

Admission Policy
St. Joseph's Catholic & Church of England Primary and Nursery School, Staveley
2018/19

'With the love of God we learn, grow and achieve.'

Introduction

St. Joseph's Catholic and Church of England Primary School is a Church Aided School in the Roman Catholic Diocese of Hallam and the Church of England Diocese of Derby and is maintained by Derbyshire LA.

The school will provide distinctive Christ centred education within a developing Christian ethos, fully Catholic and fully Church of England serving as a witness to Our Lord Jesus Christ, for children aged 3+ to 11+ years.

It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, by advice from the Diocesan Authorities from both Traditions and its duty to the Christian community and the Common Good.

Please note that, given the joint nature of this school, it is intended that equal preference will be given to Roman Catholic Children and Church of England children.

Please note that admission to St. Joseph's Catholic and Church of England Primary School does not guarantee admission to a Catholic High School, which has its own admission policy.

Please note that admission to the School's nursery does not guarantee a place will be offered in the school, an application must be made in accordance with this policy.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the 20th child admitted.

The admission number for 2018/2019 is 20

Co-ordinated Scheme for Admission Arrangements

The co-ordinated Scheme for Admissions is a mechanism that ensures that all parents resident in Derbyshire LA and who have expressed a preference for St. Josephs Catholic and Church of England Primary School before the closing date will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Voluntary Aided Primary Schools within Staveley and surrounding areas, including St. Joseph's Catholic and Church of England Primary School. Details of the co-ordinated scheme can be obtained from the Authority.

Pupils with a statement of Special Educational Needs

Pupils with a Statement of Special Educational Needs or an Education, Health Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children. (footnote 5)

Applications are made by the completion of the COMMON APPLICATION FORM and the ADDITIONAL INFORMATION FORM for St Joseph's Catholic and Church of England Primary School, Staveley.

Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference.

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

Date of admission to the school for 2018/19

A child is entitled to a full time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to a later date in the school year but not beyond the point at which the compulsory school age or beyond the beginning of the final term of the school year. A child may take up the offer of a part time place until the child reaches compulsory school age. On receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to defer their child's entry to school or where possible take up their part time place.

Criteria for Admission:

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority:

Should the planned admission limit be reached mid category, the Governing Body, as the Admissions Authority will make a decision based on the shortest distance between the applicant's home and the main entrance of the school by the most direct route as measured by the LA.

Category 1

Children who are in Public Care, or who were in care but became subject to an adoption, residence or special guardianship order. (see footnote 6)

Category 2

Baptised Catholic children and Church of England Children (see footnote 2) who:-

- a) who live and worship within the parishes of St Joseph's, Staveley; St. John the Baptist's, Staveley; St Andrew's, Barrow Hill and St Columba's, Inkersall
- b) are siblings (footnote 3) of Catholic children or Church of England children attending St Joseph's Catholic and Church of England School at the time of admission
- c) live or worship within the parishes of St Joseph's, Staveley; St. John the Baptist's, Staveley; St Andrew's, Barrow Hill and St Columba's, Inkersall

Category 3

Children who have siblings (footnote 3) attending St Joseph's Catholic and Church of England Primary School at the time of admission.

Category 4

Catholic children and Church of England children who live and worship in other Catholic or Church of England parishes but who do not have a sibling in the school.

Category 5

- d) Children who are worshipping members (i.e. at least once per month for at least a period of 12 months prior to application) of other Christian Churches who are full members of the Churches Together in England (footnote 4) whose parents have sought the written support of their minister and live within the parishes of St Joseph's, Staveley; St. John the Baptist's, Staveley; St Andrew's, Barrow Hill and St Columba's, Inkersall

Category 6

Children who are worshipping members (i.e. at least once per month for at least a period of 12 months prior to application) of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Faith Leader.

Category 7

Children with a specific educational, medical or emotional need relevant to the school provided that appropriate written evidence from a suitably qualified professional e.g. Doctor or Social Worker submitted with the application

Category 8

Children whose parents are seeking a Christian environment for their children's education.

