

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL, BOUGHTON

ADMISSION POLICY AND PROCEDURES 2008/2009

INTRODUCTION

The Governing Body is the admissions authority and all decisions about admissions are made by a committee of the Governing Body. The admissions process is co-ordinated by Nottinghamshire Local Authority on behalf of the Governing Body.

We are a voluntary-aided school and as such, the Governors are mindful to safeguard the distinctive nature of St. Joseph's Catholic Primary School through this policy. St. Joseph's Catholic Primary School is an inclusive school that welcomes children from all backgrounds and abilities provided they support and contribute towards our ethos and mission statement.

All applications will be treated on merit and in a sensitive manner.

If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice.

However, this is not always possible, due to the excess demand on the school places available.

Before finally determining the policy, the Governing Body has consulted with the Diocesan Education Service, the Local Authority and all other schools in the relevant area in accordance with the provisions of the Education Act 2002.

THE ADMISSIONS PROCEDURE

- a) The closing date for applications for the academic year 2008/9 will be the date determined with the L.A. under the co-ordinated arrangements.
- b) The School will contact parents who have previously requested a place for their child, to see if they still wish the Governors to consider their child for a place at the School and advising them of the procedure to be followed.
- c) The Governing Body will decide on admissions for the coming academic year after the closing date for applications.
- d) Parents will be informed of the Governors' decision by the L.E.A. under the co-ordinated arrangements and will be required to accept or decline offered places, or appeal against a refusal to admit. Should any parent decline an offer of a place, then that place may be filled from the waiting list. This list will also have been agreed by the Governing Body in accordance with the Categories for Admission
- e) Procedures for parents wishing to make appeals are set out below.
- f) Any applications received after the closing date will be accepted but considered only after those received by the closing date. Parents are therefore encouraged to ensure that your application is received on time.

Applications from parents made during the school year following the allocation day will be considered by the Admissions Committee of the Governing Body. If the respective year group total is below the Admission Number for that year group, the child will be offered

a place. This will be done having regard to the Government's Key Stage 1 class size regulation, which means that, by law, Governors are not allowed to allocate more than 30 places in any infant class – that is ages 4 – 7. If the respective year group total is above the admission number, the child will be offered a place only if the Committee decides that the education of children in that year group will not be detrimentally affected by the admission of an extra pupil. Should a place not be available, parents can request that their child's name be entered onto the school's waiting list, which will open on the day after allocation day. Children's names will be entered on the list only if a written request is received from the parent. Places on the waiting list will be determined according to the oversubscription criteria below. The waiting list will close at the end of the first full week of the term(s) when children are admitted.

WHO CAN APPLY FOR ADMISSION?

The Governors invite applications from parents of children approaching school age, that is children whose 5th birthday is on or between 1st September 2008 and August, 31st 2009.

Children are admitted into school in accordance with Nottinghamshire LEA procedures.

There are two admission dates

- The first day of the Autumn term for the children whose 5th birthday is from 1st September – December 31st 2008
- The first day of the Spring term for children whose 5th birthday is from January 1st to August 31st 2009

If it is discovered that a place in the school is allocated based on fraudulent or intentionally misleading information, the Governors will withdraw the place.

Parents wishing to apply for a place for their child should complete a common application form, provided by the LEA. They should also contact the school office to request a supplementary admissions information form, which should be completed, signed and returned to the school. All forms must be returned by the date determined with the LA under the coordinated arrangements. **Please note that you will need to provide school with copies of your child's birth and baptismal certificates (or evidence of Baptism) prior to his or her entry.**

The Governors have a responsibility to maintain the Catholic character and ethos of the school and admissions will be controlled with this in mind. Late applications, except where the family have moved into the area, will be considered after all other applications, received by the closing date. You are therefore encouraged to ensure that your application is received on time.

Applications from parents received during the school year following the allocation date will be considered by the admissions committee of the Governing Body. If the respective year group total is below the admission number for that year group the child will be offered a place. If the respective year group total is full or above the admission number, the child will be offered a place only if the Committee decides that the education of the pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

The Schools planned admission number is 26.

If your child is offered a full time place before he or she reaches compulsory school age, you have the option of deferring the child's entry until later in the school year. A place will be held and not offered to another child.

OVERSUBSCRIPTION CRITERIA

If there are more applications than places available, the Governors will apply the following criteria in order to allocate places.

