



Cadogan Street, London, SW3 2QT
Telephone: 020 7589 2438
Head Teacher: Mrs Karen Wyatt

Admissions Policy 2016-2017

St Joseph's RC Primary School

Cadogan Street, Chelsea

Admissions Criteria 2016-2017

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

The Governors of St Joseph's School control the admission of pupils to the school. Each year the Published Admission Number (PAN) of 30 places are available in the Reception Year for those whose fifth birthdays fall between the 1st September 2016 and the 31st August 2017. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2015 and 31st August 2016.

Accessing and Completing Application Forms

If you do not complete both the CAF and the SIF (***see Application Procedures and Timetable below***) and return them by the closing date, the governing body may be unable to consider your application until all other applications have been considered 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). All forms are available on the school's website or you can collect the forms from the school or contact the school and ask for them to be sent to you.

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

Nursery Children

Parents of children currently attending the school's nursery must be reminded that there is no automatic progression to the reception class and that a full application must be made.

Oversubscription Criteria

By agreement with the Westminster Diocesan Education Service and the Royal Borough of Kensington and Chelsea, where there are more applications than the number of places available, the Governors will offer places according to the following order of priority:

1. Catholic "Looked After" children and Catholic children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.

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 and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.
6. Baptised 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. Children of other Christian traditions
9. Non-Christians whose parents wish them to have a Catholic education
10. All other applications.

The Governors will give top priority to an application within a category where compelling evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can only be 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 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.

Multiple Applications

Governors will take the opportunity to admit twins/triplets and siblings applying for the same academic year, where one child has been offered a place and the other(s) has not. This will most commonly mean admitting a second twin and going over the infant class size limit.

Children of Staff

Priority will be given to children of staff, where the staff member has been employed on a permanent basis for at least two years at the time of application. Catholic children will be given priority after criterion 1 and non-Catholic children will be given priority after criterion 5.

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.

In the past two years, Governors have been unable to admit any child beyond criterion 4.

Reception Year Deferred Entry

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. 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 oversubscribed they are very unlikely to obtain a place.

*Please note that a request to apply for a reception place outside of the child's chronological year group is referenced on page 5.

School Visits and Open Days

Visits from prospective parents are of course always welcome and may be arranged by telephoning the school. Open days are also arranged in the autumn term. However, a visit to the school plays no part in the admissions process.

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 (16th January 2016)** in order to make a full 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 2014 at: www.rbkc.gov.uk.

Offers of places will be sent to parents on **Thursday, 18th April 2016**.

- 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. In all cases a proof of date of birth will be required.

- C) **If you do not complete both forms described above and return them by the closing date, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after Thursday, 15th January 2016 will be dealt with after initial offers have been made.**

You will be advised of the outcome of your application, initially by a letter from your home LA on our behalf.

In-Year Admissions: Applications outside of the normal point of entry (reception) must be made and returned to the Royal Borough's School Admissions Team on the Common Application Form. 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 25 school days from the notification of the decision not to admit. Appeal forms can be obtained from the school. All completed forms must be sent to the Chair of Governors.

Waiting List: Governors will establish a waiting list for those who are unsuccessful. Names on the list will be given the same priority as per the oversubscription criteria. Names will be removed from the waiting list after one year unless applicants request to remain on the list.

Pupils with a Statement of Special Educational 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 authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

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 either of your forms, the Governing Body reserves the right to withdraw the place even if the child has already started at the school.

Notes (these notes form part of the oversubscription criteria)

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

'Resident' a child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

'Parent' means the adult or adults with legal responsibility for the child.

'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).

'Adopted'. An adopted child is any child who has been formally adopted and whose parent/guardian can give proof of adoption.

'Residence Order' means an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

'Special Guardianship Order' means an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

'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).

'Christian' for the purposes of this policy, means a member of one of the Churches affiliated to 'Churches Together in Britain and Ireland'.

Admission of children outside their normal age group

Under para 2.17 of the School Admissions Code 2014 parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application i.e. Sept – Dec 2015 for entry in September 2016. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. Each case will need to be supported by a professional (e.g. GP, social worker) that gives the reason for admission outside of the chronological age group. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

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 _____ Year Group Applied for: _____
(e.g. Nursery, Reception, Year 1, Year 2 etc)

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. _____

DETAILS OF RELIGION

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination e.g. Methodist)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			
Name and position of priest or religious leader supplying reference: (where appropriate)			
Names of brothers or sisters at the school who are still attending:			
Is your child 'looked after' by the Local Authority, adopted or subject to a residency or special guardianship order, having previously been 'looked after'? (Please circle your response)	YES		NO

Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence will be required.)

YES

NO

P.T.O.

I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.

Signed:..... Date:.....

Please note:

- Where applicable parents can obtain a priest's reference form from the school or from the Diocese of Westminster website at www.rcdow.org.uk/Education. Follow Guidance & Policy Documents, Admissions: Guidance notes and reference form for priests.
- Applicants from other Christian denominations and other faiths may attach a reference from their minister or religious leader.
- You **must** complete your local authority's Common Application Form and return it to the council offices by the closing date. If you do not do this you will not be offered a place.

Checklist:

Have you enclosed: Copy of baptism certificate
 Priest's Reference Form (where necessary)
 Evidence of exceptional need (where appropriate)

Have you completed your local authority's Common Application form?

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

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: _____