

CO-ORDINATED ADMISSIONS

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
Together in God's Family, we Love, Grow and Learn

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Admission Policy 2018 - 2019

St Joseph's is a Voluntary Aided School which was established by the Roman Catholic Church to serve the parish of St Joseph, Fishponds.

The Admission Number for 2018-19 is 30 for the Reception class. This is also the number of places available in each other year group and is in accordance with current government legislation. Reception pupils are normally admitted in September of the school year in which they reach their fifth birthday, however, they are not required to do so until the beginning of the term **AFTER** their fifth birthday, and so, in appropriate cases, admission may be deferred. A parent /carer offered a place may 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. If the parent/carer wishes a deferment they should indicate so when accepting the offer of a place. When offered a place for the Reception Year children are entitled to a full time place in the September following their fourth birthday. A child may attend part-time until later in the School Year but not beyond the point at which they reach compulsory school age.

Admission outside of normal age group

Admissions outside the normal age group should be made in writing to the School and will be considered on the basis of the circumstances of each case, advice may be sought from relevant professionals as appropriate. If a request for children born between 1 April and 31 August delaying admission until the following School year is agreed in principle, the parent/carer will need to complete the Local Authority Application Form and the oversubscription criteria will be applied as appropriate.

Application for admission to the school should be made to the Local Authority where the child lives on the **Local Authority Common Application Form**. For children living in Bristol forms are available from the school office, the Local Authority or online www.bristol-cyps.org.uk/schools/admissions

Reception Year applications **MUST** be returned **directly to** the Local Authority either online or by post at this address:
School Admissions
PO Box 57
College Green Bristol
BS99 7EB

To be considered in the first round of allocations, applications must be submitted to the home Local Authority by the **closing date of midnight on 15 January 2018**.

The home Local Authority acting on behalf of the Governors will then notify parents/carers on 16 April 2018 of the outcome of the application.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

There is a different admission procedure for children with a Statement of Special Educational Needs or an Education Health Care plan, EHCP. If, after consultation with the Governors, the school is named within the document, then the child is automatically admitted regardless of the oversubscription criteria applied to other applicants.

Applications for a Reception Class place submitted **AFTER** the 15 January 2018 will be processed in accordance with the Co-ordinated Admission Scheme of the child's home Local Authority. If the School receives more applications than the places available, the following criteria, given in order of priority, will be used to determine the ranking of applications:

1. Looked After children and Previously Looked After children, who are baptised in the Catholic Faith.
A copy of a valid Baptismal Certificate must be provided to the School for all baptised children.
2. Children who are baptised into the Catholic Faith and reside in the parish of St Joseph. (A map is available online and from the school office and is attached to this policy – see **Appendix 2.**)
A copy of a valid Baptismal Certificate must be provided to the School for all baptised children.
3. Baptised Catholic children who live outside the parish of St Joseph.
A copy of a valid Baptismal Certificate must be provided to the School for all baptised children.
4. Looked After and Previously Looked After children.
5. Children who are not baptised at the time of application, living within the parish of St Joseph, but born with a Catholic parent/carer. A map is available online, from the School office and is attached to this policy
A copy of a valid Baptismal Certificate of the Catholic parent/carer must be provided to the School.
6. Children who will have a sibling on the roll at St Joseph's school at the time of admission.
7. Other children not in the categories above.

TIE BREAK

If all applications **within** a category are equal, priority will be given to children who will have a sibling at the school at the time of admission. If applications are still equal, priority will be determined by the drawing of lots supervised by someone independent of the School. Where one child of a multiple birth is drawn in any category, the other child or children will be deemed to have also been drawn.

For categories 1, 2, 3 and 5 a copy of the baptism certificate must be sent to the School by **15 January 2018** to be considered in the first round of allocations for a place in the Reception year.

WAITING LIST

A waiting list of those still seeking a place in the reception Year will be held until 31 December 2018. Should places become available, offers will be made by the Governors in accordance with the above oversubscription criteria. As each child is added the waiting list will be re-ranked accordingly.

