

RECEPTION APPLICATIONS
children born between 01/09/12 – 31/08/13



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
Lanark Road, London, W9 1DF



Admissions Policy 2017-18

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families in the Parish of St John's Wood and local area. See the attached catchment area map. The map, the School Information Form (SIF) and the Certificate of Catholic Practice are available from the School Office and from the School website: www.stjosephsschool.org.uk

As a Catholic school, we aim to provide a Catholic education for all our pupils and Catholic doctrine and practice permeate 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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Admission Policy for 2017/2018

The Governing Body has sole responsibility for admissions to this School and intends to admit **45 pupils** to the Reception Class in the school year which begins in September 2017. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2016 and 31st August 2017.

Priority will always be given to applicants with a Certificate of Catholic Practice in accordance with the criteria and over-subscription provisions listed below. For the past five years no applicant has been admitted beyond criteria 3.

In this policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

Applicants whose child is currently attending the nursery are reminded that a fresh application must be made.

Application Procedure

Documentation

In order to make an application, you **must** complete an application form from your local authority either online or on paper and return it to them. You **are also requested** to complete the School's **Supplementary Information Form (SIF)**. The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription.

Please return the SIF to the School together with all other relevant paperwork required for your application. If the SIF is not returned your application will be deemed to meet the lowest criteria so your child will be very unlikely to obtain a place.

Applicants applying under criteria 2, 3 and 4 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the school website or from the diocesan website at <http://rcdow.org.uk/education/parents/>

The closing date for applications is 15th January 2017.

Wherever the Admissions Policy or Supplementary Information Form (SIF) indicates a need for parents to provide information, evidence or documentation, the obligation is upon the parents themselves to see that this

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is done in full and in good time to meet the timetable of the admission process. **The Governors will not issue reminders.**

- Home address is defined as the address at which the child resides for 50% or more of the school week.
- Applications with late documentation will be considered after all other applications have been placed.
- In the event of any **false or misleading** information being provided by the applicant, the Governing Body reserves the right to refuse to admit the child and the right to withdraw the place if an offer has already been made.

Applications received after the closing date will be dealt with after the initial allocation process has been completed.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about **Tuesday 18th April 2017**. Parents/carers should accept the place as soon as possible.

OVERSUBSCRIPTION CRITERIA

In the event of there being more applicants than places, the criteria used to decide which children are to be admitted are as follows, and are placed in order of priority:

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements or special guardianship orders.
2. Catholic children baptised within one year from birth with a Certificate of Catholic Practice, of permanent teaching staff who have been teaching at the school for at least two years at the time of application.
3. Catholic children baptised within one year from birth, with a Certificate of Catholic Practice and living within the school's catchment area. *See attached map.*
4. Other Catholic children with a Certificate of Catholic Practice.
5. Other baptised Catholic children
6. Looked after children and other children who have been adopted (or subject to child arrangements order or special guardianship orders) immediately following having been looked after.
7. Other Christian children who have either a baptismal certificate or a letter from their minister confirming membership of the Church
8. Children of other faiths and whose application is supported in writing by their religious leader confirming membership of the faith community.
9. All other children.

When the offer of places to all applicants in any category listed above would lead to over-subscription, the attendance of a brother or sister at the School at the time of enrolment will increase the priority of an application within each category.

Exceptional Need

The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

Tie Break

Where the order of priority is otherwise equal, preference will be given to a child who lives the shortest distance from the school.

Distances are measured by the Local Authority's computerised measuring system.

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Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.

In Year Admissions

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list your child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in order of the oversubscription criteria and not in the order in which the applications are received. When a place becomes available the Governing Body will decide who is at the top of the list and make an offer.

Multiple Applications

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Fair Access

The School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any LEA protocol that has been agreed by both the Governing Body and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Reception Year Deferred Entry

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. *Entry may not be deferred beyond statutory school age or beyond the year for which the application has been made, therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2018.*

Waiting List

Unsuccessful applicants who wish their child to be considered for future vacancies must inform the School in writing within 14 days of the date of the refusal letter. They will be offered the opportunity of being placed on a waiting list which list will be maintained by the governing body in the order of the oversubscription criteria and not in the order which the applications are received. When a place becomes available the parents will be informed. Names are removed from the list after one year, unless applicants request in writing to remain on the list.

Pupils with an Education, Health and Care Plan (EHC)

The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted.

Change of Details

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the Local authority immediately. If misleading information is given or allowed to remain on one of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

Right of Appeal

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an

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independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing by Friday 27th May 2017.

Summer Born Children

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Children Educated Outside Their chronological Age Group

(Except applications for reception for summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

Certificate Of Catholic Practice

Applicants applying under criteria 2, 3 and 4 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest's reference form) is available from the school or from the diocesan website. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

Definitions

1. **'Looked after child'** has the same meaning as in S.22 of the Children 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 at the time of making an application to the school).
2. **'Adopted'**. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.
3. **'Child Arrangements Order'**. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.
4. **'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately before the order is made qualify in this category.
5. **'Parent'** means the adult or adults with legal responsibility for the child.
6. **'Sibling'** means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.
7. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church.
8. **'Certificate of Catholic Practice'** means a certificate given by the family's parish priest (or the priest in charge of the church where the family practice) in the form laid down by the Bishops' Conference of England and Wales.
9. **'Catechumen'** means a child who is a member (if over 7 years of age) or whose parent is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

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10. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
11. **'Christian'** for the purposes of this policy, means a member of one of the Churches affiliated to 'Churches Together in Britain and Ireland'.
12. **'Resident'** A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.
13. **'Catchment area'** see map attached.