

# ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL CHRISTCHURCH

## ADMISSION ARRANGEMENTS FOR SCHOOL YEAR 2017-2018

St. Joseph's is a Voluntary Aided School under the auspices of the Catholic Diocese of Portsmouth and maintained by Dorset County Council which is the Local Authority (LA). Through the shared religious commitment of parents, parish and school community, it offers the benefit of an education based on Gospel values. The Governing Body is the Admission Authority. The decision to admit, or otherwise, is the responsibility of the Governing Body.

The LA operates a timetabled co-ordinated admission procedure for all schools in line with Government legislation and will administer the process on behalf of the governing body of the school according to the scheme published in the Authority's Admission Booklet, but it is the Governing Body as the Admission Authority for the school who will allocate the available places in line with this policy.

This policy takes account of the Equality Act 2010 and the Human Rights Act 1998. The governing body will administer its policy fairly and impartially.

The information given herein is correct for the school year shown above, but it could be altered for future years. We advise you to check with the school that no changes have occurred.

In September 2017 the Governing Body will admit to the reception class up to its published admission number (PAN) of 30, children who attain their fifth birthday between 1<sup>st</sup> September 2016 and 31<sup>st</sup> August 2017. The PAN for year groups admitted to the school before September 2012 is 35 and will remain so until all those pupils leave at the end of Y6 in July 2018.

If the school is named on an Education Health Care Plan, the child will be admitted to the School. The admission of children with an EHCP will count towards the School's Admission Number.

### OVERSUBSCRIPTION CRITERIA

If the number of applications exceeds the Admission Number, the following criteria will be used to allocate places:

- Category 1** "Looked After" Catholic Children and "previously Looked After" Catholic Children. (See \* below).
- Category 2** Baptised Catholic children living within the Catholic Parish boundaries of St. Joseph's Christchurch, Holy Redeemer Highcliffe, and Our Lady of Lourdes New Milton
- Category 3** Baptised Catholic children from Catholic Parishes other than those in category 2

- Category 4** Other “Looked After” Children and “previously Looked After” Children. See (\*) below.
- Category 5** Baptised Eastern Orthodox children
- Category 6** Un-baptised children of a baptised Catholic parent
- Category 7** Children of families who are members of other Christian denominations (See \*\* below).
- Category 8** Children of other Faith Traditions
- Category 9** All other children

#### **Explanatory notes:**

For the purposes of these admission arrangements, a baptised Catholic means a person baptised in a church which is in communion with the See of Rome or a person received into the Catholic Church.

\* A ‘Looked After Child’ is a child who is (a) in the care of the Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services function in accordance with Section 22(1) of the Children Act 1989 at the time of making an application to the school.

A “Previously Looked After Child” is a child who was looked after, but ceased to be so because he/she was adopted or became subject to a child arrangements or special guardianship order.

\*\* Families whose Church is a member of: (i) “Churches Together in Britain and Ireland” (see <http://www.ctbi.org.uk>) or (ii) “The Evangelical Alliance” (see <http://www.eauk.org>).

#### **Should there be more applications than places available in any of the above categories, priority will be given to:**

- a) A child who, at the time of application already has a sibling on the school roll who will still be on the roll at the time of the applicant’s admission. A sibling is defined as a full, adopted, half or step sister or brother, or the child of the parent’s/carer’s partner, where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- b) A child who lives nearest to the school as calculated by the distance measurement method used by the Local Authority and as clarified in their publication. (See [www.dorsetforyou.com/schooladmissions](http://www.dorsetforyou.com/schooladmissions) “Starting School for the first time/Admission Guidance”)

Where an application for multiple birth children would take the admission number above the PAN, legislation now allows for this to be an “excepted case” for the whole of KS1, thus allowing families to keep their children together in the same school. In such cases the governors will admit children of multiple births. However, no further admissions are allowed until the cohort falls below the PAN again.

If there are insufficient places to accommodate all applicants and it is not possible to distinguish between applications despite applying the priority categories above, lots will be drawn by an independent person (from the LA) to determine the final place(s), for example where applicants live in the same block of flats.

The Governors can consider only one “home address” for each child. Where a child spends time with parents with shared parental responsibility at more than one address, the Governors will consider the home address as being where the prime carer resides. The “prime carer” shall be determined as the parent/carer in whose name the Child Benefit payment for the individual child is made, or in the absence of Child Benefit entitlement, the home address will be deemed to be the one on the child’s Medical Card.

### **Deferred Entry:**

A child reaches compulsory school age on the prescribed day following his/her 5th birthday (or on the 5th birthday if it falls on a prescribed day). The prescribed days are 31st December, 31st March and 31st August. Children usually start school in the September following their 4th birthday. However, parents have the right to request that entry be deferred – this may be for later in the school year or until the child reaches statutory school age. All children admitted to the reception class will be full-time from the beginning of the autumn term unless a parent requests part time attendance until the child reaches statutory school age. Parents of “summer born” children may wish to defer entry to reception until the September after the 5th birthday and this is allowable. Any such request should be discussed in the first instance with the head teacher. Parents are advised to make an application as part of the main admission round for the year group that their child would normally be admitted to school, until a decision on the request for deferment has been reached. If the application for a “summer born” child is being made for Y1, parents need to be aware that places may not be available if the school is fully subscribed.

