

St. Joseph's Catholic Primary School

St. Joseph's School is a Christian community in which individuals are valued and respected, and encouraged to reach their full potential.

Faith, Hope, Love

Admissions Policy 2018 - 19

Drafted: Resources Committee

Ratified by the Full Governing Body:

Date for Review: Autumn 2018

Headteacher: Mrs W D'Arcy

Front Street, Nympsfield, Stonehouse, Glos, GL10 3TY

Telephone/Fax: 01453 860311

Email: admin@st-josephs.gloucs.sch.uk

Website: www.st-josephs-nympsfield.org

GENERAL INFORMATION

1. St. Joseph's Catholic Primary School is a voluntary-aided primary school situated in the Diocese of Clifton and maintained by the Gloucestershire Local Authority.
2. The school was established by the Church to serve the parishes of St. Joseph in Nympsfield and St. Dominic in Dursley. A map of the parish boundary and surrounding area is attached to this policy and is available for inspection on the school website or at the school on request.
3. The Governing Body of the school, in conjunction with the Diocese of Clifton and the Gloucestershire Local Authority, is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the Schools Admissions Code, by the advice of the Clifton Diocese in its duty to the school and to the Catholic community through the schools' Trust Deed.
4. The Governing Body will consider all applications made in accordance with this policy and if oversubscribed, with the criteria set out below, without reference to the ability or aptitude of the child.
5. Having consulted with the Gloucestershire Local Authority and others in accordance with the requirements of the law, the Governing Body has set the Published Admissions Number at **29** for the forthcoming academic year **2018-2019** for the Reception Year Group.

If offered a place at St Joseph's Catholic Primary school the child is entitled to a full time place in the September following their fourth birthday. The parent(s)/carer can start their child on a part-time basis but not beyond the point at which they reach compulsory school age.

Parent(s)/carers offered a place can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year of which the offer was made. If parent(s)/ carers wish a deferment they should indicate so when accepting the offer of a place.

Parent(s)/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later.

Parent(s)/carers should apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing body, in consultation with the Head Teacher, will decide whether the deferred entry can be approved. Where it is agreed in principle by governors for a child to be admitted to the Reception year, a year behind their chronological age group, the parent(s)/carer will need to complete a local authority common application form for that year and the oversubscription criteria will be applied, if necessary.

All other applications for admission outside of a child's chronological age group must be put in writing to the school, along with any supporting evidence. Governors will consider the application and inform the parent(s)/carer of the outcome in writing.

Attendance at St Joseph's Pre-School does not guarantee admission to St Joseph's Primary School and the parent(s)/carer(s) must therefore complete an application and will be judged by the same criteria as all other applications.

6. For children living in Gloucestershire applications for a Reception place at our school should be made directly to the Gloucestershire Local Authority online at

www.gloucestershire.gov.uk/schooladmissions. Alternatively, the Local Authority's **Common Application Form** is available, on request, from, **Admissions & Transfer Team, Gloucestershire Local Authority, Shire Hall, Gloucester GL1 2TP** (www.gloucestershire.gov.uk/schooladmissions). Parent(s)/carers of children living in another Local Authority (LA) must apply to their home LA. Applications must be completed on the home Local Authority's **Common Application Form** and returned to them by **15th January 2018** to be considered in the first round of allocations.

The home Local Authority will then, on behalf of the Governing Body, offer places to those who qualify for a place. If you wish to apply under any of the faith based criteria you should also include a copy of a baptismal certificate or verification letter to be returned to St Joseph's Catholic Primary School - and by the 15th January 2018 to be considered in the first round of allocations.

In the event of oversubscription, the Governing Body will apply its stated criteria to the applicants, rank them in order and notify the Local Authority of its decisions. The home Local Authority will then notify, on behalf of the Governing Body, those parents/carers who have successfully gained a Reception place for their child at the school on **16th April 2018**.

Those who have not, will be offered a place at an alternative school by the home Local Authority.

As a Catholic school our primary responsibility is to provide an education that supports Catholic parents/carers with their responsibility to share their faith with their children. As a result, Catholic children are prioritised in our oversubscription criteria.

