

ADMISSIONS POLICY FOR SCHOOL PLACES (NON-RECEPTION)

St Joseph's is a Catholic Foundation school intended primarily for the education of Catholic children. Application for admission is made via Hertfordshire County Council (H.C.C.) in accordance with the procedures detailed later in this document. Responsibility for the admission of children for whom application is made rests with the Governing Body.

We aim to provide a Catholic education for all our pupils. Catholic doctrine and practice permeate every aspect of the school's activity. It is important therefore that the Catholic character of the school's education is fully understood and appreciated by all families making an application.

When there are more applicants than available places, allocation is made through the operation of the oversubscription criteria detailed below. However, it should be noted that :

a) For the purpose of this policy, 'Catholic' means a member of a Church in full communion with the See of Rome and includes Eastern Catholic Churches. This will normally be evidenced for a child by a Certificate of Baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

b) The admission of a child with special educational needs (SEN) is handled by a procedure, which involves the making and maintenance of a statement by the child's Local Authority. Details are set out in the SEN Code of Practice. Statemented children are not subject to the oversubscription criteria.

c) The Governing Body will give top priority within the relevant criteria category to an application where written evidence, from a priest or appropriate professional person, is provided of exceptional social, medical, pastoral or other needs of the child.

d) In accordance with locally agreed protocols, the school is committed to taking its fair share of vulnerable children who are hard to place. Therefore, outside the normal round of admissions, governors are empowered to give absolute priority to a child where admission is requested under any local protocol agreed by the Governing Body and the Diocese of Westminster. This applies even when the admission of such a child would exceed the published number of applicants admitted.

e) The attendance at the school of a natural, step or adopted sibling living at the same address at the time of admission, will increase the priority of an application within a category.

f) In respect of children of multiple births, where not all the siblings are allocated places under the normal operation of the oversubscription criteria, we shall adopt the provisions of the H.C.C. Admissions Policy. These seek to place all such siblings at the same school. Further information is available on the H.C.C. and DCSF websites shown below,

The oversubscription criteria, in order of priority, are as follows:

1. Catholic 'children looked after' (the term 'children looked after' is defined in the Children Act 1989, Section 22).
2. Catholic children who are members of a practising Catholic family and resident in the parish of St Joseph and the English Martyrs, Bishop's Stortford, including Most Holy Redeemer, Sawbridgeworth and Holy Cross, Much Hadham. Boundary details are enclosed. 'Practising Catholic' means regular family attendance at Sunday Mass which is confirmed by the Diocesan Priest's Reference ('family' normally includes the Catholic(s) who have legal responsibility for the child).
3. Catholic children who are members of a practising Catholic family as previously defined, but are not resident in the parish listed in 2. above, but for whom St Joseph's is the nearest Catholic school as measured in accordance with the processes established by Hertfordshire County Council for this purpose.
4. Catholic children who are resident in the parish mentioned above but who do not necessarily practise their faith on a regular basis.
5. Other Catholic children.
6. Other 'children looked after'.
7. Christian children whose parents wish them to have a Catholic education.
8. Other children whose application is supported by a religious leader.
9. Any other applicants.

If a situation is reached whereby equally ranked applications within a category exceed the remaining number of available places, admission will be determined as follows:

Categories 1 – 4: By the drawing of lots in the presence of an independent witness.

Categories 5 – 9: Preference will be given to those children living the shortest distance from the school main entrance. The distance will be measured in accordance with the process established by Hertfordshire County Council for this purpose. Further information is available on their website shown below.

IMPORTANT INFORMATION CONCERNING ADMISSION ARRANGEMENTS

The address given must be where the parent(s) and the child are usually resident. The address of another relative or a temporary address is not acceptable, except possibly where proof is provided of a pending move to a different address, as contemplated in the DCSF Code of Practice on Admissions. Any decision on this point is at the absolute discretion of the Governing Body.

Parents are welcome to visit the school before making an application and are requested to telephone for an appointment (01279 652576).

Admission to St Joseph's Nursery and St Joseph's Pre-School is covered by quite separate arrangements. Details are available from the School Secretary on request.

APPLICATION PROCEDURES AND TIMETABLE

If the child is a baptised Catholic, the attached Supplementary Information Form (SIF) should be completed and returned to the School Secretary at the address shown above, together with a copy baptismal certificate. Parents whose child is not a baptised Catholic but who particularly wish their child to have a Catholic education, may also complete and return the form. The SIF is used by the Governors in their administration of the Admissions Policy. Failure to submit this form will result in the application being placed in Category 6 (other 'children looked after'), if appropriate, or otherwise in Category 9 (any other applications) of the oversubscription criteria

PRIEST'S REFERENCE.

In addition to the Supplementary Information Form, parents of a Catholic child are required to complete the enclosed forms related to a reference from a Catholic priest, which must then be signed or countersigned by the parish priest of St Joseph's & the English Martyrs, Bishop's Stortford. Receipt by the school of Part B will have a significant bearing in connection with the operation of oversubscription criteria.

USEFUL WEBSITE LINKS

St Joseph's Catholic Primary School www.stjosephs207.herts.sch.uk

Hertfordshire County Council (H.C.C.) www.hertsdirect.org

Diocese of Westminster Education Service www.rcdow.org.uk/education

DCSF Code of Practice on Admissions & Appeals www.dcsf.gov.uk/sacode

Date of Issue: February 2009

St Joseph's Catholic Primary School, Bishops Stortford, CM23 2NL

NON-RECEPTION SUPPLEMENTARY INFORMATION FORM (SIF)

Child's Name:..... **Date of Birth:**.....

On entry, would the child already have a sibling attending the school? YES/NO

Name(s) of Parent(s):

Address:

..... **Postcode:**.....

Telephone No.

Name and address of School child currently attends :

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Is the child a baptised Catholic? YES/NO

If 'YES', please give date and place of baptism and enclose a copy of the baptismal certificate

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If 'NO', please give details of your religious affiliation:

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Name of your Minister / Church Leader

Address:.....

..... **Postcode:**

Telephone No.