

# ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL, BROADSTAIRS

## ADMISSIONS POLICY 2016-2017

St. Joseph's Catholic Primary School is situated in the Diocese of Southwark and is maintained by the Local Authority.

The Governing Body of the school is the admitting authority and 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 law, by the advice of the Diocesan Trustees, and its duty to the school and the Catholic community.

St Joseph's Governing Body welcomes applications from those who support the religious ethos of the school based on Gospel values which are rooted in the teachings of Christ and are an expression of peace and collaboration among all citizens in the shared commitment to serving the common good. Gospel values create our right to hold our body of beliefs. Having consulted the Local Authority and others in accord with the requirements of the law, the Governing Body has set as its planned admissions number, 30 pupils for the school year commencing 2016-2017. The law does not allow more than 30 pupils to be admitted to the reception class. These children must reach the age of five between 1<sup>st</sup> September 2016 and 31<sup>st</sup> August 2017.

Pupils will be admitted in one intake in September on a part-time basis with older children in the morning sessions and younger children in the afternoon. The majority will start full time in the penultimate week of term 1 although the Class Teacher may deem some children ready to start school full time earlier. The school decision is final (see Appendix A point 6)

Pupils will be admitted without reference to ability or aptitude, race, nationality, colour, ethnic or national origin, gender or social circumstances, thus promoting inclusion. Parents of children with additional needs are asked to give the Headteacher details as soon as they are offered a place at the school. This will allow staff to plan with parents any necessary arrangements enabling the child to participate fully in all lessons and activities.

### Waiting list

Children will only remain on the waiting list if parents/guardians phone in monthly to show an interest. Each time a place is available then all the children in the age appropriate year group will be considered in accordance to the admission priorities set out in this policy. It should be noted that legislation does not allow more than 30 children in any infant class.

In line with legislation, children with statements of Special Educational Need (SEN) which name St Joseph's Catholic Primary School, will be admitted and the Published Admission Number reduced prior to the application of the oversubscription criteria.

If there are more applications than places available children will be ranked in priority order using the oversubscription criteria as set out below:

- 1 Looked after baptised Catholic children (LAC) and looked after children in care of Roman Catholic families and members of the Eastern Christian Churches in union with Rome.** *(Criteria C below will also apply*

*where necessary*) (see Appendix A point 1 - This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order)

- 2 Baptised practising Catholic children and members of the Eastern Christian Churches in union with Rome. Baptismal certificate or equivalent required.** (*Criteria A, B and C below will also apply where necessary*)
- 3 All other Looked after children** (*Criteria C below will also apply where necessary*) (see Appendix A point 1 - This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order)
- 4 Siblings (see Appendix A point 2) of children on the roll of the school at time of entry.** (*Criteria C below will also apply where necessary*)
- 5 Other Baptised Catholic children and members of the Eastern Christian Churches in union with Rome. Baptismal certificate or equivalent required.** (*Criteria C below will also apply where necessary*)
- 6 Practising baptised/christened or dedicated children who are members of practising Christian Denominations that are part of the Churches Together in England. Baptismal certificate or equivalent required.** (*Criteria A and C below will also apply where necessary*)
- 7 Any other child.**  
(*Criteria C below will apply where necessary*)

In the event of any over-subscription in the number of applications within any of the above categories the following criteria will apply.

- A. Priority will be given firstly to families who attend church weekly, then those who attend almost every week, then those who attend once a month and then to those who attend on Church festivals. Confirmation of church attendance must be given by a priest/ minister or faith leader. (Using Appendix C) More than one form may be submitted to support attendance at previous churches.
- B. The presence of a brother or sister in the school at time of entry. (sibling through blood, marriage or adoption) (See appendix A point 2)
- C. Those living nearest to the school. If in the event more than one applicant has the same distance from home to school (as measured by the local authority) then a random selection will be applied. (See appendix A point 3 and 4)

## **Application Procedure**

Applications for admissions for Year R in September must be made using the KCC Common Application Form(RCAF) For both Year R and all other admissions, in order for the Governors to apply their admissions criteria, the school requires completion of the school supplementary form (Appendix B) and Priests/minister/faith leader's supplementary form (Appendix C).

For year R admissions the closing date for KCC RCAF forms will also be the closing date for submissions of the schools supplementary form (Appendix B) and Priests/minister/faith leader's supplementary form (Appendix C).

Supplementary forms can be obtained from **St. Joseph's Catholic Primary School, St. Peter's Park Road, Broadstairs, Kent, CT10 2BA, Tel: 01843 861738**. Completed forms should be returned to the school at this address.

