

Saint Joseph's Catholic Primary School

The Borough



Little Dorrit Court
Redcross Way
London SE1 1NJ

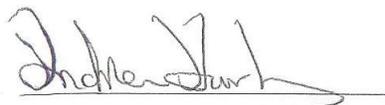
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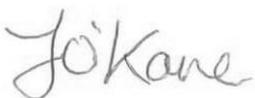
Admissions Policy 2022-2023

Updated: February 2021

Review Date: February 2022

Agreed by: Headteacher / Governors

Signed:  (Chair of Governors)

Signed:  (Headteacher)

**ADMISSIONS POLICY and PROCEDURE for
SAINT JOSEPH'S CATHOLIC PRIMARY SCHOOL, The Borough
2022-2023**

Saint Joseph's Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. 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.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeates 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.

The school exists primarily to serve the Catholic community. However, the Governing Body welcomes applications, subject to the availability of places, from those of other denominations and faiths who support the religious ethos of the school.

The governing body has responsibility for admissions to this school and, having consulted with the local authority and other admission authorities, intends to admit 30 pupils to the Reception class in the school year which begins in September 2022.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Looked after Catholic children, or looked after children in the care of Catholic families and previously looked after children who have been adopted.
2. Baptised Catholic children and children enrolled in the catechumenate who are resident in the Parishes of Church of The Most Precious Blood or Our Lady of La Salette. *A Parish Boundary map is available from the school office.* Evidence of baptism will be required.
3. Baptised Catholic children and children enrolled in the catechumenate from families who are resident in other parishes.
4. Other 'looked after children' and other previously looked after children who have been adopted.
5. Children who are members of Eastern Christian Churches including Orthodox Churches. Evidence of Baptism or reception from the authorities of that Church will be required.

6. Children of families who are committed members of other Christian denominations. Evidence of Baptism (or dedication) and of religious commitment provided by a priest or minister where the family regularly worship, will be required.
7. Children of other faiths. Evidence of religious commitment provided by a priest, minister or religious leader where the family regularly worship, will be required.
8. 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.

- i) The attendance of a sibling at the school at the time of admission will increase the priority of an application within each category.
- ii) For categories 2, 3, 5 above, the evidence of commitment to the faith as demonstrated by the priest's reference will increase the priority of an application within each category. This evidence must be provided by the parents or guardians and can be endorsed by a priest at the church where the family normally worship.
- iii) For categories 6 and 7, above, the evidence of commitment to the faith as witnessed by the Minister will increase the priority of an application within each category. This evidence must be provided by the parents or guardians and can be endorsed by a priest or minister from the place where the family normally worships.
- iv) The governing body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which make the school particularly suitable for the child in question.
- v) The distance from the child's home (measured by as the crow flies) to the school premises. This will be carried out by entering the postcode into an electronic London map and measuring the distance from the centre of the circle to the school entrance. This will be carried out by a governor. Evidence of residence may be required.

The school currently offers a mixture of full-time (parents will be asked to pay a 'top-up fee currently £60 per week) and part-time Nursery places in September of each year to children

who are 3 years old. All Reception age children are admitted to the Reception Class in the September **following their fourth birthday**. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Parents may also request that their child attends part-time until the child reaches compulsory school age.

Please note – admission to the Nursery class does not guarantee a place in the Reception class. Parents of Nursery children MUST re-apply for a Reception place.

NOTES (these notes form part of the oversubscription criteria)

‘looked after child has the same meaning as in Section 22 of the Children’s 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).

Catholics include members of the Ordinariate and 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 and Ireland.

‘catechumen’ means a member of the catechumenate of a Catholic church. This will normally be evidenced through the parish priest, for example with a letter confirming enrolment.

A sibling is defined as a full brother or sister or step/half brother or sister living at the same address, a child who is living as part of the family unit by reason of a Court Order or a child who has been placed with foster carers as a result of being ‘looked after’ by the authority. It does not include cousins.

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest. Evidence should indicate why the school is the most appropriate school and identify any difficulties that would arise were the child to attend a different school.

Admissions procedure

To apply for a place at this school, you must complete and return two separate forms.

1. Applications for Reception 2022-2023.

The **Common Application Form** should be completed online from the Southwark Council website by the date in January 2022 set by Southwark.

2. In-year (casual) admissions

Applications for a place at the school in-year must be made using the **In Year Admission form** of the local authority (LA) where the child resides. This form

must be returned to the LA. The school's supplementary form should also be completed to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the LA on behalf of the governors. In the event of the governors deciding that a place cannot be offered 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.

3. The Supplementary Information and Priest's Declaration Form available from the school and the school website, must be completed and returned to Saint Joseph's Catholic Primary, Little Dorrit Court, London SE1 1NJ

You will be advised of the outcome of your application by a common offer date specified by the local authority (April 2022 for applications received on time for Reception 2022). This will initially be by letter or email from the local authority on behalf of the school. If you are unsuccessful (unless your child gained a place at a school you ranked higher on your Common Application Form), you may ask the school for the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

Both the Supplementary Information Form and the Common Application Form or In Year Admission form MUST be completed if you wish your son/daughter to be considered for a place. 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.

Admission of children below compulsory school age

The governors will provide for the admission of all children in the September following their **fourth birthday**. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

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. Appellants have the right to make oral representations to the Appeal Panel.

ADDITIONAL NOTES

Pupils with an Education Health Care Plan

The admission of pupils with an Education Health Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home local authority. Details of this separate procedure is set out in the *Special Educational Needs Code of Practice*.

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 for Reception 2022, which will be maintained until 31st December 2022, 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. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.