



## ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL, BROADSTAIRS

### ADMISSIONS POLICY 2017-2018

## Introduction

St. Joseph's Catholic Primary School is situated in the Diocese of Southwark and is part of the Kent Catholic Schools Partnership.

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 accordance with the requirements of the law, the Governing Body has set as its planned admissions number 30 pupils for the school year commencing 2017-2018. 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 2017 and 31<sup>st</sup> August 2018.

Although Catholic children have priority of admission, the Governing Body also welcomes applications from those of other denominations, other faiths and of none. Children will be admitted without reference to ability or aptitude, race, nationality, colour, ethnic or national origin, gender or social circumstances, thus promoting inclusion.

## Oversubscription Criteria

Where the number of applications for admissions exceeds 30, and after the admission of pupils with Statements of Special Educational Needs where the School

is named on the Statement, the Governors will offer places using the following criteria in the order stated :-

- 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 1 point .
- 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 1 point .
- 4 Sibling of children on the roll of the school at time of entry.** See Appendix 1 point 2. *(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 Supplementary Form 2, SIF2) 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 1 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 1 point 3 and 4)

## Admissions Procedure for Entry into Reception

The Governing Body of St Joseph's Catholic Primary School is responsible for determining the admission arrangements of the school, including the priority of admissions to the school when the school is oversubscribed. When the application deadline has closed, the Local Authority (LA) provides to the school a list of all the applicants who have applied to the school. The school will then rank the applications in strict accordance with its published admissions arrangements and provide the LA with the ranked list. The LA is responsible for coordinating the allocation of places and offering the individual places to parents on behalf of the governors on the national offer date.

To accordingly apply for a place at this school for Reception 2017, you should complete and return the following three forms :

1. The **Common Application Form (CAF)**

All applications for Reception places must be made on the KCC Common Application Form which is available either in paper form from KCC or on line at [www.kent.gov.uk](http://www.kent.gov.uk). For a valid application, the CAF **must** be returned either in the paper form or online by the published deadline. This form must be returned to KCC direct and we advise you to send this document by registered post if you are unable to complete an in line application.

2. The **School's Supplementary Information Forms 1 and 2 (SIF1 and 2)**

These are available from both the School and the School website ([www.st-josephs-broadstairs.kent.sch.uk](http://www.st-josephs-broadstairs.kent.sch.uk)) and allows the School to put all applicants in order of priority for admission in line with the published admissions policy. If the two Supplementary Forms are not received, the School will only be able to consider the application based on the information provided to the LA on the CAF. Both supplementary forms should be returned to the School office by the published deadline. However, it may be that given the individual applicant's circumstances, SIF2 is not applicable and only SIF1 will be required.

## Children with Statements of Special Educational Needs

In line with legislation, children with Statements of Special Educational Needs (SEN) which name the school will be admitted and the admission number reduced prior to the application of the oversubscription criteria.

Parents of children with additional needs are asked to give the Head Teacher 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.

## **Late Applications**

All forms are required on or before the published closing dates referenced above. Late applications (those where it is reasonable that a parent could have submitted an application by the closing date) will only be processed when all those applications received by the deadline have been dealt with.

In the event of there being any spaces available, the above criteria will be applied to late applications. 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.

## **Waiting Lists**

If the school is oversubscribed, 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 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.

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.

## **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 Bursar at the school.

## **Procedure for In Year Admissions**

In year applications should be made directly to the School. An In Year Casual Admissions form must be completed and returned to the school together with the two SIFs referenced above. When lodging the application with the School, please also bring your child's original baptismal certificate (if applicable) for copying.

The oversubscription criteria in this admission policy will also apply to applications made outside the normal entry to primary education (Reception year) ie in succeeding years or during the academic year.

## **Visiting the school**

We encourage parents to visit our school in order to find out more about how we work and the education we offer. Parents are welcome to arrange a visit by contacting the school office on Tel 01843 861 738. However, such visits do not form part of the process of deciding which children are to be offered a place at the school; they are for assistance only.

