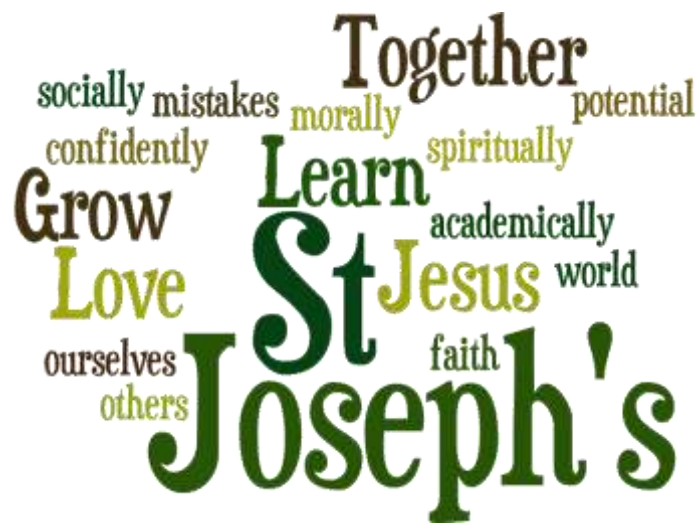


# *St Joseph's Admissions Policy*

## *For entries from September 2023-August 2024*



Date approved:	Advent 2021
Date for next review:	Advent 2022

**MISSION STATEMENT:**

<b>At ST JOSEPH'S WE LOVE, LEARN AND GROW TOGETHER!</b>		
<b>LOVE</b>	<b>LEARN</b>	<b>GROW</b>
Love of our faith	Learn about our faith and Jesus	Spiritually
Love of Learning	Achieve our potential	Academically
Love life/the world	Learn from our mistakes	Morally
Love ourselves	Learn who we are / who I am	Confidently
Love others	Learn from others	Socially

**BACKGROUND INFORMATION**

St Joseph's Catholic School is promoted by the Diocese of Northampton and is maintained by Buckinghamshire Local Authority. The Governing Body is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the law, the advice of the Diocesan Trustee, and its duty to the school and the Roman Catholic community.

The ethos of St Joseph's Catholic School is based on Christian Gospel values and the teachings of the Roman Catholic Church. We ask parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Roman Catholic faith to apply for and be considered for a place here.

Parents wishing to apply for a place for their child in the school for September 2023 must complete the Local Authority Common Application Form (CAF) and the St Joseph's Supplementary Information Form.

Please note there is a separate admissions policy for a place in St Joseph's Pre-School and a place in the pre-school does not automatically result in a place in the main school.

The school serves the parishes of St Joseph's, Chalfont St Peter, (which includes The Most Holy Name Church, Denham and Bridgettine Convent, Iver) and St Teresa's, Beaconsfield.

Responsibility for the admission of pupils is delegated to the Admissions Committee of the Governing Body.

**ADMISSION NUMBER**

- The Governing Body has set as its Planned Admissions Number 60 pupils for the Reception class in the school year commencing September 2023.
- The Planned Admission Number of the school for Key Stage 2 is 64. This means a maximum class size of 32 children in Years 3, 4, 5 and 6. At the start of Key Stage 2 (Year 3) there is a formal point of admission. The Admissions Procedure below will apply for the allocation of the additional places available in Key Stage 2.



## **ADMISSIONS PROCEDURE**

Parents wishing to apply for a Reception or Year 3 entry place in this school for their child must complete both the Common Application Form (CAF) and the Supplementary Information Form for St Joseph's.

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age.

In all cases the CAF should be returned to the School Admissions Team, County Hall, Walton Street Aylesbury HP20 1UZ and the **Supplementary Information Form should be returned directly to the school.**

## **OVERSUBSCRIPTION CRITERIA**

Should there be more applications than places available, applicants will be admitted in the following category order:

1. Baptised Catholic "looked after" and previously "looked after" children.
2. Baptised Catholic children of practising Catholic families with priestly support from the parish priest, of Catholic Practice.
3. Baptised Catholic, without priestly support for Catholic Practice.
4. "Looked after" and previously "looked after" children of any faith.
5. Siblings of other children on the school roll at expected time of admission.
6. Children of other Christian Denominations supported by a priest or minister of religion.
7. Children of other Christian Denominations without support from a priest or minister of religion.
8. Children of other faiths.
9. Any other children.