Children who have a Statement of Special Education Needs, where the school is named as the most appropriate educational setting for the child, will be admitted. This will reduce the number of places available to applicants.

1. Catholic children in the care of a local authority. (See notes 1 and 2).
2. Catholic (see note 2) children living in the parish of St. Joseph's New Ollerton.
3. Catholic (see Note 2) children living outside the parish named in Category 2.
4. Other children who are in the care of the local authority (see note 1).
5. Children who are baptised or dedicated members of other churches as recognised by Churches Together in England. (see note 3). First priority will be given to members of the Orthodox Churches.
6. Children of other world faiths not referred to above whose parents are seeking a Christian environment for their children's education.
7. Other children whose parents are seeking a Christian environment for their children's education.

Tie Breakers

First priority in all categories will be given to siblings (see note 4) that is children who have older brothers or sisters attending the school at the proposed time of admission.

If Categories Two or Three are oversubscribed, priority, (after sibling priority) will be given to children who attend weekly Mass with one or both parents or with a close family relative. Parents will be issued with a verification form which will need to be countersigned by a priest who can verify Mass attendance.

If Category Five is oversubscribed, priority (after sibling priority) will be given to members of the Orthodox Churches.

If Category Six or Seven is oversubscribed (after sibling priority) the Governing Body will make a decision based on the shortest distance between the applicants home and the main entrance of the school using the same means of measurement as used by the Local Authority locally.

This distance 'tie breaker' will be used in any of the six categories, if two or more applicants are equal in all other respects.

The LEA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form.

Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LEA and should be completed by the date stipulated on the forms.

ADMISSION APPEALS

If you are not allocated a place, you have the statutory right to appeal. You should do this by writing to the Clerk of Governors no later than 3 weeks (15 working days) after you have received your offer letter from the L.A. Your appeal will be arranged on behalf of the Governors by the Diocesan Education Service and will be heard by an independent panel. The decision of the panel will be binding on both you and the school.

INFANT CLASS SIZE

Infant classes of 5, 6, and 7 year olds may not, by law, contain more than 30 pupils with a single qualified teacher. Parents/Carers should be aware that when the Governing Body considers applications for places, they must keep to the 30 limit. Parents do not have a right of appeal if the school is oversubscribed and their child is refused a place, in accordance with the Infant Class Size Regulations.

WAITING LIST

The waiting list will open on the day after allocation day. Children's names will be entered on the waiting list only if a written request is received from the parent. Places on the waiting list will be determined according to the oversubscription criteria below. The waiting list will close at the end of the first full week of the term(s) when children are admitted.

REVIEW

This policy will be reviewed annually by the governing body which is the admissions authority in the light of any changed circumstances in our school or the local area.

Notes

Note 1 – Definition of Child in Public Care (Looked after)

A child who is looked after by the Local Authority in accordance with Section 22 of the Children's Act 1989 (b) at the time of application of his/her admission is made and who the Local Authority can confirm, will still be looked after at the time when he/she is admitted to school.

Note 2 – Definition of Catholic (for the purposes of this policy)

1. A child baptised in the Roman Catholic Church or baptised in one of the other rites of the Catholic Church whose members are in full communion with the Bishop of Rome (eg The Greek Catholic Church).
2. A child baptised in another Christian faith who has been received into full communion in the Roman Catholic faith.
3. A child who, with his or her family, is enrolled in a recognised course of preparation leading to baptism (parishes are requested to keep appropriate records).

Note 3 – Churches Together in England

(See www.churches-together.org.uk for details on membership)

The Baptist Union

British Antiochian Orthodox Church

Church of England

Church of God Prophecy

Council of African and Afro-

Cherubim and Seraphim Council

of Churches

Church of Scotland (in England)

Congregational Federation

Coptic Orthodox

Council of Oriental Orthodox

**Caribbean Churches;
Independent Methodist Churches;
Lutheran Council of Great Britain
Methodist Church
United Reform Church
Ichthus Christian Fellowship**

**Churches
Joint Council for Anglo-
Caribbean Churches;
Wesleyan Holiness Church**

Note 4 – Definition of Sibling

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- a. have one or both natural parents in common
- or b. are related by a parent's marriage
- or c. are adopted or fostered.

Note 5 – Place of Residence

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date of 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, including weekends.