant.

The governors will only accept a transfer from another Brighton school at the beginning of a term or half term unless the child has moved house.

As agreed by the FGB on 1st December 2012

Diocese of Arundel and Brighton
ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
SUPPLEMENTARY INFORMATION FORM

Child's details

Child's first name:	Child's surname:
Date of birth:	

Parent / carer details

1 st Parent/carer's name:	
Address:	Post Code
Telephone number:	
2nd Parent/carer's name:	
Address:	Post Code
Telephone number:	

Details of religion

Religion of child (Please tick)	Catholic	Other Christian	Other faith(please state)	No Religion
Parish you live in:				
Church where child was baptised: (baptism certificate is required)				
Church you currently attend:				

Siblings

Name(s) of brothers or sisters at this school who will be attending at date of admission:	

Children 'looked after' by the local authority

Is the child 'looked after' by the local authority? If so, please name the Authority:	
Name of social worker:	

Priest / Ministers Reference

Please arrange to meet with your Parish Priest to enable them to complete this section of the form

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Signature

Parish

Date

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:.....