RCAF forms can be obtained from KCC and the school and these should be returned to KCC by registered post.

### **Appeals**

Parents have the right to appeal against any refusal by the governors to admit their child. Appeals will be directed to an independent appeals panel established within the terms of The School Standards and Framework Act 1998. Details of the appeals procedure can be obtained from the Clerk to the Governors at the school.

For additional information on admissions see Appendix A point 5 and 7.

## **Appendix A**

### **Point 1**

Children in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989) (LAC)

### **Point 2**

A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

### **Point 3**

Nearness of children's homes to school - we use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody.

### **Point 4**

A pupil's home address is considered to be a residential property that is the Child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is either

- owned by the child's parent, parents or guardian, or

- leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement.

If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

A block of flats has a single address point of reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

**Point 5**

If parents wish to know the areas from which successful applicants have come please contact the school.

This is in line with School Admissions Code (Paragraph 2.45)

**Point 6**

Parents may wish to defer their child's school place until the start of the term following their fifth birthday.

**Point 7**

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- 1 when a parent has failed to respond to an offer within a reasonable time; or
- 2 when a parent has failed to notify the school of important changes to the application information; or
- 3 the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

**Thanet Catholic Deanery**  
**Catholic Primary Schools Supplementary Form**  
**Appendix B**

St. Joseph's C P School  
 St Peter's Park Road,  
 Broadstairs  
 CT10 2BA  
 01843 861738

St. Ethelbert's C P School  
 Dane Park Road  
 Ramsgate  
 CT11 7LS  
 01843 585555

St Gregory's C P  
 Nash Road  
 Margate  
 CT9 4BU  
 01843 221896

**Name of School applying to:- St. Joseph's Catholic Primary School**

**Please complete using capital letters**

<b>Surname of Child</b>	<b>Forename(s)</b>
<b>Date of Birth</b>	<b>Male                      Female</b>
<b>Child's permanent address:</b>	
<b>Postcode</b>	<b>Telephone number</b>
<b>Mother/Carer's full name</b>	<b>Father/Carer's full name</b>
<b>If Carer, is child in Local Authority Care (LAC) or a child who has been adopted from care?</b>	<b>If Carer, is child in Local Authority Care (LAC) or a child who has been adopted from care?</b>
<b>Address (if different from above)</b>	<b>Address (if different from above)</b>
<b>Postcode</b>	<b>Postcode</b>
<b>Telephone home</b>	<b>Telephone home</b>
<b>Telephone any other number</b>	<b>Telephone any other number</b>
<b>Telephone mobile</b>	<b>Telephone mobile</b>
<b>With whom does the child live?</b>	
<b>Denomination</b>	
<b>Church/Community normally attended</b>	
<b>Has your child been baptised? (if yes please attach Baptismal Certificate or equivalent)</b>	<b>Yes                      No</b>
<b>Will your child have any brothers or sisters attending the school at time of entry?</b>	<b>Name of brother or sister:</b>

**Should you be unsuccessful but wish to remain on our waiting list please tick box**

**Signature of person with Parental responsibility**

**Date** \_\_\_\_\_

St Joseph's Catholic Primary School  
St Peter's Park Road, Broadstairs, Kent, CT10 2BA  
Supplementary Form

Appendix C

**(Section in the box to be completed by parent/guardian/carer and the rest by Clergy/Minister/Faith Leader)**

Please leave this form with the Priest/Minister/Faith Leader (with a s.a.e) who will, on completion forward it to the school.

Name of Child \_\_\_\_\_

Religious Denomination \_\_\_\_\_

Name of Church/Worshipping Community \_\_\_\_\_  
\_\_\_\_\_

The family (as the responsible unit for the child)of the above named is known to me as members of the congregation/community and I therefore support the application for a place at

**St. Joseph's Catholic Primary School.**

I would like to confirm that the family of the above mentioned child attend my Church/Community:-

Every week	
Almost every week	
Once a month	
Church festivals	

**THIS SECTION TO BE COMPLETED BY PARENT/GUARDIAN/CARER**

If you consider there are valid reasons for church attendance to be considered equivalent to weekly, because of illness or other reasons please, state this below:

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This form must be returned to the school named above by

Signature of Priest/Minister/Faith Leader

\_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ Position \_\_\_\_\_

Name and address of Church/Community

\_\_\_\_\_  
\_\_\_\_\_

**Please affix parish stamp**

Updated Sept 15 F/DATA/ADMISSIONS/ADPL16/17