

St JOSEPH'S CATHOLIC PRIMARY SCHOOL
Great Hadham Road, Bishop's Stortford, CM23 2NL

'In Year' ADMISSIONS POLICY
(for those applicants moving schools)

The governing body is the admission authority and has responsibility for admissions to the school. If you have moved to the area or want to change schools you will need to complete the school's in-year information form which you can get from our website or school office.

Our school is generally oversubscribed and there may not be a place available for your child when you apply. If this is the case, the school are happy to keep your details on a waiting list for that academic year. You will be contacted at the end of the summer term to find out if you want to remain on the waiting list for the next academic year.

If a school place becomes available, the governing body will refer to the waiting list for that year group. At that time it will offer the place to the highest ranked applicant according to our over subscription criteria.

If there are a number of applicants within the same highest ranked criteria, lots will be drawn in front of an independent witness to offer the school place.

The successful applicant will be notified of the offer of a school place which must be accepted and the pupil starts school within two weeks of notification. If the offer cannot be accepted, the place will be offered to the next ranked applicant. The school will only contact the successful applicant to offer them a school place.

The governing body will only rank applicants if a school place becomes available. As a result, the school will not be able to tell you where your applicant is ranked if there is not a school place available. A place is not offered on a first come, first served basis, nor closest to the school – see over subscription criteria.

If a place cannot be offered at this time then you may ask us for the reasons, you will be informed of your right of appeal to an independent panel.

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. 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 Our Lord Jesus Christ.

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 be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Pupils with an Education, Health & Care Plan (EHC)

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you

must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted (see note 1).

Oversubscription Criteria

If a school place is available in a year group and there are more than one applicant on the waiting list, the place will be offered according to the following order of priority:

1. Catholic 'looked after' children and previously 'looked after' children.
2. Baptised Catholic children with a Certificate of Catholic Practice who have siblings at the school at the time of admission and are resident in the parish of St Joseph and the English Martyrs, Bishop's Stortford, which includes Most Holy Redeemer, Sawbridgeworth and Holy Cross, Much Hadham. This incorporates the six Civil Parishes of Bishop's Stortford, Sawbridgeworth, Little Hadham, Much Hadham, Thorley and High Wych in East Hertfordshire District.
3. Baptised Catholic children with a Certificate of Catholic Practice who have siblings at the school at the time of admission and are resident in the Civil Parishes of Gilston and Eastwick.
4. Baptised Catholic children with a Certificate of Catholic Practice who have siblings at the school at the time of admission as defined below and are not resident in the Civil Parishes listed in criterion 2 or 3.
5. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the Civil Parishes listed in criterion 2.
6. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the Civil Parishes listed in criterion 3.
7. Baptised Catholic children with a 'Certificate of Catholic Practice' (as defined below) who are not resident in the Civil Parishes listed in criterion 2 and 3, 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.
8. Baptised Catholic children who are resident in the Civil Parishes in criterion 2 and 3 who do not necessarily practise their faith on a regular basis.
9. Baptised Catholic children who are not resident in the Civil Parishes in criterion 2 and 3.
10. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders.
11. Children of Catechumens and members of an Eastern Christian Church who are resident in the Civil Parishes in criterion 2 and 3.
12. Children of other Christian denominations who are resident in the Civil Parishes in criterion 2 and 3 whose application is supported either by a certificate of baptism or by a letter confirming membership of the faith community.
13. Children of other faiths who are resident in the Civil Parishes in criterion 2 and 3 whose application is supported by a letter confirming membership of the faith community.
14. Any other applicants.

Please also read the notes at the end of this policy for further clarification.

Within each of the categories listed above, the provisions below will be applied in the following order:

- i. The Governing Body will give top priority, within a category, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need **of the child**, which can only be met at **this** school.
- ii. The attendance of a brother/sister at the school at the time of enrolment will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made, after children in (i) above.

Fair Access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

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 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 explanatory notes form part of the oversubscription criteria

1. **An Education, Health and Care Plan** is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.
2. **A 'Looked after child'** has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents at the time of making an application to the school.) A previously 'looked after' child is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or a special guardianship order.
3. **'Adopted'**. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.
4. **'Child Arrangements Order'**. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.
5. **'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). A child 'looked after' immediately before the order is made qualifies in this category.
6. **'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 full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic

family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide 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.

7. **'Certificate of Catholic Practice'** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holydays of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests: <http://rcdow.org.uk/education/governors/admissions>
8. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
9. **"Children of other Christian denominations"** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
10. **"Children of other faiths"** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.
11. **'Brother' or 'Sister'** includes:
 - a) All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and

b) The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

12 A 'Parent' means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.

13 '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.

14 Parish Boundaries – for the purposes of this Policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2021-2022.