

**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL AND NURSERY
DROITWICH
WORCESTERSHIRE
WR9 0RY**

CRITERIA FOR ADMISSION TO ST JOSEPH'S SCHOOL 2010/2011

The admissions process is part of the Worcestershire LEA co-ordinated scheme. The Governors are operating an equal preference method in regard to the allocation of school places.

The Admission Policy of the Governors of St Joseph's Catholic Primary School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. 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. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year beginning in September 2010 is 30. The closing date for applications is 22nd January 2010.

The LA on behalf of the Governors, will notify parents on 26th April 2010 of the outcome of their application for a place in the reception year group for September 2010.

If the number of applications exceeds the admission number, governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available at the school and parish.

1. Baptised Catholic children (see note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989)
2. Baptised Catholic children living within the Parish of The Sacred Heart and St. Catherine of Alexandria, Droitwich who have a brother or sister (see Note 3 below) in the school at the time of admission.
3. Baptised Catholic children living within the Parish of The Sacred Heart and St. Catherine of Alexandria, Droitwich
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989)
7. Non-Catholic children who have a brother or sister in the school at the time of admission.
8. Non-Catholic children.

OVER-SUBSCRIPTION

If there is over-subscription within a category, the Governors will give priority to children living closest to the school determined by shortest straight line distance measured from the main entrance door of the school to the front door of the home address (see Note 4 below) Where the final place in a year group is offered to one of twins or triplets etc, the parent has

to decide which child will take up the place. In a very small number of cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (eg children who live at the same address or have the same distance measurement). If there is no other way of separating the applications according to the admission criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will advise the school if there is a tie for the final place and the governors can draw lots to decide which child is allocated the place.

Note 1

Children with a Statement of Special Educational Needs that names the school must be admitted. This will reduce the number of places available to applicants

Note 2

Evidence of Catholic Baptism or Reception into the Church will be required. For definition of Baptised see the Appendix. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest. A copy of the child's baptism certificate will be taken for our records. Failure to produce this will affect the category for your child and therefore may result in an unsuccessful application.

Note 3

The definition of a brother or sister is:

- *A brother or sister sharing the same parents;*
- *Half-brother or half-sister, where two children share one common parent;*
- *Step-brother or step-sister, where two children are related by a parent's marriage;*
- *Adopted or fostered children.*

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

SCHOOL ENTRY

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school. Parents may discuss this with the Headteacher.

NURSERY

Parents must apply on the LA form for a place in Reception class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

APPEALS

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to Chair of Governors. Application forms and copies of the Appeal procedure are held by the Headteacher.

Any appeals will be considered by an independent appeals panel, which will decide the issue. The panel's decision is binding on both parties.

REPEAT APPLICATIONS

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.

LATE APPLICATIONS

Applications received after the closing date will only be considered alongside those received by the closing date under the following circumstances:

- *The family were unable to complete an application form before the closing date because they moved into the school's parish area after the issue of application forms.*
- *The family were unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time- the circumstances must*

be given in writing and attached to the application form

Applications received after the notification date (after places are offered) will be added to the school's waiting list in admission criteria order.

WAITING LISTS

Waiting lists for admission will remain open until the end of August 2011 and will then be discarded. Parents may apply for their child's name to be reinstated. The waiting list will be kept in admission criteria order.

The LA will co-ordinate in-year admissions.

Agreed by The Governing Body on 7th October 2008

APPENDIX

DEFINITION OF A "BAPTISED CATHOLIC"

(For use in the Criteria of Admission to Catholic Schools in the Archdiocese of Birmingham)

To establish clarity, consistency and fairness in the application of Criteria of Admission in Catholic Schools in accordance with the Trust Deed of the Archdiocese of Birmingham, it is necessary to define the description of a "Baptised Catholic" for the benefit of parents who are making applications and for governors who formulate and apply the criteria for admissions.

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church, 1203*). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, 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.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered

validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

Admission Policies should state the requirement of written evidence of Baptism or Reception for the category of "Baptised Catholic". The policy should also state that those who face difficulties in producing written evidence of baptism should contact their Parish Priest.

AGREED BY GOVERNORS ON TUESDAY 7TH OCTOBER 2008