

St Joseph's Catholic Primary 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.

As a Catholic school, Catholic doctrine and practice permeates every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants (parent or carer) are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Whenever there are more applications than places available, priority will be given to applicants in accordance with the oversubscription criteria listed below.

The governing body has responsibility for admissions to this school and will not admit more than 60 pupils to the reception class in the school year which begins in September. Admissions will take place in September.

All applicants should complete:

1) A Common Application Form (CAF). This is obtained from your home local authority and must be returned to your local authority by the published deadline.

2) A Supplementary Information Form (SIF). This is obtained from St Joseph's School or Islington local authority. You can collect the form from the school or contact the school and ask for them to be sent to you.

3) A Diocesan Priest's Reference Form. This is obtained from St Joseph's School. You can collect the form from the school or contact the school and ask for it to be sent to you.

If you do not complete all three forms and return them by the closing date, the governing body may be unable to consider your application fully and your child is unlikely to get a place at the school.

The admission of pupils with a statement of Special Education Needs is dealt with by a completely separate procedure. Details of this procedure are set out in the Special Needs Code of Practice, which can be obtained from your Local Authority.

Oversubscription Criteria:

If there are more applications than there are places at St Joseph's School at the time of enrolment the following criteria will be applied (in order):

1. Catholic looked-after children.
2. Children who are baptised, practising Catholics who are resident in the parish of St Joseph's (*see notes*).
3. Children who are baptised, practising Catholics who are resident in the parish of St. Gabriel's (*see notes*).
4. Any other children who are baptised Catholics with a priest's reference.
5. Children who are baptised Catholics without a priest's reference.
6. Other looked-after children.
7. Catechumens and members of an Eastern Christian Church (*see notes*).
8. Christians of other Christian denominations (*see notes*).
9. Any other applicant.

If there are more applicants than there are places available in any one of the categories listed above, places will be allocated based on:

Attendance of a brother or sister at the school at the time of enrolment (*see notes*).

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The governing body will give top priority to an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school.

Tie Break

If there are still more applicants than there are places in any one of the categories listed above, places up to the admission number will be offered to those living nearest to the school.

Distance will be measured in a straight line from the child's home address (including flats) as defined by the Land & Property Gazetteer, to the main entrance of the school, using the Local Authority's computerised measuring system.

Notification of Places.

Parents will be advised of the outcome of their applications by the Local Authority.

Fair Access Protocols

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 Diocese 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.

Appeals Process

Unsuccessful applicants will be given a reason based on the oversubscription criteria listed above and advised of their right to appeal to an independent appeal panel.

Applicants who appeal should note that the appeal panel will only consider whether the procedure has been followed correctly. It cannot change the procedure.

Waiting List

In addition to their right of appeal, candidates who have not been offered a place will be offered the opportunity to be placed on a waiting list. This waiting list is maintained by the school in order of the oversubscription criteria set out above. The school maintains this list for six months after the proposed date of admission.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the governing body will admit the child. If more applications are received than there are places available, applications will be ranked by the governing body in accordance with the oversubscription criteria, with the following modifications: catholic children without an offer of a school place elsewhere are given priority immediately after Catholic looked-after children; similarly, other children without an offer of a school place are given priority immediately after other looked-after children. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria (as modified above) and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that the local authority can inform the parent that the school is making an offer.

Notes

Parish boundaries are those determined by St Joseph's Church and St Gabriel's Church. A map of the boundaries can be obtained from St Joseph's Church or St Gabriel's Church respectively.

'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, it includes a looked after child who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (eg a looked after child in the process of adoption by a Catholic family).

'Practising Catholic Family' means weekly family attendance at Sunday mass, which is verified by a priest's reference in the standard format laid down by the diocese. A Catholic Family normally includes the Catholic or Catholics who have legal responsibility for the child.

'Attendance of a sibling at the time of enrolment'. 'Sibling' refers to brothers and sisters, step brothers and sisters, half brothers and sisters, adopted brothers and sisters, where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

'Catechumen' means a member of the catechumenate of the Catholic church. This will normally be evidenced by a certificate of reception into the order of catechumens.

'Eastern Christian church' includes Orthodox churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that church.