## **Giving us the wrong information**

If a parent/carer is found to have supplied false or incorrect information to gain a place at this school, the Governing body reserves the right to withdraw any offer of a place even if the child has already started school. An example of false or incorrect information would be the use of an address that is not the child's normal residence.

## **Deferred Entry in Reception**

Schools are required to provide for the admission of all children in the September following their fourth birthday. However, parents have the following options where the governing body has offered such a child a place at the school. The parent can decide either :

- (1) That the child starts school in the September following their fourth birthday with their natural academic cohort; or
- (2) To defer the date their child is admitted to the 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 for which the offer was made; or
- (3) That the child starts school on a part-time basis 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 for which the offer was made.

## **Admission of children outside their normal age group**

It is the view of the Diocese and the Governing Body of this School, that a child is best educated alongside his/her age equivalent peers, in almost all cases.

Should a parent request to have a deferred entry to school i.e to start later than other children in their chronological age group, they must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. As an example, a request to the school for a summer born child (i.e born between 1 April to 31 August) to be admitted to the reception class following their fifth birthday, must be made prior or during the application process for the child's normal year group. An application will also have to be made to the Local Authority for a school place in the correct year group. This will ensure that the parents are not disadvantaged for a preference school place in the event the request is refused.

If the request is accepted, the application for the normal chronological age group may be withdrawn before the place is offered. The acceptance of a deferment by the school is **not an offer** of a place; the parent will then be required to apply in the usual way the following year, along with the cohort of applicants for that year group. It should be noted that the application **will not receive priority** over or above any other applicant for this year group and the application will be considered in line with the published admission criteria applicable for that year of entry alongside all other applicants to the school.

In relation to the request, decisions are made on the basis of the circumstances of each case and in the best interest of the child. The governing body will expect the parent to supply them with appropriate information and evidence. What the governing body will take into account will include :

- (1) Views of the parent
- (2) Information relating to the child's academic, social and emotional development, where relevant
- (3) Medical history and the views of a medical professional
- (4) If the child may naturally have fallen into a different age group if it were not for being born prematurely
- (5) Views of the Head Teacher of the school.

Please note that parents do not have the right to insist that their child is admitted to a particular age group. It is the Governing Body who, having considered the circumstances of each individual case, will make a decision. The Governing Body will set out clearly for the parents concerned the reasons for their decision in each case.

Parents who are refused a place at school have a right of appeal. However, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **APPENDIX 1**

### **(These notes form part of the admissions arrangements)**

#### **(1) Looked After Children**

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)

#### **(2) Sibling**

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

#### **(3) Distance**

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.

#### **(4) Home Address**

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.

#### **(5) 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 admissions authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

#### **Reminder :**

Have you remembered to complete :

- (1) The Local Authority's Common Application Form (RCAP) and
- (2) The School's Supplementary Information Forms 1 and 2 and
- (3) If applicable, please also supply your child's original baptismal certificate with the application for copying. We are unable to accept a photocopy/scanned copy.

All enquiries regarding admissions should be addressed to the Bursar Mrs Isabel Emby.

St Joseph's Catholic Primary School  
St Peter's Park Road  
Broadstairs, Kent CT10 2BA  
Tel and fax 01843 861 738  
e-mail [office@st-josephs-broadstairs.kent.sch.uk](mailto:office@st-josephs-broadstairs.kent.sch.uk)

Head Teacher Mrs Linda Briggs



# Supplementary Information Form 1 St Joseph's Catholic Primary School

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

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

Signature of person with Parental responsibility

Date \_\_\_\_\_

## Supplementary Information Form 2

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

**(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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Signature of Priest/Minister/Faith Leader

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

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

Name and address of Church/Community

**Please affix parish stamp**

CRoe/doc/admissions/17/18