

St. Joseph's Catholic Primary
School, Pontefract.



ADMISSIONS POLICY
2011/2012

ADMISSIONS POLICY

Saint Joseph's Catholic Primary School 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 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. This is in accordance with government class size legislation.

Point of Entry.

Children are admitted to the upper foundation class during the year in which their fifth birthday falls. Full time places will be offered, based on the following dates;

A child born between 1st September and 31st March will start school on the first day or, depending on numbers, on a phased in-take within the first two weeks the school is open following 1st September 2011.

A child born between 1st April and 31st August will start school on the first day or, depending on numbers, on a phased in-take within the first two weeks the school is open following 1st January 2012.

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 or priority

1. Looked after children from Catholic families.
2. Baptised Catholic children living 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 application is supported in writing by a minister of religion or an appropriate religious leader.
6. Other children.

Catechumens are to be given priority next after baptised Catholics in each of the above categories.

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

The attendance of a brother or sister at the school at the time when the younger child starts school 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 the crow flies' will be used as the measure.

Application Procedures and Timetable-

Applications should be submitted by **15th January 2011** to the School on the **Supplementary Information Form** attached to this policy. Failure to provide a Supplementary Application Form (SIF) could mean that applicant is placed in the last criteria.

A standard application form, known as the **Common Preference Form** will be sent out automatically by the Local Authority in the October prior to the academic year in which the child is due to start. This **must** be completed and returned to City of Wakefield Metropolitan District Council by **15th January 2011**. Failure to provide a Common Preference Form (CPF) would mean that the application is not valid. City of Wakefield Metropolitan District Council will advise parents of the outcome of their application on **April 11th 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.

Appeals

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 77
County Hall
Wakefield
WF1 1QW*

01924 305 046 / 51 / 64

Waiting Lists

As well as their right of appeal, unsuccessful candidates will be placed on a waiting list. This waiting list will follow the 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 will be removed from the list at the end of the academic year.

Pupils with a Statement of Special Education 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 this separate procedure are 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 Pontefract is named on the statement.

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

'As the crow flies'-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 LA's in-house admission system and mapping software.

'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. This includes the Eastern Catholic Churches.

'Catechumen' are those children who have given 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. A letter from the Catholic priest preparing the child is required.

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

'Live' - In all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or guardian's address for admission purposes. You cannot lodge a child with a friend or relation in order to gain a place at a school. For admissions purposes only one address can be used as a child's permanent address. When a child lives with more than one parent/carer, at different addresses, we will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.

'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).

Siblings (Brothers and Sisters) includes children with brothers and sister (including step-brothers or sisters residing at the same address) of statutory school age, living at the same address, 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.

CONSULTATION DOCUMENT