

# Admissions Policy

St Joseph's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Calderdale Local Education Authority as a Voluntary Aided School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The Governing Body has set the planned admissions number at 22.

Admission to the school will be made in accordance with stated parental preferences received subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available. In each category children with a sibling (#) attending the school at the time of admission will be given first priority.

1. Baptised Roman Catholic children who are in public care.
2. Baptised Roman Catholic children who are resident (\*) in the parishes of St Joseph's, Todmorden or Good Shepherd, Mytholmroyd.
3. Other baptised Roman Catholic children in another parish.
4. Other children who are in public care.
5. Other children.

\* **Resident** refers to the child's permanent home at the proposed date of admission.

Where a child lives with parents with shared responsibility, each for a part of the week, the parents must state which is the predominant address together with details.

Over-subscription criteria will be considered on the basis of the predominant address and parental preference.

# **Sibling** means a full, half or step brother or sister or legal adoptive sibling.

## Footnotes:

- a) All applicants will be considered at the same time and after the closing date for admissions which is set annually by The Children and Young Person's Services of Calderdale Council.
- b) Each Roman Catholic applicant will be required to produce a baptismal certificate at the time of application.
- c) If there are more applications than places available, priority will be given on the basis of proximity to the school: this is defined as the shortest walking distance by a public recognised route from the front door of the child's home to the school gate on Wellington Road.

- d) The Governing Body will admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence and assessment from a doctor, social worker or Local Education Authority psychologist.
- e) If an application for admission has been turned down by the governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- f) A waiting list for children who have not been offered a place (in any year group) will be kept and will be ranked according to the admissions criteria.
- g) Admission arrangements to the Reception class are separate to those for the Nursery. Attendance at the Nursery does not give a child any guarantee or priority when it comes to consideration by the governors of admission to the Reception class.

*Policy revised 24<sup>th</sup> September 2009*