



## **ST JOSEPH'S CATHOLIC PRIMARY SCHOOL**

### **Admissions Policy 2017**

St. Joseph's Catholic Primary School is part of the Kent Catholic Schools' Partnership academy trust 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. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body welcomes all applications, particularly from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into the reception class, in September 2017 up to 15 pupils without reference to ability or aptitude.

Where the number of applications exceeds 15, the Governors will offer places using the following criteria in the order stated:-

1. Looked after Catholic Children or looked after Children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
2. Baptised Catholic children. Evidence of Baptism will be required.
3. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
4. 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 ceased to be so because they were adopted or who is the subject of a care order under Part IV of the Act.
5. Other Looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
6. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
7. Children who are members of other Christian denominations that are part of Churches together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
8. Children who are members of other faiths. Evidence of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.
9. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

1. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required.
2. Social and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).
3. Those who live closest to the school. Distance from home to school will be measured as a straight line from front gate of the home to the main gate of the school using the measurement supplied by the Local Authority derived from their computerised mapping system.
4. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.
5. The admissions of pupils with a Statement of Special Educational Needs or with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

**Note:**

Catholics include members of 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.

**Admissions procedure**

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form available from the school, should be completed and sent to the school not later than the closing date published by the Local Authority. This should be done even if the CAF is completed online. If the Supplementary Information Form is not completed, the governing body of the school will only be able to consider the application after all applicants who have completed a Supplementary Information Form. 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.

Offers of places will be sent to parents on the common offer date as notified by the Local Authority.

**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 their 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.

### **Admission arrangements for children to be taught outside of their expected year group**

Where a child who is Reception age and born between 1 April and 31 August (known as summer born) is not deemed ready by his/her parents to start school at some point in their expected year group, a parent can apply for admission outside of the normal age group (ie to enter Reception year when the child should be starting in Year 1).

Requests for admission outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper CAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria.

### **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. Parent/Carers have the right to make oral representations to the Appeal Panel.

### **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 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.

### **Late Applications**

Any late application will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, 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.

*This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), applies also to succeeding years, subject to availability of places.*



## CATHOLIC PRIMARY SCHOOLS IN DOVER DEANERY SUPPLEMENTARY ADMISSION FORM



St. Mary's

St. Richards

St. Augustine's

St. Joseph's

**PUPIL INFORMATION:**

Surname of child:.....First Name:.....

Middle Name:.....Chosen Name:.....

Gender:.....Date of Birth:.....  
(please enclose a copy of your child's birth certificate)

**PARENT/CARERS NAME/S (PLEASE PRINT)**

Mr/Mrs/Ms/Miss.....

Contact Number:.....Relationship:.....

Mr/Mrs/Ms/Miss.....

Contact Number:.....Relationship:.....

Home address of child:.....

.....

Brother or sister currently attending primary school (please continue on back if necessary):

School:.....Name:.....Year.....

Religion of child:.....Date of Baptism...../...../.....

Religion of parents:.....

Name of Parish in which your child lives:.....

*(please make sure you have enclosed a copy of your child's baptismal/christening certificate)*

**PASTORAL INFORMATION**

According to the school's Admission Policy the Governors are required to consider any "medical or social grounds which make the school particularly suitable for the child in question. These may require verification by an appropriate authority such as a medical practitioner, social worker or educational welfare officer". In certain circumstances, this information could increase the likelihood of your child obtaining a place at the school.

Does your child have a disability of any kind, or other medical or social additional needs, which you believe should be taken into account by the Governors when considering admissions? Please provide details here (continue on a separate sheet if necessary):

Details of any professionals/agencies involved with your child:.....

Signed:.....Date:.....

**Please tick one of the boxes below:**

I enclose a completed KCC Common Application Form: YES/NO

I am sending my completed Common Application Form direct to KCC: YES/NO

I have already completed a KCC Common Application Form on –line which your school was included as one of my choices: YES/NO