

**St Joseph's Catholic Primary School, Lancaster**  
**ADMISSIONS POLICY 2019/20**

St Joseph's is a Catholic Primary School under the trusteeship of the Diocese of Lancaster and is maintained by Lancashire Authority.

As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for admissions within the requirements of the law.

In doing so, the Governing Body has a regard for:

- the advice of the Diocesan Trustees on the nature and purpose of Catholic schools;
- the Governing Body's responsibility towards the school and the Catholic community it serves;
- the Catholic character of the school and its Mission Statement.

The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2019, the Governing Body has set its admissions number at 30.

As required by law all children with a Statement of Special Educational Needs or Education Health Care Plan (EHCP) naming the school will be admitted before the application of the oversubscription criteria.

Applications for a place in reception at September 2019 must be made using the Local Authority online admissions system which can be accessed via [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) then search on the A-Z for 'school admissions'. This should be completed by the date set by the Local Authority (15<sup>th</sup> January 2019). Parents should also complete the school's Supplementary Information Form (SIF) and return it at the same time to the school. If the school is oversubscribed, failure to complete the Supplementary Information Form may result in your application for a place being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism.

The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.

Parents or guardians will be informed by letter of the outcome of their application on a common date designated by the Local Authority. Where an application has been successful parents must tell the school of their intention to accept the place within 10 working days.

All preferences listed on the Local Authority Preference Form will be considered on an equal basis. Where there are more applications for admissions than the school has places available the following set of ADMISSIONS CRITERIA will form a priority order:

1. Baptised Catholic Looked After Children and previously Looked After Children
2. Baptised Catholic children who have a sibling in the school at the time of admission
3. Baptised Catholic children resident in the parish of St Joseph's
4. Baptised Catholic children from other parishes
5. Other Looked After Children and previously Looked After Children
6. Other children who have a sibling in the school at the time of admission
7. Other children.

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (see explanatory notes) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. Admission authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age group.

Decisions will be made on the basis of 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. *The views of the head teacher of the school concerned **must** also take into account. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.*

Where a parent's request for their child to be admitted out of their normal age group has been agreed to and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the application will be processed 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 their determined admission arrangements only, including the application of oversubscription criteria where applicable. The application **will not be** given lower priority on the basis that the child is being admitted out of their normal age group. 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.*

### **Appeals for Admission**

For unsuccessful applications the letter will give the reason for the decision and will tell parents of their right to appeal. Guidance on how to appeal will also be included.

### **Deferred admission and part time provision**

If your child is due to start school during the next academic year (it is the September following their fourth birthday), it is important that you apply for a place for September. If you wish you can defer the date your child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (their fifth birthday) and not beyond the beginning of the final term of the school year. Parents are however, asked to be mindful that it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday. If you feel your child would benefit from deferred or initial part time provision please contact the headteacher as soon as possible to discuss the situation.

### **Fraudulent Applications**

Where the Governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, where a false address has been provided, then the Governing Body is required to withdraw the offer of a place. The application will then be considered afresh and a right of appeal offered if a place is refused.

### **Late applications**

Late applications received up to the date of offer letters being issued will be considered individually by the Governors who will decide whether these can be slotted into the admissions process or whether they must be considered after all those applications which have been received by the stipulated deadline; applications received after offer letters have been issued will also be considered by the Governors who will determine whether or not a place can be offered. The Local Authority will issue all offer letters up to the start of autumn term each year and thereafter Governors will issue any offers. In all instances however, it will be the Governors who determine whether there are sufficiently strong or exceptional reasons to accept late applications.

### **Non-routine admissions**

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided.

If you wish to apply to this school on the grounds of your faith commitment then it may be helpful to your application to complete the Diocesan Supplementary Form and return it to the school.

Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

### **Shared Parenting.**

Please ensure that the information you put on the common application form is accurate. Places can be withdrawn where false or misleading information has been provided. Only permanent addresses should be used. Where a child lives with one parent for part of the week and another for the rest of the week only one address can be used on the application form; the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings and the address from which the child usually travels. If there is any doubt about this, then the address of the child’s medical card will be used. The Governing Body may on occasion seek verification of addresses from individual applicants.

### **Tie breaker criterion**

In the event of oversubscription in any of the above criteria places will be allocated to applicants living nearest to the school. The distance between an applicant's home and school is measured as a straight line from the Ordnance Survey address point of the home address to the Ordnance Survey address point of the school. The Ordnance Survey address point is a point within the boundary of the property and is usually located at its centre. Distances are measured using the Councils’ Geographic Information System.

In the event of a tied distance measurement between address points the Local Authority's system of a random draw will determine which address receives the offer.

### **Waiting Lists**

A waiting list for places will be kept in accordance with the priorities in the published admission arrangements. Applications received after letters offering places have been issued will be kept on the waiting list and prioritised according to the admissions criteria. Late applications may therefore be slotted into the waiting list according to their individual priority within the admissions criteria. If a place becomes available within the school's published admissions number, the child whose name is at the top of the list will be offered a place. This is not dependent upon an appeal having been submitted for the child concerned. The waiting list will be kept until the end of the autumn term in the academic year of admission.

