



St Joseph's Catholic Primary School, South Oxhey

ADMISSIONS POLICY 2016-2017

MISSION STATEMENT:

Let it be known to all who enter here that Christ is the reason for this school, the unseen but ever present teacher in all its classes, the model for its children, the inspiration for its staff.

Love and Learn in the Footsteps of Christ

St Joseph's Catholic Primary School was founded by the Church to provide education for Catholic children. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with criteria listed below.

The aim of the school is to provide a Catholic education for all its pupils. Therefore, 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 supported fully 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.

The Governing Body has sole responsibility for admission to this school and intends to admit 30 pupils (to the Reception Class) in the school year which begins in September 2016. The Published Admissions Number for the school is 30.

Applications are invited for September 2016 from families whose child attains 4 years of age between 01/09/2015 and 31/08/2016.

Over recent years, the school has been oversubscribed with Catholic children, however, applications will be welcomed from children who are not Catholic.

The Governing Body will give top priority to an application within a category where evidence is provided at the time of application of an exceptional social, medical, pastoral or other need of the child which can only be met at this school. Compelling, written, professional evidence from a doctor, social worker or priest must be supplied.



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OVERSUBSCRIPTION CRITERIA

Where the number of children put forward by applicants exceeds the number of places available, places will be offered according to the following order of priority.

- 1 Baptised Catholic looked-after children and baptised Catholic children who ceased to be 'looked after' because they were adopted or made subject to child arrangements orders or special guardianship orders.
- 2 Baptised Catholic children from practising Catholic families with siblings within the school at the time of admission.
- 3 Other baptised Catholic children from practising Catholic families resident in the Parish of St Joseph's, Carpenders Park. A map outlining the Parish boundary is available on the School website, is displayed within school and copies are also available from the School Office.
- 4 Other baptised Catholic children from practising Catholic families resident in local and neighbouring Parishes¹. Maps of the local and neighbouring parishes are available on the School website, are displayed within the school and copies are also available from the School Office.
- 5 Other baptised Catholic children.
- 6 Other looked after children and children who ceased to be 'looked after' because they were adopted or made subject to child arrangements orders or special guardianship orders.
- 7 Children who are catechumens or members of an Eastern Christian Church.
- 8 Christian children of other denominations whose parents wish them to have a Catholic education and whose application is supported by their Minister of Religion or a baptismal certificate.
- 9 Children of other faith communities whose parents wish them to have a Catholic education and whose application is supported by their Minister of Religion.

¹ St Anthony, Croxley Green; Holy Rood, Watford; St Helen's Watford; Sacred Heart, Bushey; St John Fisher, Harrow; St Gabriel's, Harrow, Hatch End; St William of York, Stanmore; St Matthew, Northwood; Most Sacred Heart, Ruislip.



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10 Any other applicants.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the following provisions will be applied:

- children from multiple births will have increased priority within each category; when the last offer is made to a child of a multiple birth, i.e twin, triplet etc., the remaining child(ren) will also be offered a place(s), even though it will mean exceeding the published admission number;
- the attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed would still lead to oversubscription, the places up to the admissions number will be offered to those living nearest to the school. The home to school distance will be measured from the child's home address point to school address point in a straight line as measured by Hertfordshire County Council's GIS system and outlined in the Moving On/Under 11s publications. Permanent home address means that at which the child normally resides, not an accommodation address. Proof of residence may be required.

FAIR ACCESS PROTOCOL

St Joseph's Catholic Primary School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the Governing Body and the Diocese for the current admissions year. The Governing Body has this power even when admitting such a child would exceed the normal admissions number.



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ADMISSIONS PROCEDURE

All parents should complete the Common Application Form (CAF) from Hertfordshire Local Authority and parents wanting their application to be considered under any of the **Oversubscription Criteria 1-9**, or because of exceptional social, medical pastoral or other needs, **should also complete** the Supplementary Information Form (SIF).

Parents wanting their application to be considered under any of Oversubscription Criteria 2-4 should also obtain a **Certificate of Catholic Practice Form** from the School Office or from the Diocesan website at:

<http://rcdow.org.uk/att/files/education/admissions/certificate%20of%20catholic%20practice%207%209%2015%20final.pdf>

This form should be completed and handed to the relevant priest for signature (see Guidance with the form). The priest will only sign the form if you are known to him and he is aware that you are a practising Catholic family. It is the parent's responsibility to ensure that the completed and signed form is returned to the school by the closing date.

If you do not complete both the CAF and SIF and return them by the closing date listed in the Common Application Form Guidance Booklet, and, if applicable, return the completed Certificate of Catholic Practice form to the school by the closing date, the Governing Body may be unable to consider your application fully and it is very unlikely your child will get a place at the school.

The Governors' Admissions Committee will consider all applications in accordance with the stated criteria. In compliance with the revised Statutory Framework, based on the December 2014 Schools Admissions Code, co-ordinated admissions arrangements are in place with the Hertfordshire Local Authority. Parents/guardians are required to submit an application to the Local Authority. The deadline for submission of both forms – for the school and the Local Authority – will be listed in the County Admissions Handbook –the final date for applications is January 15 2016. Offers of places will be sent to parents on 16 April 2016. This is Primary National Offer Day. Applications received after the closing date will be dealt with after the initial allocation process has been completed.



