

Diocese of Clifton
St Joseph's Catholic Primary School
Holloway Hill, Malmesbury, Wilts SN16 9BB
Email: admin@st-josephs-malmesbury.wilts.sch.uk
Website: www.st-josephs-malmesbury.wilts.sch.uk

ADMISSIONS POLICY 2019-20



‘Walking in the footsteps of Jesus, loving and serving together’

Mission Statement

The Mission of our school is to provide a broad and challenging education within the context of a Christian environment. An understanding of the Catholic faith, in line with the Gospel message, underpins the whole work of our school. Our main aim is to develop the self-esteem, dignity and respect of all members of the community in a celebration of each person's infinite worth in the eyes of God.

School Setting

1. St. Joseph's is a Catholic voluntary aided primary school serving the Parishes of: St Aldhelm (Malmesbury), St Michael (Tetbury) and St Peter (Cirencester). Maps showing parish boundaries can be seen on the school website and at the school office. The Governing Body, acting in accordance with the School Admissions Code, the Clifton Diocese By Laws for Voluntary Aided Schools and Colleges and in consultation with the Wiltshire Local Authority is responsible for the admission of pupils. The school adheres to Wiltshire Council's Fair Access policy.

Normal Application

2. The Admission Number for the Reception Year 2019-2020 is 20 pupils. All children offered a place are entitled to a full-time place in the September following their fourth birthday. Pupils are normally admitted in the September of the school year in which they reach their fifth birthday. However, they are not required to attend school until the beginning of the term after their fifth birthday and so where offered a place, admission may be deferred until the beginning of either the Spring or Summer Terms. Where a place is offered, it may be deferred until later in the school year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. If parents wish a deferment they should indicate when accepting

the offer of a place. Parents/carers offered a place can start their child on a part-time basis until the child reaches compulsory school age.

Applications for a Reception place at the school should be made to a child's home Local Authority (LA). For those living in Wiltshire Local Authority, their Common Application Form should be completed and returned to the School Admissions Team at Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN by 15 January 2019. Applications can also be made online at <https://admissions.wiltshire.gov.uk/prefs.php>. If you are applying to St Joseph's Catholic Primary School on religious grounds, then the school requires supporting evidence in order for a child's application to be categorised correctly. Details can be found on the supplementary information form (see appendix 1) to be completed in order for a child's application to be categorised correctly. This form can be found on the school website or can be obtained from the school office. On 16 April 2019, the home LA will, on behalf of the Governing Body, inform parents directly of the outcome of their application for their child.

The Local Authority will make available copies of the Admissions Guide and Common Application Form through all primary and secondary schools and on request from County Hall.

3. If the number of applications does not exceed the Admissions Number, places will be offered to all candidates. If the number of applications exceeds the Admissions Number the Governing Body will apply the Over-subscription Criteria.

Waiting List

4. When all available Reception places have been allocated a waiting list of unsuccessful candidates will be held by the school until 31 December 2019 and then discarded. If places become available before that date offers will be made by Wiltshire Council on behalf of the Governing Body in accordance with the oversubscription criteria in Paragraph 6 below. Each added child to the list will require the list to be ranked again in line with the aforementioned oversubscription criteria.

Oversubscription Criteria

5. In the event of over-subscription (i.e. more applications than available places), places will be offered in accordance with the following order of priority:
 - a) Catholic Looked After (or previously-Looked After) children
 - b) Catholic children who live in the Parishes of St Aldhelm, St Michael and St Peter
 - c) Catholic children who live outside of the Parishes of St Aldhelm, St Michael and St Peter
 - d) Non-Catholic Looked After (or previously-Looked After) children
 - e) Children of a Catholic parent who live within the Parishes of St Aldhelm, St Michael and St Peter.
 - f) Children who will have a sibling at the school at the time of their admission
 - g) Children of other Christian denominations who live within the Parish of St Aldhelm's, Malmesbury.
 - h) Other children not in the above categories

A map detailing the boundaries of the Parishes of St Aldhelm, St Michael and St Peter is available on request and can be found on the school website and at the school. In categories 6a, 6b, and 6c, baptismal certificates of the children applying for entry must be provided for inspection. In category 6e, the baptismal certificate of the Catholic parent should be made available. In category 6g a copy of a baptismal certificate or equivalent or a written letter from a minister of religion stating that the applicant is of that Christian denomination should be provided. Baptismal certificates or equivalent should be sent directly to the school by **15th January 2019**.

Multiple births

6. Where the application of the over-subscription criteria would result in splitting a multiple birth family (for example, where one place remains to be allocated but the application is for twins, triplets or more siblings from a multiple birth family) the remaining sibling(s) will be admitted as an excepted child even if this means exceeding the Admission Number.

Definitions

7. Where the following terms are used, the following definitions will apply:
 - a) Catholic children – Baptised Catholics with a valid baptismal certificate. A certificate of Reception into the Church is also accepted as proof of being a Catholic. Here the term ‘certificate’ includes a certified copy of an entry in the appropriate register. There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, parents/carers should contact the Parish Priest for advice on how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church. Whilst a copy of a certificate may be provided the governors may request sight of the original.
 - b) Sibling – 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, and in every case, who is living in the same family unit at the same address for the majority of the time* at the address considered to be the address of the child for whom the application is made.

*A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time. A Sibling must be attending (or is expected by the school and/or Wiltshire LA to be attending) the school at the time of admission.
 - c) Looked After Children –A 'looked after child' is a child who is:
 - i) in the care of a local authority, or
 - ii) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school.

