

**Admission**  
**To**  
**St Joseph's School Moorthorpe**  
**in the**  
**Diocese of Leeds**

**NNNNNNNN**

**Admissions: September 2011**

## Admission Policy for St Joseph's Primary School, Moorthorpe in the Diocese of Leeds.

Saint Joseph's Catholic Primary School, Moorthorpe was founded by the Catholic Church to provide education for baptised Catholic children. 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.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria listed below. In expressing a preference for St Joseph's Primary School, Moorthorpe, parents/guardians are declaring their support for the aims and ethos of the school.

The governing body has responsibility for admissions to this school and intends to admit 30 pupils to Reception in the school year, which begins in September 2011.

### **Over-subscription Criteria**

*At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:*

1. Looked after children from Catholic families.
2. Baptised Catholics children who live in the defined area.
3. Other baptised Catholic children.
4. Other looked after children.
5. Children of other Christian denominations or of other Faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion or an appropriate religious leader.
6. Other children whose parents/guardians wish them to attend St Joseph's Primary School, Moorthorpe.

***Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription the following provisions will be applied.***

The attendance of a brother or sister 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 above would still lead to over-subscription, the places up to the admission number will be offered to those living nearest to the school, as measured as the crow flies, have priority. The distance measured will be from the central (centroid) point of the applicant's property to the central (centroid) point of the school's grounds. Measurement will be made using the Local Authority's in-house system and mapping software.*

## **Application Procedures and Timetable**

Applications should be submitted by 15 January 2011 to the school on the Supplementary Information Form attached to this policy. A Standard application form, known as the **Common Preference Form** must also be completed and returned to City of Wakefield Metropolitan District Council by 15 January 2011. City of Wakefield Metropolitan District Council will advise parents of the outcome of their applications by second class post on 11 April 2011. Unsuccessful applicants will be given reasons related to the over subscription criteria listed above and advised of their right of appeal to an independent appeal panel. Parents who intend to make an appeal against the Governing body's decision to refuse admission must submit a notice of appeal to:

The Clerk to the Appeals Panel  
Wakefield MDC  
Room 46  
Town Hall  
Wakefield  
WF1 2HQ

01924 305064

*Applicants are requested to note that applications that do not include a completed Supplementary Information form may be considered to be in the final criteria for admission to school*

Pupils will start school in the intake year (i.e. full time Reception Year) based on the following dates:

Born between 1 September – 31 March - start first day school is open following 1 September 2011.

Born between 1 April – 31 August start school on the first day the school is open following 1<sup>st</sup> January 2012

## **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 over-subscription criteria set out above and *not* in the order in which applications are received or added to the list. Names are normally removed from the list after six months.

## **Pupils with a Statement of Special Educational Needs**

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Education Authority. Details of the separate procedure is set out in the *Special Educational Needs Code of Practice*.

**The school will admit children with statements of Special Educational Needs in which St. Joseph's, Moorthorpe is the named school.**

**Schedule 27 of the 1996 Education Act states that there are only two reasons for an admission authority to refuse admission to a Statemented child.**

- **St. Joseph's is unsuitable to the child's age, ability or aptitude or to his special educational need,**

**Or**

- **The attendance of the child at St. Joseph's would be incompatible with the provision of efficient education for children with whom he would be educated or the efficient use of resources.**

*Notes (these notes form part of the over-subscription criteria)*

**Catholic** means a member of a Church in communion with the See of Rome. A certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church will normally evidence this.

**Catechumen** means a member of the catechumenate of a Catholic Church. A certificate of reception into the order of catechumens will normally evidence this.

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

**Defined area** is a geographical area. Please see boundary maps available for inspection in school (boundaries determined by the Diocese of Leeds)

**Siblings (Brothers and Sisters)** include children with brothers and sisters (including step brothers and sisters residing at the same address) of statutory school age, in attendance at the same school, or a school on the same site, on the date of admission.

**Twins or triplets** where a family of twins or triplets request admission and there is only one school place available, it will be left to the family to decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline the place.

**Signed**

**Chair of Governors**

**Date**

**Review Date: October 2011**

## Admission Supplementary Information Form

St Joseph's Catholic Primary School  
Barnsley Rd  
South Elmsall  
Pontefract  
Wakefield  
WF9 2BP  
Telephone: 01977 723830

<b>FULL NAME OF CHILD</b> (including Surname)	
SEX	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
DATE OF BIRTH	
<b>ADDRESS (where child permanently resides)</b>	
CONTACT TELEPHONE NO(s)	
RELIGION OF CHILD	

### NAMES OF PARENTS / GUARDIANS

FULL NAME	RELATIONSHIP TO CHILD
<a href="#">If you have other children at this school please complete</a>	
Name	Yr Group
Name	Yr Group
Name	Yr Group

**Catholic Children**

Date of Baptism \_\_\_\_\_ Place of  
Baptism \_\_\_\_\_

**(Please attach proof of Baptism)**

Parish in which you live \_\_\_\_\_

Address of your Church  
\_\_\_\_\_

Name of your Priest \_\_\_\_\_

Signature of your Priest \_\_\_\_\_ (to whom reference may  
be made)

**Non-Catholic Children**

Are you a member of a religious community? Yes  No

Place of worship  
(including address)  
\_\_\_\_\_

Name of your  
Religious minister \_\_\_\_\_

Signature of your  
Religious minister \_\_\_\_\_ (to whom reference may  
be made)

**Please add any further comments or supporting documentation which you  
feel might be helpful to the Governors when they consider your application  
for a place at St Joseph's. (Continue on the reverse if necessary).**

**Signature of Parent completing the application**  
\_\_\_\_\_

**Date form completed** \_\_\_\_\_