### **Within each category above, places will be allocated in the following order:**

- a. Children deemed a 'special case' in the original application by Parish Priest/ Diocesan Agency/ Social Services/ Health Authority because of specific pastoral or medical need in order of 'Nearest Resident'.
- b. Siblings of children who will be on the school roll at the expected date of admission.
- c. Children who have attended St Joseph's Pre-School.
- d. Proximity of the child's permanent address to school (as the crow flies).

*For definitions of these terms please see 'Additional Information' below.*

## **LATE APPLICATIONS**

Late applications will be dealt with in accordance with the BCC Primary Guide for Parents.

## **IN-YEAR ADMISSIONS**

Admission to the school during the school year 2023-2024 is dependent on availability of places in the relevant year group. Reception and Key Stage 1-year groups have 60 places. Key Stage 2-year groups have 64 places. Applications must be made directly to Buckinghamshire County Council. Admissions outside the normal age group will be dealt with as indicated below. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria above), a place will be offered. Please note that the only way that a place can be offered once the admission number is reached for any year group, except under the limited exceptional circumstances in the School Admissions Code 2014 or under the Buckinghamshire Fair Access Protocol (see below), is by appealing to an independent panel.

## **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupils' interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors will ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused but one in the normal age group is offered then there is no right of appeal.

## **APPEALS**

All parents have the right to appeal against any unsuccessful application firstly to the Governing Body and secondly to an independent panel. The decision of the panel is binding on the school and the parents. Details of how to do this will be sent out with the decision letter.

In the event of an unsuccessful appeal, the school will not consider any further application in the same school year (1st September to 31<sup>st</sup> August), unless there has been a material change in circumstances, for example, a change of address.

## **WAITING LISTS**

The school maintains a waiting list in admission criteria order. Any places will be offered when they become available. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

## **MULTIPLE BIRTHS**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number (see above) for the number of places in the relevant year group.

## **HELP AND ADVICE**

The Head Teacher will be pleased to meet and help with further advice. Please make contact via the School Office:

St. Joseph's Catholic Primary School, Priory Road, Chalfont St. Peter, Bucks SL9 8SB

Telephone: 01753 887743

Email: [office@stjosephschalfont.school](mailto:office@stjosephschalfont.school)

Any outstanding queries will be referred to the Governing Body Admissions Committee for response.

## **DEFINITION OF TERMS USED**

1. CATHOLIC means baptised according to the rites of the Roman Catholic Church, or enrolled in a Catholic Baptismal programme.
2. LOOKED AFTER CHILDREN are those children in care of the Local Authority or who were previously looked after but immediately after being looked after became the subject of an adoption, residence or special guardianship order.
3. NORMAL HOME ADDRESS is where the child spends the majority of the school week (Monday to Friday, including nights). We may ask to see official documentation, such as a child benefit book or medical card.
4. OTHER CHRISTIAN denominations are member churches of Churches Together in Britain and Ireland, as detailed on their website [www.ctbi.org.uk](http://www.ctbi.org.uk) when the school admissions criteria are applied, namely Spring term each year.
5. PARENT includes the natural parent or in their absence a person who is the legal guardian.
6. PRIEST SUPPORT means your priest will confirm one or more parent(s) are practising Catholics. Practising means weekly attendance at Sunday Mass.
7. PROXIMITY OF HOME TO SCHOOL is the distance from a child's home to school as measured by the Local Authority. (BCC use straight line distance for admission purposes. This is the distance from your child's Normal Home Address, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use. We use a computerised system to measure straight line distance.)
8. SIBLING refers to brother, sister, half-brother, half-sister, step-brother and step-sister including adopted children. The children must be permanently resident at the same household and fully supported by the parents.