

<b>St. Joseph's Catholic Primary School Poole</b>
<b>Admissions Policy 2018-19</b>

### **Introduction**

St. Joseph's is an academy and part of Plymouth CAST – a partnership of schools across Dorset, Devon and Cornwall. The school works closely with St. Mary's Catholic Primary School, Poole and with St. Edwards RC/CE VA Comprehensive School, Poole. With them it offers the benefits of a Catholic Church school which will be best achieved through the shared religious commitment of parents, parish and school community. The School serves the parishes of St. Joseph's and St Walburgh's, and Our Lady of Fatima.

The Diocese's aim is to provide a place for every Catholic child in a Catholic school, where his or her faith is readily nurtured. The Church also recognises the baptismal calling of other Christian denominations.

The School's Published Admission Number for each year group for September 2018 is 60. This is the maximum number of children the governors can admit in any academic year. Admission to all Poole schools will be in accordance with the agreed primary scheme for co-ordinated admission arrangements 2018/19.

**A Supplementary Information Form must be completed by a priest/minister for criteria 2 and 4 below and returned with the completed application form or if applying on-line directly to the Local Authority.**

### **Allocation of Places**

Places will be allocated for Reception from applications received by the published closing date. If there are too many applications for the places available applications will be considered by the Governors in the following order.

1. Children in Care (see note below).
2. Baptised Catholic children or those enrolled on a programme of baptismal preparation.
3. Siblings of children in the school who are not covered by the criteria above (see note below).
4. Children who are baptised in the Church of England or who have had an alternative service of thanksgiving according to the practice of another mainstream Christian Church (that is one within Churches Together in Britain and Northern Ireland).
5. All other children.

In each category the Governors will consider applications in the following order of priority:

- a child whose sibling is still attending the school when the child is due to enter (NB a sibling means a full brother or sister, a half brother or sister, adoptive brother or sister and non-blood related children who live with married or cohabiting parents in the same household).
- a child who lives closest to the school, based on the shortest distance from home to school. The Governing Body has adopted the distance measurement calculation method used by the local authority. Please see the local authority's admission policy for details.

The Local Authority will then notify all parents/carers of their decision.

### **Special Educational Needs**

In accordance with the Special Educational Needs Code of Practice, the Governors are legally required to admit a child with Special Educational Needs where there is a Statement of Education, Health and Care Plan issued by a Local Authority naming the school. Prior consultation is part of this process before the school is named on the Statement or Plan. This will reduce accordingly the number of places available.

### **Children in Care**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A "Looked After Child" means

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any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “previously a Looked After Child” means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989

### **Children of Multiple Births**

If there are insufficient places to accommodate all the children of multiple births (twins, triplets etc) if one child can be admitted, the other siblings of the multiple birth will be admitted over the school's Published Admission Number.

### **Distance Criteria**

If there are insufficient places to accommodate all applicants and the distance criterion is used, applicants living in the same block of flats eligible for the remaining place/s will have their names drawn as lots to see who should be offered the place/s. An impartial person will draw the name/s.

### **In Year Fair Access**

The admission authorities in Poole have established an In Year Fair Access Panel in accordance with the School Admissions Code of Practice. The purpose of the Panel is to ensure equitable distribution of in year admission placements and managed moves of particular groups of pupils with challenging behaviour, or pupils who have been unable to secure a school place at any school in Poole. Decisions of the Panel may mean that individual schools may have to admit pupils which will result in the Published Admission number being exceeded.

### **In Year Application**

This policy will apply to all in year admissions during 2018/2019. Applications for places in year groups other than Reception year will be considered following receipt of a completed application, using the over subscription criteria.

### **Withdrawing an Offer of a Place**

Parents/Carers should note that, should evidence of a fraudulent or intentionally misleading application from a parent/carer be found (which effectively denied a parent/carer with a stronger claim an offer of a place), the offer could be withdrawn. This statement is made in accordance with the School Admissions Code.

### **Admissions Appeal**

Where the Governors are unable to offer a place, the parents/carers are entitled to appeal against this decision. If you wish to receive information regarding the appeals process, including the relevant appeal forms, please contact the school office.

### **Home address**

The governors can consider only one “home address” for each child. Where a child spends time with parents with shared parental responsibility at more than one address the governors will consider the home address as being where the prime carer resides. The “prime carer” shall be determined as the parent/ carer in whose name the Child Benefit payment is made.

### **Waiting list**

Waiting lists are maintained for all oversubscribed schools. Parents must request that their child's name is entered onto a waiting list for a school. When places become available places are allocated from the waiting list in priority order which is determined by the oversubscription criteria within this policy. The amount of time an applicant has spent on a waiting list is not taken into consideration when allocating

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places. The waiting list is kept for one year. Parents will need to reapply annually to stay on the waiting list.

### **Late Applications**

Applications received after the closing date will be deemed as “late applications”. Late applications will only be considered if there are places available after all applications received by the closing date have been considered.

Admission to other year groups is subject to places being available and to the same admissions criteria.

Applications will be accepted for the child’s National Curriculum Year Group. In exceptional circumstances an application for an out of-year place will be considered, if there is space, on a case by case basis taking into account all the available information.

Applications for admission after a closing date and during the year will be dealt with by routine Admissions Committee meetings.

### **Arrangements for Admissions**

By law all children have to start school by the term following their fifth birthday. Four year olds (children who are four by or on 31<sup>st</sup> August) will be admitted into the school by the end of September. It is expected that all children start school on a full-time basis from September 2018.

Parents will be able to discuss with the school the possibility of children attending part-time until later in the school year but not beyond the point at which they reach compulsory school age (by the start of the term following their fifth birthday).

Parents in consultation with the school can defer the date their child starts school until later in the school year but not beyond the point at which they reach compulsory school age (i.e. by the start of the term following their fifth birthday) or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year (i.e. the term that starts after the Easter/Spring holidays) for which the offer was made.

The school place offered cannot be deferred until the following academic year – it must be taken up in the academic year for which it is offered. Parents and carers who do not take up the offer of a place during the Reception year will need to reapply for a school place the following year. Places offered but not taken up by the beginning of the final term (i.e. the term that starts after the Easter/Spring holidays) will be withdrawn.

If parents/carers want to apply for the following year they would normally be expected to apply for a place in Year 1. Parents and carers need to be aware that Year 1 could be full at this stage.

Parents/carers wishing to apply for a year group different to that determined by their child’s date of birth, including delayed admission to reception for summer born children need to refer to the section headed “Applications for a place in a year group different to that determined by date of birth, including delayed admission to reception for summer born children” which can be found later in this document. Parents considering this are advised to contact the school at the earliest possible opportunity (preferably before 31<sup>st</sup> October 2017) to ensure a decision has been made by the Governing Body before the national closing date for applications to Reception and Transfer to Junior School 2018/19.

**Applications for a place in a year group different to that determined by date of birth, including delayed admission to reception for summer born children**

Applications for children to be educated in a year group different to that determined by their date of birth, including delayed admission to reception for summer born children, will be considered on their individual merits by an Admissions Panel comprising: the Headteacher, SENCO and at least one Governor. Applicants must provide the following information in support of their request:

1. Clear, documented evidence that to place the pupil in his/her normal age group would be detrimental to his/her educational progress.
2. Clear evidence that it is in the best interests of the pupil's social and emotional development to be forward/back yearned.
3. Clear evidence that the pupil has previously been back/forward yearned and this has had positive benefits.
4. A pupil would need to meet Criteria 1 and 2 above in all cases, for agreement of an out of year group admission. The existence of Criterion 3 would serve to strengthen a case.