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 would be a permitted exception to the Infant Class size Limit.

ADMISSIONS COMMITTEE

An Admissions Committee consisting of at least three Governors will be appointed each year by the full Governing Body to administer the Policy. They will consider each application and if there is oversubscription they will determine the offer or refusal of a place, ranking the applications in line with the oversubscription criteria.

IN YEAR APPLICATIONS

A formal request for Admission should be made **directly to the school**. A completed Application Form should be returned to the school together with any relevant documents. The decision of the Governors will be communicated directly to the applicant.

APPEALS PROCEDURE

Parents have the right to appeal against a refusal by the Governing Body to admit their child. **Parents should put the appeal in writing.** A letter should be sent to the Clerk to the Governing Body or home Local Authority, (for the normal admission round) at the school. Appeals will be arranged and conducted in accordance with the School Admissions Appeals Code.

DEFINITIONS

Siblings: For the purpose of this policy, a sibling will be defined as a biological brother or sister, a half-brother or sister, a step-brother or sister, a foster brother or sister or an adopted brother or sister who resides permanently in the same household as the child for whom a place is sought for at least 50% of the time.

Looked After Children and Previously Looked After Children: Looked After Children who are in the care of a local Council or being provided with accommodation by a local Council in the exercise of their social services functions as defined by section 22(1) of the Children Act 1989. Previously Looked After Children include children who were **(a)** adopted under the Adoption and Children Act 2002 (section 46 adoption orders) **(b)** who were adopted under the Adoption Act 1976 (section 12 adoption orders) **(c)** children with Child Arrangement Orders (defined in section 8 Children Act 1989 (amended by section 12 of the Children and Families Act 2014) Any Residence Order in force prior to 2014 is deemed to be a Child Arrangement Order and **(d)** a child with a Special Guardianship Order (section 14A Children Act 1989)

Baptised Catholic

A baptised Catholic in the context of the Admission Policy means a person baptised as a Roman Catholic in a Church which is in Communion with the See of Rome or baptised into another Christian denomination but has subsequently been received into a Catholic Church which is in Communion with the See of Rome (**see Appendix 1**).

Where a certificate is not available a letter from a member of the clergy confirming that the person has (or in their opinion has) been received/baptised into the Catholic Church must be provided.

Parent

This includes all of those people, including carers, who have parental responsibility for a child set out in the Children Act 1989. All references within this policy to parent(s), therefore include carers accordingly.

Appendix 1

Churches in Communion with Rome.

Oriental Rite (or Eastern Catholic) Churches in union with Rome

Alexandrian

- Coptic Catholic Church
- Ethiopian Catholic Church (*'Gheez rite'*)
- Eritrean Catholic Church

Antiochean (West Syrian)

- Syrian Catholic Church
- (Syro-)Maronite Catholic
- Church Syro-Malankar Catholic Church

