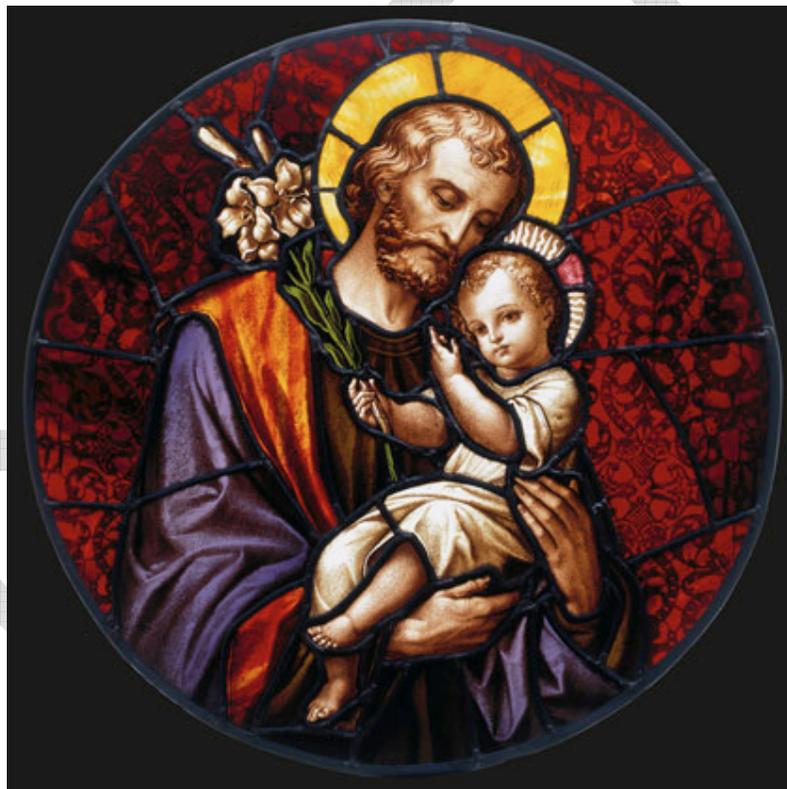


Draft for Consultation

**St. Joseph's Catholic Primary School
Pontefract,
A Voluntary Academy**



ADMISSIONS POLICY
2016 - 2017

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.

If the number of preferences received is less than the admission number then all preferences will be met. However, 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/carers are declaring their support for the aims and ethos of the school.

The governing body has responsibility for admissions to the school and intends to admit 30 pupils to Upper Foundation in the school year which begins in September 2016.

Point of Entry:

Children are admitted to the upper foundation class in the September of the academic year in which their fifth birthday falls.

Children whose birthdays fall between 1st September 2011 and 31st August 2012 inclusive will be admitted full time in the Autumn term 2016.

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 or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with siblings who attend St Joseph's School Pontefract at the time when the younger child starts school.
2. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
3. Baptised Catholic children with siblings who attend St Joseph's School Pontefract at the time when the younger child starts school.
4. Baptised Catholic children who live in the defined area.
5. Other Baptised Catholic children
6. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with siblings who attend St Joseph's School Pontefract at the time when the younger child starts school.
7. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
8. Other children with siblings who attend St Joseph's School Pontefract at the time when the younger child starts school.
9. Other children

Tie Break:

- Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to the school. 'As the crow flies' will be used as the measure (see notes).
- If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation (see notes).
- Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation (see notes).

Application Procedures and Timetable:

Failure to provide a Common Preference Form (CPF) would mean that the application is not valid. Failure to provide a Supplementary Information Form (SIF - available from school) and any necessary documentation could affect the category into which the application is placed.

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:

Appeals/Admissions Support Officer
Learning Support Services (Admissions, Transport & Free School Meals)
Wakefield One, PO Box 700, Burton Street, Wakefield, WF1 2EB

by 15TH JANUARY 2016. The Supplementary Information Form (SIF) be submitted to Saint Joseph's school, Newgate, Pontefract WF8 4AA by **15TH JANUARY 2016.**

Please note that it is the responsibility of the parent/guardian/carer to complete all forms and supply the correct evidence. Reminders will not be sent.

City of Wakefield Metropolitan District Council will advise parents of the outcome of their application on their proposed date of **APRIL 18TH 2016.** 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.

Late applications will be dealt with according to the Local Authority co-ordinated scheme.

Deferred entry to primary schools

Parents of children who are offered a place at the school before they are of compulsory school age can defer their child's entry until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year. Parents cannot defer entry beyond the beginning of the term after the child's 5th birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends part-time until the child reaches compulsory school age.

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 follow the order of the over-subscription criteria set out above. Therefore, this means that, each time a child is added, the list will be re-ranked. Names will be removed from the list at the end of the academic year.

Admissions outside the normal admission round:

Applications should be made to the school and will be dealt with by the admission authority of the school i.e. the Governing Body. If there is more than one application for an available place the governors will make their decision using the oversubscription criteria listed in the appropriate policy for the year group. Unsuccessful applicants will be given reasons related to the appropriate oversubscription criteria and will be advised of their rights to appeal the governors' decision to an Independent Appeal Panel.

Pupils with a Statement of Special Educational Needs:

Children, with a Statement of Special Educational Needs that names the school, must be admitted. This will reduce the number of available places to applicants. This is not an oversubscription criterion.

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is set out in the 1996 education Act. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

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. Alternatively, a letter from the Parish Priest confirming membership of a church in communion with the See of Rome is acceptable. This includes the Eastern Catholic Churches.

'**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).

Looked after children from catholic families - this has a dual meaning. It could be that the child themselves who are baptised Catholic or it could mean the family who are caring for the child is Catholic. If it is the child who is baptised Catholic normal rules apply and a baptismal certificate should be seen by the admission authority. However (in limited situations) this may not always be possible and in these cases the admission authority should seek to ensure that the child is baptised. If a child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a baptismal certificate of either parent/guardian/carer.

'**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) includes children with brothers and sisters (including step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school, on the date of admission.

Twins or triplets - (or multiple births). Where a family of twins or triplets request admission and if one sibling has been offered the 30th or last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

'**Live**' - In all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent/guardian/carer and we will use this 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.

'As the crow flies' In all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school will 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. Measurements will be made using the LA's in-house admission system and mapping software.

Random Allocation is only to be used when the last place to be offered would fall into one of the two categories above i.e. children living in a block of flats or children who live equidistant from the school using 'straight line distance' criterion. An independent person will be used to make the random selection.

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 01924 305 064
Room 45
Town Hall
Wakefield WF1 2HQ

Please note the following changes from the previous admissions policy;

- *Over-subscription Criteria – Catechumens removed*
- *Over-subscription Criteria - a change in the sibling priorities*
- Application procedures and Timetable - please note the addition of the following; that it is the responsibility of the parent/guardian/carer to complete all forms and supply the correct evidence. Reminders will not be sent.

Written comments regarding this draft document can be forwarded to;

The Chair of Governors-Admissions Policy Consultation
St Joseph's Catholic Primary School, a Voluntary Academy
Newgate
Pontefract,
WF8 4AA

By 13th February 2015