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Parents of children attending the Nursery **must** make a fresh application for Reception. Attendance at the Nursery **does not** guarantee a place in Reception.

Right of Appeal

If you are unsuccessful in your application, you may ask the Governors for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed above and you will have the right to appeal to an independent panel. Parents wishing to appeal who applied on line should log into their online application and click on the link 'register an appeal'. For those who did not apply on line, please contact the Hertfordshire Customer Service Centre on 0300 123 4043 to request an Appeal pack.

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 the deferment is requested. The place will be held until the first day of the Spring or Summer term. Entry may not be deferred beyond statutory school age or beyond the year of application. Parents of children with birthdays in the Summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September. If the school is oversubscribed they will be very unlikely to obtain a place.

Applicants may also request that their child attends part-time until statutory school age is reached.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out and not in the order in which applications are received or added to the list. In the event that supplementary information is made available to Governors whilst a child's name is on the waiting list that was not available at the time of original application, this will be taken into account should a vacancy arise; such information would be of an exceptional educational, social, medical or pastoral need (please refer to Notes). Compelling, written, professional evidence from a doctor, social worker or priest must be supplied. Names are removed from the list at the end of the academic year.



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SUMMER BORN CHILDREN

Parents may now request that their Summer born child, i.e. a child born between 1 April – 31 August 2012, be admitted to Reception in the September following his/her 5th birthday, that is September 2017. Parents making use of this option need not apply in the 2016/17 Admissions round. However, when such parents do apply, they should inform the school of their request, in writing, at the time of application. The application must then be submitted in the normal way and will be treated under the same procedure as all other applications and ranked in accordance with the Oversubscription criteria. There is no guarantee that an offer will be made.

IN-YEAR ADMISSIONS

In-year applications are made directly to the school. If a place is available and there is no waiting list, the Local Authority will be informed and the Governing Body will admit the child. If more applications are received than places available, applications will be ranked in accordance with the oversubscription criteria. The following modifications will apply: baptised Catholic children from practising Catholic families without an offer of a school place elsewhere will be given priority after baptised Catholic 'looked-after' children; similarly, other children without an offer of a school place will be given priority after other 'looked-after' children. If a place cannot be offered at this time, parents (or guardians) may ask the Governing Body for the reasons, will be informed of their right of appeal and offered the opportunity to place the candidate's name on a 'continuing interest' list. For In-Year applications only, parents wishing to appeal should contact the school directly in the first instance. Should a place become available, the Governing Body will make an offer in accordance with the oversubscription criteria.

Pupils with a Statement of Special Education Needs/Education, Health and Care Plan

The admission of pupils with Statement of Special Educational Needs/ Education, Health and Care (EHC) Plan is dealt with by a separate procedure. This procedure is integral to making and maintaining statements by the pupil's home Local Education Authority. Details of this separate procedure are set out in the Special Education Needs/Education, Health and Care Plan Code of Practice.



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NOTES (these notes form part of the **oversubscription criteria**)

'Child Arrangements' Order: an order under the terms of the Children Act 1989 s.8, as amended by s12 of the Children's and Families Act 2014, which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

'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.

'Special Guardianship Order': an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

'Parent': the adult or adults with legal responsibility for the child.

'Looked after Child' has the same meaning as in section 22 of the Children Act 1989: any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

'Practising Catholic' means a baptised Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese. As mentioned under 'Admissions Procedure', The **Certificate of Catholic Practice form can be obtained** from the School Office or from the Diocesan website at:

<http://rcdow.org.uk/att/files/education/admissions/certificate%20of%20catholic%20practice%207%209%2015%20final.pdf>

'Family' includes the Catholic or Catholics who have legal responsibility for the child.

'Catholic': a member of Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This must be evidenced by a Certificate of Baptism in a Catholic Church or Certificate of Reception into full communion of the Catholic Church.



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'Sibling': a sibling is defined as the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after* and in every case living permanently** in a placement within the home as part of the family household from Monday to Friday at the time of this application.

*Children previously looked after are those children adopted or with a special guardianship order or child arrangement order. This definition was amended following a determination by the OSA in August 2014.

**A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

A sibling must be on the roll of the named school at the time the younger child starts.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

'Catechumen': a member of the catechumenate of a Catholic Church. This would normally be evidenced by a Certificate of Reception into the Order of Catechumens.

'Christian': for the purposes of this Policy, a member of one of the Churches affiliated to 'Churches together in Britain and Ireland'.

'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

Demonstrating **'exceptional social, medical, or pastoral need'** for a child which can only be met at this school: the Governing Body will require written, compelling, professional evidence from a doctor, social worker or priest.



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'Parish of St Joseph's, Carpenders Park': a map showing the boundaries of the parish of St Joseph's is available on the school website, is displayed within the school and is available from the School Office.

'Local and neighbouring parishes': maps showing the boundaries of the local and neighbouring parishes are available on the school website, are displayed within the school and copies are also available from the School Office

'Home address' is where the child resides for 50% or more of the school week.