Armenian

Armenian Catholic Church

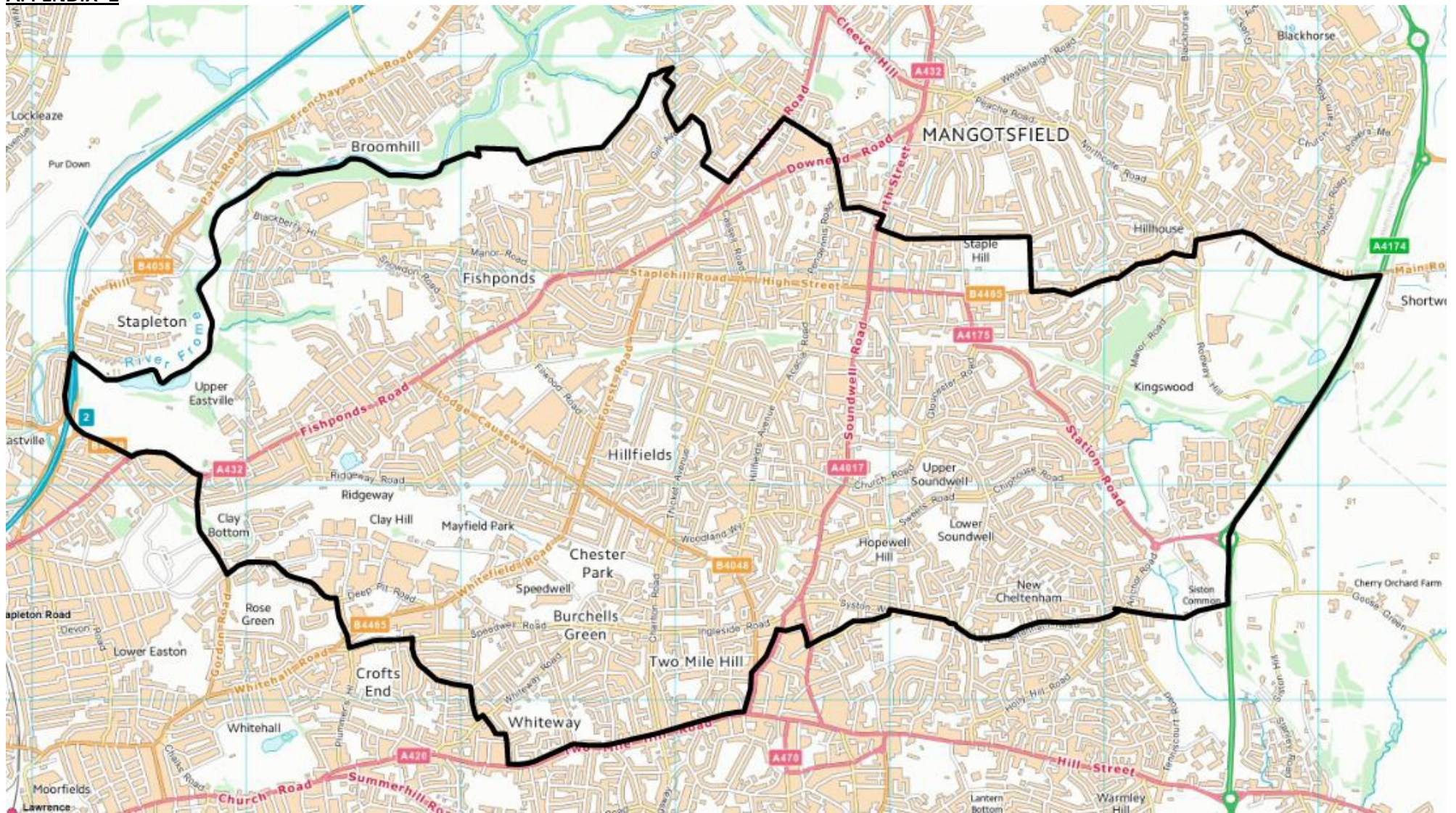
Chaldean (East Syrian)

- Chaldean Catholic Church
- Syro-Malabar Catholic Church

Constantinopolitan (Byzantine)

- Albanian (Byzantine) Catholic Church
- Belarussian Catholic Church
- Bulgarian (Byzantine) Catholic Church
- Georgian Catholic Church
- Greek (Hellenic) Catholic Church
- Greek-Melakite Catholic Church
- Hungarian (Byzantine) Catholic Church
- Italo-Albanian (Byzantine) Catholic
- Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church) (*Byzantine Catholics in former Yugoslavia*)
- Macedonian Catholic Church
- Romanian (Greek) Catholic Church
- Russian Catholic Church
- Ruthenian (Byzantine) Catholic Church
- Slovak (Greek) Catholic Church
- Ukrainian (Greek) Catholic Church

APPENDIX 2



Map of St Joseph's Parish, Fishponds