The category includes 'previously looked after children', defined as children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or a special guardianship order. A more complete definition is given in the Department For Education's School Admissions Code (September 2014).

Tiebreakers

8. Priorities in all categories will be given in order to:
 - a) Children who have sibling at the school at the time of admission
 - b) Children who live nearest to the school

Distance to the school will be calculated from the Ordnance Survey eastings and northings from centre point of the home and the school. Distances supplied by the Local Authority will be used for this purpose.

In the event of all things being equal including distance, random allocation by way of drawing of lots will be made. The arrangements of such a tie-breaking draw would be carried out by three governors who are independent of the Admissions Committee.

Late Application for Admission

9. Applications submitted after the closing date given in paragraph three will be processed in accordance with the Coordinated Admission Scheme of the child's home LA. Applications made after the closing date up until the 31st August 2019 must be made to the child's home Local Authority.

In-Year Application for Admission

10. All applicants for a school place must complete a Common Application Form, which should be returned to Wiltshire Council (the 'Local Authority'). The application will then be forwarded to the school within 5 days of receipt. Where St Joseph's receives an in-year application directly from an applicant expressing a preference for a place at the school, the application will be forwarded to the Local Authority within 5 days of receipt. In all cases the Admissions Committee of the Governing Body of St Joseph's will determine the outcome of applications and will notify the Local Authority within 10 school days of the date upon which the information was received by the school. Thereafter, and in all cases, the Local Authority will aim to send a decision letter to the applicant within 20 school days of receiving the application form and this will provide, if appropriate, information regarding the statutory right of appeal.

Successful Applicants in Previous Year by Category

11. In February 2018 the Admissions Committee received a total of 44 applications which fell into the following categories:

| Category | Qty |
|----------|-----|
| 6. a) | 0 |
| 6. b) | 8 |
| 6. c) | 0 |
| 6. d) | 0 |
| 6. e) | 3 |

| | |
|-------|----|
| 6. f) | 1 |
| 6. g) | 0 |
| 6. h) | 32 |
| Total | 44 |

As there are a total of 44 applicants in categories (a) to (h), the tiebreaker provision at paragraph 9c of the Admissions Policy 2018-19 ('children who live nearest the school') was used to determine which 8 applicants of the 32 in category (h) would be offered a place. Applicants not offered a place were added to our waiting list.

Appeals Procedure

13. Parents who wish to appeal against refusal by the Admissions Committee of the Governing Body to admit their child should put their appeal in writing to the Clerk of the Governing Body no less than 20 days of receiving the letter of refusal. Appeals will be arranged by the Diocesan Department for Schools and Colleges and conducted in accordance with the Code of Practice on School Appeals.

Children with an Education, Health and Care Plan

14. There is a different procedure for the admission to school for children with an Education, Health and Care (or EHC) Plan; the Local Authority in whose area the family lives administers this procedure. The Local Authority is responsible for issuing the EHC Plan and consulting with the parents and the Governing Body, if a preference has been made for the school, before the school is named in the EHC Plan.

Admissions Outside the Chronological Age Group (delayed or accelerated entry).

15. A parent who chooses not to send their summer born (1 April – 31 August) child to school until they have reached compulsory school age may request that they are admitted outside their normal age group, that is, to Reception rather than Year 1 (but should note that any offer of a place that they may have received will be withdrawn). They should submit their request in writing to the school, along with any supporting evidence. If governors agree in principle that the child's Reception Year admission may be delayed until the following school year, the parent will need to complete a Local Authority Common Application Form and be considered along with all other Reception applications and the oversubscription criteria applied as necessary.

For delayed or accelerated entry into all other year groups, parents should submit their request in writing to the school, along with any supporting evidence, and complete an application form as appropriate for the requested year group.

Further Information & Contact Details

16. Further information and a Supplementary Information Form can be obtained from Mrs E Pearce, School Administrator, St Joseph's Catholic Primary School, Holloway Hill, Malmesbury, Wiltshire, SN16 9BB. Telephone: 01666 822331.

Supplementary Information Form

Please complete as fully as possible as all information is needed to correctly categorise your application.

Child Details

| | |
|-----------------------|--|
| Name of Child: | |
| Date of Birth: | |
| Religion: | |

Parent / Carer Details (if applying under the category of 'Children of a Catholic Parent')

| | |
|------------------|--|
| Name: | |
| Religion: | |

Please send a copy of your child's baptismal certificate (or certificate of having been received into the church) to the school office by 15th January. If your child is yet to be baptised please provide a copy of the baptismal certificate of parent. In order to ensure we categorise your application correctly, we would appreciate it if you would include this form with your supporting evidence.

Please note that this form **does not** replace the Local Authority Common Application Form of your child's home Local Authority (LA).

An LA form must be completed by all applicants.

For those living within the Wiltshire Local Authority, the Wiltshire County on-line application form can be found at:

<https://admissions.wiltshire.gov.uk/prefs.php>

General Data Protection Regulation (GDPR)

St Joseph's has a duty to protect personal information belonging to the public whom it serves. It is committed to all the principles of GDPR and adheres to the best practice in information security. This information will be shared (under statutory requirement) with Local Authorities and the DfE for statistical analysis. Documents relating to the school responsibility under GDPR can be accessed via <http://www.st-josephs-malmesbury.wilts.sch.uk/gdpr/>