St Joseph’s Catholic Primary School

Lanark Road, London, W9 1DF.

St Joseph’s Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families in the Parish of St John’s Wood. However, because the School itself is located on the edge of the parish, the Governors will allocate some places to Catholic children who live near to the School but out of the parish. See the attached boundary map, which is also available from the School Office as is the School Information Form (SIF) and the Priest’s Reference Form. These are also available from the School website www.stjosephsprimary.org.uk

As a Catholic school, we aim to provide a Catholic education for all our pupils and Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Admission Policy

Admission Policy for 2015/2016

Applications are invited for September 2015 from parents whose child attains 4 years of age between 01/09/2014 and 31/08/2015.

The Governing Body has responsibility for admissions to this School and intends to admit 42 pupils (Published Admission Number) to the Reception Class.

Priority will always be given to applicants from practising Catholic families in accordance with the criteria and over-subscription provisions listed below. For the past five years no applicant has been admitted beyond criteria 4.

Applicants whose child is currently attending the nursery are reminded that a fresh application must be made and that there is no additional priority given.

Application Procedure.

Documentation

In order to make an application, you must complete a Common Application Form (CAF) from your local authority. You are also requested to complete the School’s Supplementary Information Form (SIF). The information on the SIF enables the Governing Body to assess your application fully against the School’s criteria in the event of oversubscription.
Please return the SIF in person to the School together with all other relevant paperwork required for your application. Wherever the Admissions Policy or Supplementary Information Form (SIF) indicates a need for parents to provide information, evidence or documentation, the obligation is upon the parents themselves to see that this is done in full and in good time to meet the timetable of the admission process. (15th January 2015) **The Governors will not issue reminders.**

Home address is defined as the address at which the child resides for 50% or more of the school week.

Applications with late documentation will be considered after all other applications have been placed.

In the event of any **false or misleading** information being provided by the applicant, the Governing Body reserves the right to refuse to admit the child and the right to withdraw the place if an offer has already been made.

The Local Authority will write to you on behalf of the Governing Body with the outcome of your application on 16 April 2015.

**OVERSUBSCRIPTION CRITERIA**

In the event of there being more applicants than places, the criteria used to decide which children are to be admitted are as follows, and are placed in order of priority:

1. Catholic looked-after children and Catholic children who have been adopted or subject to residence orders or special guardianship orders immediately following having been looked after.
2. Catholic children, baptised within one year from birth, of permanent teaching staff who have been teaching at the school for at least two years at the time of application (up to a total of two places per class)
3. Catholic children, baptised within one year from birth, from practising Catholic families who live within the school’s catchment area. See attached map.
4. Other Catholic children from practising Catholic families.
5. Other Catholic children.
6. Looked after children and other children who have been adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.
7. Other Christian children.
8. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported in writing by their religious leader.
9. All other children.

Where the offer of places to all the applicants in any category listed above would lead to over-subscription, 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.

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.
Tie Break
Where the order of priority is otherwise equal, preference will be given to a child who lives the shortest distance from the school.
Distances are measured by a straight line from the address of the child’s home address to the main school gate for pupils, as measured by the Local Authority’s computerised measuring system.
Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order.
Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.

Exceptional Needs
The Governing Body will give top priority to an application within a category where compelling professional evidence is provided from an appropriate professional such as a doctor, priest or social worker, at the time of application of an exceptional social, medical or pastoral need of the child which can only be met at this School.

Pupils with a Statement of Special Educational Needs
The admission of pupils with a statement of Special Education Needs (SEN) is dealt with by a separate procedure. Details of this separate procedure are set out in the Special Needs Code of Practice. If your child has a Statement of SEN you must contact your local authority SEN officer.

Fair Access
The School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any LEA protocol that has been agreed by both the Governing Body and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Reception Year Deferred Entry
Children will normally be admitted to the reception year at the school in the September following their fourth birthday. In line with the Admissions Code, parents can defer their child’s entry until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child until the agreed admission date. However, entry cannot be deferred beyond the beginning of the term after the child’s fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends part-time until he/she reaches compulsory school age. Applicants whose children have birthdays
in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is over subscribed they are very unlikely to obtain a place

Waiting List
Unsuccessful applicants who wish their child to be considered for future vacancies must inform the School in writing within 14 days of the date of the refusal letter. They will be offered the opportunity of being placed on a waiting list which list will be maintained by the governing body in the order of the oversubscription criteria and not in the order which the applications are received. When a place becomes available the parents will be informed. This list will be held for one year.

Appeals Procedure
If a place cannot be offered, parents will be informed of the reasons and of their right of appeal. These are dealt with in accordance with the provisions in the DFE School Admission Appeals Code 2012 as relating to voluntary aided Schools.

In Year Admissions
Applications for In-Year admissions should be naming the school as preference on Westminster City Council Common Application Form (CAF) and also completing the School’s Supplementary Information Form (SIF). When a place becomes available the Governing Body will decide who is at the top of the list and an offer will be made.

Change of Details
If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the Local authority immediately. If misleading information is given or allowed to remain on one of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

Diocesan Definitions
“Parent” is defined as the person or persons who have legal responsibility for the child
“siblings” including step brothers and sisters, half brothers and sisters or adopted/foster brother and sisters.
“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).
“Catholic” means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic church or a certificate of reception into the full communion with the Catholic Church.
“practising Catholic” means Catholic families who habitually attend Mass weekly on Sundays and Holy Days of Obligation. This practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese. ‘Family’ includes the Catholic or Catholics who have legal responsibility for the child.
“Christian” for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.
“exceptional social &/or medical needs” – The decision as to whether to admit exceptional social &/or medical needs under the provisions of the Admissions Policy rests solely with the Governing Body’s Admission Committee. It does not rest with the professional who provided the letter of support. Cases that are put forward retrospectively will not be accepted.

“home address” means where the child resides for more than 50% of the School week.