



# St Joseph's Catholic Primary School

Admission Policy  
2009/2010

# Admission Policy for 2009/10

St. Joseph's Catholic Primary School Retford

## Introduction

St. Joseph's Catholic Primary School Retford is a Church aided school in the Diocese of Hallam and is maintained by Nottinghamshire LA. This means that the members of Parish and the Diocese of Hallam have contributed towards the cost of building the school and continue to care for its buildings and its people.

The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years, with priority being given to children who live and worship within the parish of St. Joseph's Retford.

It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

Please note that admission to St. Joseph's Catholic Primary School does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number for 2009/2010 is 30.

## Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents resident in Nottinghamshire LA and who have expressed a preference for St. Joseph's Catholic Primary School before the closing date will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Voluntary Aided primary schools within the Bassetlaw area, including St. Joseph's Catholic Primary School. Details of the co-ordinated scheme can be obtained from the Authority.

Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM both of which are to be found in the LA ADMISSION BOOKLET.

## Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference basis.

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

## Date of Admission to the School for 2009/2010

E.g. Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the Governing Body being the admissions authority for this school, will admit children into school at:

- a) children whose fifth birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> December - admission at the beginning of the Autumn Term in September.
- b) children whose fifth birthday falls between 1<sup>st</sup> January and 31<sup>st</sup> August - admission at the beginning of the Spring Term in January.

## Criteria for Admission:

Please note that children who have a Statement of Special Educational Needs that names the school are required to be admitted.

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority:

(Should the planned admission limit be reached mid category, the Governing Body, as the admissions authority will make a decision based on the shortest distance between the applicant's home and the main entrance of the school by the most direct route as measured by the LA).

## Category One

Catholic children (see footnote 2) who:-

- a) are in Public Care (Looked After Children)
- b) are siblings (footnote 3) of Catholic children currently attending St Joseph's Catholic Primary School at the time of their admission.
- c) live and worship within the parish of St. Joseph's Retford.

## Category Two

Children in Public Care (Looked After Children) who are not baptised Catholics.

## Category Three

Children who have siblings (footnote 3) attending St. Joseph's Catholic Primary School at the time of their admission.

## Category Four

Catholic children who live and worship in other Catholic parishes but who do not have a sibling in the school.

## Category Five

Children who are worshipping members of other Christian Churches as recognised by Churches Together in England (see [www.churches-together.net](http://www.churches-together.net)) whose parents have sought the written support of their minister and live within the parish of St. Joseph's Retford.

## Category Six

Children who are worshipping members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

## Category Seven

Children who have Special Educational Needs who are supported by professional evidence as to why St. Joseph's Catholic Primary School is deemed the most appropriate setting to meet those needs.

## Category Eight

Children whose parents are seeking a Christian environment for their children's education.

### Footnotes:

#### Footnote 1.

This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Nottinghamshire LA.

#### Footnote 2

"Catholic children" are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, or those whose parents have been formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

#### Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

#### Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 2566440)

#### Footnote 3

##### Definition of Sibling

For the sibling criteria to be applicable, one of the following conditions must exist:

- a) a brother and / or sister is permanently resident at the same address

- b) a stepbrother and / or stepsister is permanently resident at the same address (to include half brothers / sisters)

### Place of residence

The child's ordinary place of residence will be deemed to be a residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week.

### Late Applications

Late applications will be dealt with in accordance with the LA scheme.

### Waiting List

Waiting lists will be dealt with in accordance with the LA Scheme.

### False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

### Applications outside of the normal admissions round

Applications outside of the normal admissions round will be dealt with in accordance with the LA scheme.

### Appeals against the Governing Body's decision to refuse admission

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfES Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 21 days of receiving the refusal letter.

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

### Timetable (NB Insert the timeline as agreed by your Admission Forum)

Closing date for receiving applications

Offer day

### Documentation Required

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information form, obtainable in the LA admission booklet, should be completed, securely attached to the Common Application form and returned to the LA by .....
3. A copy of the child's baptism certificate if the applicant is Roman Catholic/ baptised Christian
4. Ministers Reference if the child is a member of another Christian Church or other World Faith.

5. This Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

Governing Body of St. Joseph's Catholic Primary School Retford

Date January 2008