

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL, BRIGHOUSE



ADMISSION POLICY

RECEPTION, KS1 AND KS2

St. Joseph's Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

If the number of preferences received is less than the admission number then all preferences will be met. However, when there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to this school parents, or carers, are declaring their support for the aims and ethos of the school.

The governing body has responsibility for admissions to this school and will admit a maximum of 30 pupils into each class.

The general policy in Calderdale M.B.C. is to admit children to Reception classes in the September of each year, providing their fifth birthday falls between 1st September of the year of admission and the 31st August of the following year – i.e. the September following the child's fourth birthday.

Over-subscription Criteria

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Looked after children from Catholic families.
2. Baptised Catholic children who are resident in the parish of St. Joseph's, Brighouse.
3. Other baptised Catholic children
4. Other "Looked After" children.
5. Children of other Christian denominations, or of other Faiths, whose parents or carers confirm they are in empathy with the aims and ethos of the school and wish a Catholic Education for their child and whose application is supported by a minister of religion or an appropriate religious leader.
6. Other children whose parents/carers wish them to attend our school and receive a Catholic Education

Please Note: Catechumens are to be given priority next after baptised Catholics in each of the above categories

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription the following provisions will be applied.

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. (See enclosed notes)

Tie Break

Where the offer of places to all the applicants in any of the categories listed above would still lead to over-subscription, the available places will be offered to those living nearest to the school. 'Straight line distance' will be used as the measure (see notes).

Application Procedures and Timetable

Applicants are advised that in successfully processing applications the governing body needs BOTH the forms described below to be completed and received at the correct addresses. Failure to provide a Common Preference Form (CPF) would mean that the application is not valid and failure to provide a Supplementary Information Form (SIF) could mean that the applicant is placed in the last criteria.

Applications must be submitted no later than December 1st for admission the following September to the school Clerk to the Governors on the **Supplementary Information Form** attached to this policy. A standard application form, known as the **Common Preference Form** must also be completed and returned to the Local Authority Primary Admissions Officer, Children and Young People's Services, Northgate House, Halifax, HX1 1UN at the same time. Parents or carers will be advised of the outcome of their applications, usually by Easter. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above, and advised of their right of appeal to an independent appeal panel.

Waiting Lists

As well as their right of appeal, unsuccessful applicants can apply to be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria asset out above. Names are normally taken off the list after six months.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs is dealt with a completely separate procedure. This procedure is set out in 1996 Education Act. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

Notes (these notes form part of the over-subscription criteria).

(1) Catholic means a member of a Church in communion with the See of Rome. A certificate of baptism in a Catholic Church or a certificate of

reception into the full communion of the Catholic Church will normally evidence this. This includes the Eastern Catholic Churches.

(2)Catechumens are those children who have given an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation. A letter from the Catholic priest preparing the child is required.

(3)Eastern Christian Church includes Orthodox Churches and proof is normally a certificate of baptism or reception from the authorities of that Church.

(4) 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).

(5) Siblings (Brothers and Sister) includes children with brothers and sister (including step-brothers or sisters residing at the same address) of statutory school age, living at the same address, in attendance at the same school, or a school on the same site, on the date of admission.

(6) Twins or Triplets – where a family of twins or triplets request admission and there is only one school place available, it will be left to the family to decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline the place.

(6) Parish Boundaries are as shown on a map available for inspection in school.

(7)Straight Line Distance will be measured from the main entrance of the school to the home.

The Governors wish to register their regret if they find that they are unable to offer your child a place at the school.

Visits to the school by prospective pupils and their parents/guardians are actively welcomed, by prior appointment.

Please do not hesitate to contact St. Joseph's School (01484/713037) if you wish to seek clarification/further information on any of the above admission arrangements.