## **HOW TO APPLY**

### **1 Local Authority Form**

You **must** complete **your** LA application form. Make sure this is done on time and submitted to the right place. Details of dates are in your LA Admission Booklet including a timetable for late and subsequent applications. The application may be completed on-line or in paper form. **The National Offer date is 16<sup>th</sup> April.** Full details are in the Authority’s Admissions Pack or on-line at [www.dorsetforyou.com](http://www.dorsetforyou.com). If you are not a Dorset resident please refer to **your own** Local Authority’s Admission Pack and website.

### **2 Supplementary Information: (SIF)**

Parents are requested to complete a Supplementary Information Form (SIF).

**Whilst there is no statutory requirement to submit a SIF, without one the Governors can only consider applications based on the information supplied on the Local Authority Form. The Supplementary Information Form is available on our website at [www.stjosephs.dorset.sch.uk](http://www.stjosephs.dorset.sch.uk) and on [www.dorsetforyou.com/schooladmissions](http://www.dorsetforyou.com/schooladmissions) or from the school. It should be submitted to the school not later than the closing date set out by the LA for school applications. *As it is a paper form which needs to be signed and a receipt obtained, we regret submission on-line is not an option.***

## **SUPPORTING DOCUMENTATION**

Applicants in **Categories 2, 3 and 5** are requested to fill out a SIF and submit it to the Governing Body at the school together with a copy of the child's Baptism Certificate.

Applicants in **Category 6** are requested to fill out a SIF and submit it to the Governing Body at the school together with a copy of the parent's Baptism Certificate.

Applicants in **Category 7** are requested to fill out a SIF and submit it to the Governing Body at the school together with a copy of the child's Baptism/Dedication Certificate. Where no certificate is issued a statement of membership from the relevant Church Minister/Leader should be submitted.

Applicants in **Category 8** are requested to submit to the Governing Body at the school a letter from the Leader of the relevant Faith Community to which the family belongs confirming membership.

### **Admission Appeals**

If you are unsuccessful in gaining a place for your child at this school you will be informed by the LA in writing, be given the reasons and advised of your right to an independent appeal against the decision. An appeal form should be requested from the school or from the LA or it can be downloaded from [www.dorsetforyou.com/schooladmissions](http://www.dorsetforyou.com/schooladmissions). The school delegates appeals to the Local Authority, which appoints panel members who are independent of the school.

### **KS2 admissions**

Please note that, from September 2015 Governors will admit a further two pupils in Year 3. Those on the waiting list will be considered alongside new applications for the additional two places. Allocation of places will be made in accordance with our Admission Policy and on the basis of the over-subscription criteria in use at the time

For a place in year 3, parents must complete the Local Authority application form and return to the Local Authority. In addition, parents are requested to complete the SIF if applicable and return to the School. Offer dates will apply as set out in the LA handbook or website and applications should be made direct to the LA.

### **In Year Applications**

Applications for the reception year and/or other year groups made during the year outside the normal admissions round will be dealt with promptly. A completed Local Authority Form must be submitted. Parents are also advised to complete a SIF if applicable, to ensure governors have all the additional information necessary to assist them in applying the oversubscription criteria where necessary.

If the year group is undersubscribed, the child will be admitted. Otherwise, the child will be included on the waiting list. Further information about mid-year admissions can be viewed on the LA website.

## **Children of UK service personnel.**

The governing body may admit up to a maximum of two children of UK service personnel or children of crown servants returning from overseas to live in the area, subject to proof of posting and a relocation date. The decision made will be based on all the circumstances relating to the family and child and the impact on the school including the provision of efficient education and the efficient use of resources (as described in the guidance of Dorset County Council about mid-year applications).

## **Waiting List**

A waiting list will be maintained for places in all year groups. Parents who wish their child to be placed on the waiting list **must** inform the LA in writing. Any places that become available will be allocated by the Governing Body according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. In-Year Fair Access will take priority over the waiting list. (See below about In-Year Fair Access placements).

The waiting list will be reviewed and revised

- Each time a child is added to, or removed from, the waiting list
- When a child's changed circumstances will affect her/his priority on the list
- At the end of each school year, when the parents with a child on the list will be contacted by the school and asked if they wish to remain on the list for the following year. The school will advise the LA accordingly.

A child's name may be kept on the waiting list for as long as parents wish.

## **In-Year Fair Access placements by the LA**

The LA must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the LA, or a local placement panel on behalf of the LA, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of any protocol approved by Admission Authorities, based on legislation and government guidance. If any admission through In-Year Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.