## **Explanatory Notes.**

### **Address of Pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where a child lives with one parent for part of the week and another for the rest of the week the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings and the address from which the child usually travels. If there is any doubt about this, then the address of the Child Benefit recipient will be used. The Governing Body may on occasion seek verification of addresses from individual applicants.

If you are moving house and applying for the school and it is not oversubscribed, using your new address may not be a problem. In the event of oversubscription it may be possible to consider your application on the basis of an address you are intending to move to. You must be resident at a specific address and not just have a stated intention to move to an area. You must provide evidence that you have exchanged contracts on a house or have an offer of a tenancy on a property in which you intend to live and which will be in place when your child would start at the school. This evidence must be submitted as soon as possible and no later than the deadline specified by the LA.

### **Children in Public Care**

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 (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

### **Baptised Catholic**

Please note this is not a change in our admission policy, it is a definition for the purpose of clarification. For admission to this Catholic school a baptised Catholic is

- One who has been baptised into full communion with the Roman Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (Proof of baptism with a copy of a baptismal certificate or details of the date and place of baptism *may* be required)
- A child, baptised in another Christian Faith who has been received into full communion with the Roman Catholic faith. (Proof of baptism and reception from the Register of Receptions or Baptismal Register *may* be required)
- A child who, with his or her family, is enrolled in a recognised course of preparation leading to Catholic baptism (Proof of enrolment with details of the place and date of enrolment from the appropriate parish records *may* be required).
- One who is a member of the Eastern Christian Churches and the Orthodox Churches. (Proof of baptism with a copy of a baptismal certificate, details of the date and place of baptism or certificate of reception *may* be required).

### **Multiple Births**

Where there are twins or multiple birth children wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

### **Siblings**

Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/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. Stepchildren or foster children who live at the same address are also classed as siblings.

## **Summer born children**

The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

## **NOTES**

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 under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order

- a) For a child to be considered as a Roman Catholic evidence of such Baptism will be required.
- b) The decision with regard to the allocation of a morning or an afternoon place rests with the Headteacher.
- c) Admission to the Nursery Class does not necessarily secure admission to the Primary School.
- a) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. If the distance is the same for two or more applicants where this would be last place/s to be allocated, a random lottery will be carried out in a public place.
- d) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- e) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/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.
- f) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

## **NURSERY ADMISSIONS 2019/20**

ADMISSION TO THE NURSERY CLASS at St Joseph's Catholic Primary School will be on a part time basis, 15 hours – 3 hours per day mornings only.

For the school year commencing September 2018 the Governing Body has set its admissions number at 26.

Admission to Nursery will be made on the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admission than the Nursery has places available.

1. Baptised Roman Catholic Looked After Children and previously Looked After Children
2. Baptised Roman Catholic children who have a sibling in the Primary School at the time of admission
3. Baptised Roman Catholic children resident in the parish of St Joseph's
4. Baptised Catholic children from other parishes
5. Other Looked After Children and previously Looked After Children
6. Other children who have a sibling in the Primary School at the time of admission
7. Other children.

This policy was agreed by governors on 25.1.18

This policy will be reviewed annually.

## **Explanatory Notes.**

### **Address of Pupil**

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- g) For a child to be considered as a Roman Catholic evidence of such Baptism will be required.
- h) The decision with regard to the allocation of a morning or an afternoon place rests with the Headteacher.
- i) Admission to the Nursery Class does not necessarily secure admission to the Primary School.
- b) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. If the distance is the same for two or more applicants where this would be last place/s to be allocated, a random lottery will be carried out in a public place.
- j) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- k) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/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.
- l) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

# ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, LANCASTER

## SUPPLEMENTARY INFORMATION FORM

If you are applying for a place on faith grounds please complete this form in addition to the Local Authority Online Application Form. Failure to complete this form may affect where your child is placed within the oversubscription criteria.

Please complete in BLOCK CAPITALS and return to School by 15<sup>th</sup> January 2019

SURNAME OF CHILD

FORENAME(S)

DATE OF BIRTH

ADDRESS OF CHILD

POSTCODE

YOUR TELEPHONE NUMBER

NAME OF YOUR FAITH COMMUNITY

PARISH/AREA OF FAITH COMMUNITY IN WHICH YOU LIVE

NAME OF PARISH/AREA OF FAITH COMMUNITY IN WHICH YOU WORSHIP, IF DIFFERENT

FOR BAPTISED ROMAN CATHOLICS

MONTH OF BAPTISM \_\_\_\_\_ YEAR \_\_\_\_\_

PARISH \_\_\_\_\_

PARISH LOCATION (TOWN/CITY) \_\_\_\_\_

PLEASE ENCLOSE A COPY OF YOUR CHILD'S BAPTISMAL CERTIFICATE WITH THIS FORM.  
IF YOU ARE UNABLE TO DO SO PLEASE EXPLAIN BELOW:

SIGNED \_\_\_\_\_ NAME (please print) \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE ASK YOUR FAITH LEADER TO SIGN THIS FORM

SIGNED..... NAME (PLEASE PRINT).....

ADDRESS..... POSITION HELD