Category 9

Other children

Footnotes:

Footnote 1.

This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Derbyshire LA

Footnote 2

"Catholic children" are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, or those whose parents have been formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

'Church of England Children' are children whose parents/carers/guardians are regular attendees (i.e. at least once a month) at a Church of England Parish Church in the Parishes of St. John the Baptist's, Staveley; St Andrew's, Barrow Hill and St Columba's, Inkersall. Such attendance must be confirmed in writing by an ordained priest from the Parish Group.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Hallam Diocesan Schools' Department (0114 2566440)

Footnote 3

Definition of Sibling

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:~

- a) have one or both natural parents in common or
- b) are related by a parent's marriage or
- c) are adopted or fostered into the same family

Footnote 4

Churches Together in England ~

for the most up-to-date list please refer to www.churches-together.org.uk or contact the school.

Footnote 5

A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special education provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the educational provision required for a child.

Footnote 6

Definition of 'Looked after children'

A 'Looked After Child' has the same meaning as in section 22(1) of the Children Act 1989, and means a child who is (a) in the care of a local authority, or (b) being provided with accommodation by the local authority in the exercise of their social services functions (sect 22(1) of the Children Act 1989). A previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

Place of Residence

The child's ordinary place of residence will be deemed to be a residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week.

Calculating the Distance from home to school

The Children's Services Department has a Geographic Information System (GIS) to measure the straight line distance. It is measured by a standard straight line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools the grid reference is taken from the postal address file and will normally be the centre of the school for primary phase schools, or the nearest gate or entrance for secondary schools.

Late Applications

Late applications will be dealt with in accordance with the LA scheme.

Waiting List

Waiting lists will be dealt with in accordance with the LA Scheme. Waiting lists will be held open until the end of the Summer term. Inclusion on the waiting list does not mean that a place will become available.

Fair Access Protocol

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 protocol. Accordingly, outside the normal admission 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.

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

Applications Outside of the Normal Admissions Round

Applications outside of the normal admissions round will be dealt with in accordance with the LA scheme.

Appeals against the Governing Body's decision to refuse admission

1. If a place is not available, parents have the right of appeal. Such appeals against non-admission will be heard by an Independent Appeals Panel formed in accordance with the DfES Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 21 days of receiving the refusal letter to The Admissions and Transport Team

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

Suggested Documentation

1. The school requires additional information not contained on the common application form. This additional information may be needed to place your application in the correct priority of admission category.
2. The Additional Information form, should be completed and returned to the school by January 2018.
3. A copy of the child's Baptism Certificate if the applicant is Roman Catholic/ Church of England / baptised Christian
4. Minister's Reference if the child is a member of the Church of England, another Christian Church or other World Faith.
5. This Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

Governing Body of St. Joseph's Catholic and Church of England Primary School
The Diocese of Hallam with The Diocese of Derby
Application for a place in St. Joseph's Catholic and Church of England Primary School.
'You will know we are Christians by our love'

Additional Information

Please write clearly in block capitals. Ensure that you have completed all the relevant parts of the form and attach it to the Common Application Form.

Full name of child:

Date of Birth:

Please tick one box from those below to indicate your child's faith or religion.

Church of England ☐ Roman Catholic ☐

Other Christian ☐ please state

Other Faith ☐ please state

Not Applicable ☐

Present Parish/Place of Worship (if applicable)
.....

Signed: Date:

If your child is a Baptised Catholic or Baptised member of the Church of England please attach a photocopy of the Baptismal Certificate or proof of Baptism. (refer to categories 2 & 4)

If your child is not a Roman Catholic or member of the Church of England and worships in another Christian Church, or is of another Faith, please ask your Minister or Faith Leader to complete the reference below: (refer to categories 5 & 6)

Minister/Faith Leader's Reference (please state how you know the above child and how frequently they worship within your community)

Name of Minister/Faith Leader:

Signed: Date:

Thank you for your help.

For School use only:

Date application received: Baptismal Certificate/Proof received ☐ Reference ☐ Category ☐