7. As a Christian community our school acknowledges that some children are more vulnerable than others. Without compromising the education we provide, we are committed to playing our part in reaching out to vulnerable and marginalised children. Where, in full discussion with the home Local Authority, our school is named on a child's Statement of Special Educational Needs or Education, Health and Care Plan, that child will be admitted before any other child ranked by the following criteria:

OVERSUBSCRIPTION CRITERIA (in order of priority) if more applications are received than places available.

8.1 Looked After and Previously Looked After children who are baptised Catholics;

8.2 Baptised Catholic children who live in the parish of St. Joseph or the parish of St. Dominic;

8.3 Baptised Catholic children who live outside the parishes of St. Joseph and St. Dominic;

8.4 Looked After and Previously Looked After children.

8.5 Children of a Catholic parent/carers who live in the parish of St. Joseph or the parish of St. Dominic;

8.6 Children who will have a sibling attending the school at the time of their admission;

8.7 Children living in the surrounding village of Nympsfield.

8.8 Children with a parent/carers who has been a member of St Joseph's School staff for two or more years at the time of application – and/or who has been recruited to fill a vacant post for which there is a demonstrable skill shortage;

8.9 Any other children not in the above categories;

In categories 8.1, 8.2, 8.3 and 8.5 a copy of the baptismal certificate must be provided. To be considered in the first round of allocations, it must be submitted by 15th January 2018. Where a certificate is not available, a statement from a member of the clergy, confirming that the person has (or in their opinion has) been baptised into the Catholic Church must be provided. The governors may also request sight of the original certificate.

Definitions

9. (a) To be considered a brother or sister a child must be living at the same address the majority (at least 50%) of the time as a full, half, step or adoptive brother or sister. Step brothers/ sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address considered to be the address of the child for whom the application is made.
- (b) A “looked after child”(1) or a child who was previously looked after but immediately after being looked after became subject to an adoption(2) child arrangements order(3) or special guardianship order(4)

(1) A “looked after child” is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

(3) Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22nd April 2014 is deemed to be a child arrangements order.

(4) See Section 14A of the Children Act 1989 which defines a “special guardianship order” as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

- (c) Members of staff are defined as being staff employed on the St Joseph’s school payroll.

Tiebreakers

If two or more applications cannot be separated by applying the oversubscription criteria, the drawing of lots will be used to determine the order of ranking of applications. This will be supervised by someone independent of the school.

Late Applications for Reception places

Applications received after the 15th January 2018, will be processed in accordance with the procedure stated in the Co-ordinated Admission Scheme of the child’s home Local Authority.

In-Year Admissions

Applications made outside the normal year of entry process must be made directly to the school, by completing an In Year Admissions Common Application Form, which can be downloaded from www.gloucestershire.gov.uk/schooladmissions and returning it to the school. If applying on faith grounds a copy of a baptism certificate should also be returned to school. The parent(s) / carer(s) will be informed in writing of the outcome of their application.

Appeals Procedure

Parents / carers have the right to appeal against the refusal by the Governing body to admit their child and should submit an appeal within 20 days of receiving the letter of refusal. An appeals hearing will be arranged and will be conducted in accordance with the School Admission Appeal Code.

Waiting Lists

A waiting list for Reception will be held until **31st December 2018** by the school. The waiting list will be prioritised according to the school's oversubscription criteria. Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria.

Multiple Births

Where one child of a multiple birth qualifies for a place, the other child(ren) will also be offered a place, even if the school has to exceed the Published Admission Number. In Key Stage One, this may be a permitted exception to Infant Class Limits.

Fair Access Protocols

The school has signed up to the In-Year Fair Access Protocols held by the Gloucestershire Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list (Para 3.21 of the new Code).

MORE INFORMATION CAN BE FOUND AT www.gloucestershire.gov.uk/schooladmissions

The school can be contacted via admin@st-josephs.gloucs.sch.uk

Attachments: Map of St Joseph and St Dominic Parish boundaries and surrounding area

Signed:
Chair of Governors