



Cadogan Street, London, SW3 2QT  
Telephone: 020 7589 2438  
Head Teacher: Mrs A J Spragg

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# Admissions Policy 2011-2012

St Joseph's RC Primary School  
Cadogan Street, Chelsea

## Admissions Criteria 2011-2012

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeates 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.

The Governors of St Joseph's School control the admission of pupils to the school. A maximum of 30 children will be admitted to each class.

All practising Catholic applicants must be supported by a priest's reference.

If you do not complete both the CAF and the SIF and return them by the closing date, the governing body may be unable to consider your application within the current admission round and it is very unlikely that your child will get a place at the school. The Supplementary Information form (SIF and the Diocesan Priest's Reference Form are obtainable from the school and the SIF is also obtainable from the Local Authority offices and from the school website and the Local Authority website (links). You can collect the forms from the school or contact the school and ask for them to be sent to you.

By agreement with the Westminster Diocesan Education Service and the Royal Borough of Kensington and Chelsea, the Governors will admit pupils according to the following criteria and priority:

1. Catholic "Looked After" children
2. Baptised practising Catholic children whose parents/carers are resident in the Catholic Parish of St Mary's Chelsea. Copies of the Parish map are available at the School and if requested can be sent by post.
3. Baptised practising Catholic children not resident in the Catholic Parish of St Mary's Chelsea but who are resident in the Catholic deanery of Kensington and Chelsea (see attached map).
4. Other baptised Catholic children
5. Other "Looked After" children
6. Members of the Russian and Eastern Orthodox Communities

7. Children from families who are active members of another Christian denomination and whose application is supported by a Priest, Minister or Church Leader
8. Baptised children of other Christian traditions
9. Non-Christians whose parents wish them to have a Catholic education
10. All other applications.

In prioritising applications in each of the above oversubscription criteria, first priority will be given to children who will have a brother or sister attending St Joseph's at the proposed date of admission.

The Governors will give top priority to an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, as opposed to any other. Written evidence will be required from an appropriate professional such as a priest, doctor or social worker.

In all cases a proof of birth will be required. In the case of Christian children a Baptismal Certificate will also be required.

Parents have the right to appeal against a decision by the Governors in respect of admissions. Appeal forms can be obtained from the school. All completed forms must be sent to the Chair of Governors.

Visits from prospective parents are of course always welcome and may be arranged by telephoning the school.

#### Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school. Distances will be measured from the centre point (address point) of the applicant's address to the main entrance of the school using the safest shortest reasonable walking distance using the Royal Borough of Kensington and Chelsea's measuring system. Home address is defined as where the child lives for 50% or more of the school week.

#### Application Procedures and Timetable

##### *Reception Admissions:*

To apply for a reception place at this school, parents are asked to complete and return two separate forms by the published date in order to make a valid application:

- A) A Common Application Form (CAF) must be completed for the application to be valid and this must be obtained from the Home Local Authority (borough of residence). Proof of address will be checked and validated by the Home Local Authority for all applications for a place in the Reception Class.

Residents of the Royal Borough of Kensington and Chelsea will be able to obtain the Common Application Form from the school or the Town Hall. Applications can also be submitted online from 1st September 2010 at: [www.rbkc.gov.uk](http://www.rbkc.gov.uk). The closing date has been set for London as the 15<sup>th</sup> January 2011 and the offer date is 4<sup>th</sup> April 2011.

- B) You are also asked to complete the School's Supplementary Information Form (Application Form for Admission) and Priest's reference attached to this policy, and return it to the School Administrative Officer, School Office, St Joseph's RC Primary School, Cadogan Street, London SW3 2QT.

*Failure to complete these forms may adversely affect your child's chance of being offered a place.*

You will be advised of the outcome of your application, initially by a letter from your home LA on our behalf. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

*In-Year Admissions:*

Applications outside of the normal point of entry (reception) must be made to the local authority (LA) where the child lives (Home LA) on a Common Application Form and returned to that local authority. The school's supplementary form and Priest's reference form must be returned to the school. If the school is full in the requested year group, children will be placed on the waiting list in the order of the above admissions criteria.

*Appeals Procedure:* Parents who are not offered a place for their child are entitled to appeal to an independent appeals panel. Parents wishing to appeal should do so in writing via the school, within 14 days from the notification of the decision not to admit.

*Waiting List:* Governors will establish a waiting list for those who are unsuccessful. Names on the list will be given the same priority as the oversubscription criteria. Names will remain on the waiting list for at least a term.

Where only one place is available for more than one child within the same family the offer of a place will be decided by random allocation which will be carried out by the governors in the presence of an independent witness.

*Notes (these notes form part of the oversubscription criteria)*

*'Practising Catholic' means a Catholic child from a practicing Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese.*

*'sibling' means brothers and sisters, step brothers and sisters, half brothers and sisters or adopted brothers 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 of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).*

ST JOSEPH'S RC PRIMARY SCHOOL  
APPLICATION FORM  
(Supplementary Information Form)



Cadogan Street  
London SW3 2QT  
Tel: 020 7589 2438

DETAILS OF CHILD

Child's First Name \_\_\_\_\_ Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_

Child's Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

DETAILS OF PARENTS OR CARERS

Title (e.g. Miss, Mrs, Mr etc) \_\_\_\_\_ Surname \_\_\_\_\_ Forename \_\_\_\_\_

What is your relationship to the child? (e.g. mother/father/carer) \_\_\_\_\_

Address (If different from child's address) \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Telephone No. \_\_\_\_\_

Is your child baptised?

Yes

No

Please tick one

Parish of Residence \_\_\_\_\_

Does your child have a brother or sister at St Joseph's RC Primary School who  
will still be in attendance in September 2010?

Yes  No

Please tick one

If yes, please provide name of brother or sister: \_\_\_\_\_

Please attach photocopies of proof of birth, Baptismal Certificates (if applicable)

Please turn over

*The personal information that you provide will be handled in accordance with the Data Protection Act 1998.*

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

School Use Only	
Date of Received: _____	Evidence of Birth/Baptism Y/N
St Mary's Parish: _____	Accepted / Rejected
Brother/Sister: _____	Place offered School: Letter dated _____
Medical/Social: _____	
Other: _____	Forms sent on: _____