

St Joseph's Catholic Infants' & Junior School



ADMISSION POLICY

St Joseph's Catholic Infant & Junior School is a voluntary aided school in the diocese of Southwark. It is in the trusteeship of the diocese of Southwark. 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 school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body welcomes all applications, subject to the availability of places, from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the local authority and other admission authorities the Governors intend to admit into the Reception and Year 3 classes up to 60 pupils each without reference to ability or aptitude. Children will be admitted at the beginning of the autumn term following their fourth birthday.

Catholic children always have priority of admission where the parents have indicated that St Joseph's Infant & Junior School is their preferred school.

Where the number of applications exceeds 60, the Governors will offer places, in the order stated, using the following criteria:-

1. A 'looked after Catholic child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appear to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organization or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted. (see footnote i)
2. Baptised practising Catholic children who reside in the Sacred Heart Parish Camberwell. Evidence of Baptism will be required - (see footnote ii and iii) (Parish boundary maps may be viewed in the school office or your local church)
3. Baptised practising Catholic children who reside in St Wilfred's or St Philip & James' parishes. Evidence of Baptism will be required - (see note ii and iii) (Parish boundary maps may be viewed in the school office or your local church)

4. Baptised practising Catholic children who reside in other parishes. Evidence of Baptism will be required - (see note ii and iii)
5. Baptised Catholic Children – evidence of Baptism will be required.
6. A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appear to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organization or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted. (see footnote i)
7. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
8. Children who are members of the Eastern Orthodox Churches. Evidence of Baptism will be required.
9. Children who are members of other Christian Denominations. Evidence of membership of the church provided by a priest or minister where the family regularly worship will be required.
10. Children of other faiths. Evidence of religious membership provided by a priest, minister or religious leader of a designated place of worship will be required.
11. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

- i For Category 2, 3 and 4 above – The strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays using the frequency of Mass attendance asked for on the supplementary Form. Applications will be ranked in the order shown on the supplementary Form. Firstly those who attend Mass weekly, then those who attend once or twice a month etc; over a period of three years. This evidence should be provided by the parents/carers and be endorsed by a priest at the church (es) where the family normally worship.
- ii. The presence of a brother or sister on the school roll at the time of admission. Evidence of the relationship may be required. (see footnote v)
- iii The presence of a brother or sister attending St Joseph's Catholic

Infant or Junior School Camberwell, at the time of admission; (see footnote v)

- iv Medical or social/pastoral grounds which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest).
- v Distance from home to school as measured in a straight line from the front entrance of the pupil's home to the pupil entrance gate of the school using the measurement supplied by the local authority derived from their computerised mapping system. Evidence of residence may be required.

Admission Procedures

For Entrance to St. Joseph's Catholic Infant & Junior Schools at the start of the Autumn Term

Parents must complete the **Common Application Form** which can be collected from the school or Southwark Council. It **must be returned to Southwark Council by the stated closing date**. In addition, the *Supplementary Information and Priest's Declaration Form* available from the school and online on our school website and available from the Local Authority, should be completed and sent to **the School Office** not later than the closing date. Completion of a Supplementary Form is not mandatory; however, if one is not received the Governors will **not be able** to apply their admission criteria and the application will be considered under the '**any other children' category**'.

Offers of places will be sent to parents on the common offer date as notified by the Local Authority.

The **Common Application Form** and **Supplementary Forms** are available from the school office, on the school website www.stjosephs.southwark.sch.uk and from Southwark Local Authority website.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Appellants have the right to make oral representations to the Appeal Panel.

Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. A waiting list will be maintained by the LA until 31st August and subsequently by the school until 31st

January as stated in the Southwark co-ordinated scheme.

Late Applications

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Applications during the year

Pupils whose parents apply for a place at other times (for example, on moving into the area) but for whom a place is not available will be placed on the list within the relevant criterion.

Footnotes

Catholics include members of the Latin and Oriental Rite Churches that are in union with the See of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.

- i. "Looked after Catholic Children" has the same meaning as in section 22 of the Children's act 1989, and means any child in the care of the local authority or provided with accommodation by them (e.g. with foster parents). Please note that children in private fostering arrangements are not considered looked after children.
- ii. The frequency of Sunday Mass attendance by the applicant together with one or both parents.
- iii. For the purposes of the Admission Criteria, the term "Catholic" is taken to denote a baptized person who is in full communion with the Catholic Church, that is to say, a member of any Catholic Church that is in full communion with the See of Rome.
- iv. The attendance at services by the applicant together with one of both parents.
- v. Brothers or sisters means children who live as brother and sister, including natural brothers or sisters, adopted siblings, step brothers or sisters. It would not include other relatives e.g. cousins.