

# ST. JOSEPH'S CATHOLIC



## ADMISSIONS POLICY 2021-22

### STATUTORY POLICY

**THIS POLICY WAS REVIEWED/ADOPTED:**

**Summer 2020**

**This Policy will be reviewed Summer 2021**

St. Joseph's Catholic Infant School  
Admission Policy 2021-22

1. St. Josephs' Infant School is a Catholic Infant School situated in the Diocese of Menevia and is maintained by Neath Port Talbot Local Education Authority.
2. The Governing Body is responsible for determining and administrating the policy relating to admission of pupils to the school. It is guided in that responsibility by:
  - a) the requirement of the law.
  - b) the advice of the Diocesan Trustees on the nature and purpose of its duties and in fulfillment of its Trust Deed and Instrument of Government.
  - c) its duty towards the school and Catholic community it serves.
  - d) the Catholic character of the school and its Mission Statement.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. We ask all parents applying for a place here to support and respect this ethos, its importance to the school community and the education it provides. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year beginning in September 2021 is 30

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by the shortest distance (see Note 4).

3. The school serves in the first instance Baptised Catholic children living in the parishes of St. Joseph's Port Talbot, Our Lady of Margam, Our Lady of the Assumption, Briton Ferry.
4. Applications for a place in the school must be made on the enclosed form and returned to the school no later than 27th November 2020.
5. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications at the same time and after the closing date for admissions, made in accordance with the criteria set out over.
6. Pupils who are admitted to the school will enter the Reception class in September 2021.
7. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the

clerk to the Governors at the school within 14 days (10 working days) of refusal. Parents must give reasons for appealing in writing and the decision of the appeals panel is binding on the Governors.

If the school is named in a statement of Special Educational Needs, the Governing Body has a duty to admit the child to the school.

As required by law the Governing Body will not admit more than 30 pupils to any one Reception or Infant class.

## St. Joseph's Catholic Infant School

### Admissions Criteria

Where the number of applications exceeds the number of places available the Governing Body will apply the following over - subscription criteria in priority order.

1. Baptised Catholic 'Looked After' and 'Previously Looked After' children, who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents), or who have a Special Needs Statement naming the school, within the parishes served by the school.
2. 'Looked After' Children' and 'Previously Looked After' who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) or who have a Special Needs Statement naming the school.
3. Baptised Catholic children within the parishes served by the school.
4. Other Baptised Catholic children.
5. Children who have a brother or a sister at the school at the time of likely admission.
6. Children of other Christian Denominations.
7. Other children who have a brother or sister in the school at the time of admission.
8. Children of other faiths whose parents seek Catholic schooling.
9. Other children whose parents seek Catholic education for their child.
10. Children for whom the LEA has specifically asked for a place at the school.

In event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school by the shortest walking distance using public highways. All Christian applicants will be required to produce baptismal certificates.

**NOTES (these notes form part of the over-subscription criteria)**

Note 1.

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. This includes the Eastern Catholic Churches.

Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 2.

Looked After Children from Catholic Families has a dual meaning. It could mean the child themselves who are baptised Catholic or it could be the family who are caring for the child that is Catholic. If it is the child who is baptised catholic normal rules apply. If the child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a baptism certificate of either parent carer.

Note 3.

Children with a Statement of Special Educational Needs who name the school must be admitted. This will reduce the number of places available to applicants.

Note 4.

For Catholic and non-Catholic children the definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household

Note 5.

Where a family of twins, or triplets request admission and if one sibling has been offered the 30<sup>th</sup> or last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

In all categories "live" means the child's permanent address. A child is normally regarded as living with a parent or guardian and the address of the parent or guardian will be used for admission purposes. When a child lives with more than one parent/guardian, at different addresses, we will use the preference expressed by the parent/guardian at the address where the child lives the majority of the time during the school week as the main place of residence.

Distances are calculated on the basis of a safest route between the applicant's home address and a point decided by the school, usually the front gate. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system. The LEA will provide this information.

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the

children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

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.

NOTE 6.

- a) Admissions to the Nursery classes does not necessarily secure admissions to the Infant School.
- b) The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the Nursery class may best satisfy those exceptional needs, providing that such an application is submitted with appropriate evidence or report from the doctor or social worker. If the school is named in a statement of special educational needs the Governing Body has a duty to admit the child to the school. All Catholic/Christian applicants will be required to produce baptismal certificates.

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