



School Governors' Admission Policy 2021 - 2022

St Joseph's Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.

St Joseph's Catholic Primary School seeks at all times to be a witness to Jesus Christ and to show this through the aims, ethos, rites and practices of the school. Religious Education and all liturgies and acts of worship, that children participate in, are Catholic in character.

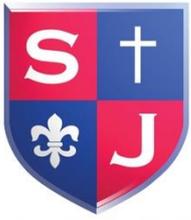
The Governing Body has sole responsibility for admissions to this school and intends to admit 30 pupils to the Reception Class in the school year which begins in September. The school participates in Lewisham's coordinated admission scheme and annual admission is delegated to the Governors' Admission committee.

Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan

The admissions of pupils with a Statement of Special Educational Needs or with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the below criteria.

Where the number of applications exceeds 30 the Governors will offer places using the following criteria in the order stated below:

1. Looked After Catholic Child or ceased to be so because they were adopted (or become subject to a residence order or special guardianship order). Looked After children in the care of Catholic families.
2. Baptised Catholic children from practising Catholic families who have siblings in the school at the intended date of admission.
3. Baptised Catholic children of practising Catholic families who are resident in the parish of Our Lady of the Assumption, Deptford, Lewisham.
4. Baptised Catholic children of practising Catholic families who are resident in other parishes.
5. Other Baptised Catholic children.
 - a) resident in the parish of Our Lady of the Assumption, Deptford, Lewisham.



ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

Crossfields Street, Deptford, London, SE8 3PH. Tel: 020 8692 4836 Fax: 020 8692 6421

Website: www.stjps.lewisham.sch.uk Email: admin@stjps.lewisham.sch.uk

Headteacher: Miss Nicola Doherty

Deputy Headteacher: Mrs Louise Blyde

- b) resident in other parishes.
6. Other Looked After children.
7. Children who are enrolled as Catechumens
8. Children who are members of Eastern Orthodox Churches.
9. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose practice is supported by a minister of religion. The order of precedence will be a) Baptised and b) Dedicated
10. Non-baptised children where one or both parents are baptised Catholics.
11. Children who are members of other faiths. Evidence of membership provided by a priest, minister or faith leader of a designated place of worship will be required.
12. Any other application.

Oversubscription Criteria

Whenever there are more applications than places available, priority will always be given to Catholic applicants according to the order of priority.

In the event of oversubscription within each of the above categories, further priority will be awarded as follows:

a) Criteria 2 & 3. The strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Form; firstly those who attend Mass weekly, then those who attend Mass 3 times a month, twice a month finally once a month.

b) Distance from the school as measured by the local authority's school mapping system, i.e. all distances will be measured to a central nodal point in the school premises, using digitised mapping software of the area, from a nodal point in the applicant's permanent home address.

c) In the event that two or more identical applications (i.e. applicants living the exact home to school distance) qualify for the last available place the place will be allocated by drawing lots.

Admission of children below compulsory school age

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in

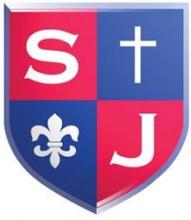


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that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

Application procedure

A Common Application Form (CAF) should be completed and sent to your home local authority by the national application date for primary schools (15 January 2021). Applicants who submit an application on the Local Authority's Common Application Form will also be requested to complete the "Catholic Primary Schools in Lewisham" Supplementary form. This form may be obtained from, and should be returned to, the school, by 15th January 2021, together with the child's baptism certificate or evidence of reception into the Catholic Church.

Although completion of the Supplementary form is not mandatory, if one is not received the Governors will not be able to apply their admission criteria and the application will be considered under the "any other applicants" category.

Proof of child's home address may be required at the time of application.

Proof of permanent home address will be required. This may take the form of current Council tax statements, utility bills, residence or other Court order. Further checks may be carried out to ensure that the information provided is correct. Where shared care arrangements are in place, the permanent home address is regarded as that where the child lives for the majority of the time and with the parent who is in receipt of benefit(s).

Waiting Lists

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 above and not in the order in which applications are received or added to the list. Where late application to the school is made because families have moved into the area, children's names will be inserted into the appropriate place on the waiting list. **Names are kept on the waiting list for one year from the date the application is received**, and will be operated using the same admission criteria listed above. An appeal can be made against the decision not to offer your child a place at this school; however the legislation on class size and the limited powers of the appeal panel should be considered.

Fair Access

The school is committed to taking its share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admissions number.

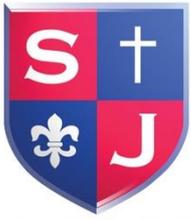


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Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that: -

- a) the admission of additional children would not breach the infant class size limit; or
- b) the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Admission of children outside their normal age group

Parents who are seeking a place for their child outside of their normal age group, eg, the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group that is to reception rather than year 1.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school



for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

The Admission Policy is subject to regular review by the Governing Body.

Notes (Definition of Terms)

** The phrase “practising Catholic families” means Catholic children of natural or adoptive parents or of officially designated carers who worship at Mass on a regular basis and whose application is supported by a Catholic priest. The governing body will expect this to be verified by a reference from the priest.*

** “Catholic” means a member of a Church in communion with the See of Rome. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England. The governing body will expect this to be verified by a certificate of Baptism or a certificate of reception into the full communion of the Catholic Church.*

** “Catechumen” means a member of the catechumenate of a Catholic Church. The Governing body will require written evidence of this commitment.*

** “Looked after children” – “A looked after child” or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989).*

** “Sibling” is defined as a blood or adoptive sibling or half-sibling plus foster or step-siblings living at the same address as the child. Proof of the sibling relationship may be required.*

** Parents are required to show the child’s baptism certificate. They may be asked to show their own baptismal certificate as a further proof of Catholicity.*

For the purpose of this policy, parish boundaries are shown on the attached map.



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