

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL, MALVERN

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.

The admissions process is part of the Worcestershire LA co-ordinated scheme. The Admission Policy of the Governors of St Joseph's Catholic Primary School is as follows:

Admission to the School

ADMISSION ARRANGEMENTS FOR CHILDREN AGED FOUR ON OR BEFORE 31st AUGUST 2009

Children are admitted to school in September in the academic year of their 5th birthday. 30 places are available in the reception class. The governors consider applications on or about the locally agreed closing date each year as published in the LA's booklet 'Information for Parents' and all applications should be submitted before this date for admission the following September. Application Forms will be available from the school office.

ADMISSION ARRANGEMENTS FOR CHILDREN WHOSE APPLICATION TO THE RECEPTION CLASS IS RECEIVED AFTER THE CLOSING DATE AND FOR CHILDREN APPLYING TO JOIN OTHER AGE GROUPS (Casual Admissions)

30 places are available in each age group. Late applications will only be considered after those received on time. Applications may be made directly to the school at any time. Application Forms are available from the school office.

OVERSUBSCRIPTION

Whenever the number of applicants exceeds the number of places available in any age group, the governors will apply the following criteria in the order listed below.

1. Looked After Children who are baptised Catholics
2. Baptised Catholic children living in the parishes of St Joseph's (Malvern) or St Wulstan's (LittleMalvern) who have a sibling in the school at the time of admission."
3. Baptised Catholic children who are living in the parishes of St Joseph's or St Wulstan's.
4. Baptised Catholic children from other parishes who have a sibling in the school at the time of admission.
5. Baptised Catholic children from other parishes.
6. Other looked-after children
7. Non- Catholic children who have a sibling in the school at the time of admission.
8. Non-Catholic children.

If there is an over-subscription within these categories, the Governors will give priority to children living closest to the school. (i.e. in a straight line from the front door of the home address). 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.

A copy of the child's birth certificate is required with all applications and Catholic applicants are also required to provide evidence of the child's baptism (see definitions below)

PROCEDURES FOR ADMISSION

Applications to the reception class should be sent directly to the Headteacher of the school, who may need to consult the Governing Body. All applications should be received by the school on or before the closing date shown on the application form. This is in accordance with the Worcestershire Local Authority coordinated scheme.

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 the Chair of Governors. Appeals will be heard by an independent panel (see 'definitions below').

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 OR
- 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.

The Local Authority on behalf of the Governors, will notify the parents of the outcome of their application for a place in the reception year group from September 2010 on the date published in the booklet 'Information for Parents' in accordance with the Worcestershire Local Authority Coordinated scheme.

Where applicants are refused a place, their name may be placed on a waiting list until Governors have received acceptances of the places offered. If any vacancies remain at this time, applicants on the waiting list will be considered in accordance with the above criteria. Unsuccessful applicants will be told of their right to appeal to an independent panel and given details of the formal process. No waiting list is maintained after this time. All those offered places will be required to confirm their acceptance in writing within 10 school days.

WAITING LISTS

In the event of oversubscription to any year group, waiting lists for admission will remain open until the end of August in each academic year 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.

APPLICATIONS FOR PLACES AT TIMES OTHER THAN THE NORMAL ADMISSION TO RECEPTION CLASS

Applications received at other times of the year or for places in classes other than the reception class will be considered as soon as possible upon receipt and a letter will be sent either offering a place or giving reasons for refusal. Unsuccessful applicants will be informed of their right to appeal to an independent panel. Where a place is offered, the applicant will be asked to confirm in writing that the place will be taken up no later than the beginning of the next school term. No reserve list is maintained for casual admissions.

THE INDUCTION PROCESS

In order to provide a smooth transition into school, reception class pupils may be admitted in stages.

Children whose birthdays fall between 1st September and 31st December (inclusive) will attend part time for the first week and full time thereafter.

The remaining children will be offered the option of a part-time place during the first half term. All children will be offered full time places from November onwards. Parents will be given an opportunity to discuss the part-time option at the induction meeting held during the Summer Term prior to the September in which their child will start. The school may vary the arrangement in very exceptional circumstances. In such cases, the learning needs of the individual child as well as the needs of other children in the same class will be taken into account.

DEFERRED PLACES.

Our Early Years Curriculum is designed to meet the needs of children in the Foundation Stage (Ages 3-5) and most children settle very quickly, regardless of when their birthdays fall. Very occasionally, however, parents may judge that their child is not ready to start school in September. In such cases, they should apply at the normal time and when a place is offered they should discuss their concerns with the Headteacher. Applicants will be asked to confirm in writing the date that the deferred place will be taken up.

DEFINITION OF BAPTISED CATHOLIC AND EVIDENCE FOR THIS:

1. **“Baptised Catholic”** 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*).

2. 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"..

Other Definitions:

1. **"Sibling"** means a child living at the same address who is brother/sister (that is children who share the same two parents), half-brother/sister (that is children who share one common parent) or step brother/sister (that is children who are related through marriage). The definition also includes adopted and foster children living at the same address.
2. **"Independent Appeal Panel"** Parents have the right to appeal against a refusal of admission to a panel comprising of an Appeals Clerk and three independent members drawn from the Archdiocese of Birmingham. The panel members have no connection with the school and their decision is legally binding on both parties. Parents wishing to appeal should apply in writing to the Clerk to the School Governors c/o the school within 14 days of notification that a place has been refused. Details of the process are sent with letters refusing admission.
3. **"Home Address"** 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 for the majority of the school week. 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
4. **"Evidence"** The school will retain a photocopy of the original birth certificate with all applications and evidence of baptism in the case of catholic applicants (see above)
5. **"Statemented children"** Children for whom St. Joseph's Catholic Primary School, Malvern, has been identified as most suitable in a Statement of Special Educational Needs will be allocated a place. This will reduce the number of places available to applicants.