

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, THAME

ADMISSION POLICY 2016/17

St Joseph's Catholic Primary School is part of The Dominic Barberi Multi Academy Company (DBMAC).

The admissions process is part of the Oxfordshire LA co-ordinated scheme.

The Admission Policy of St Joseph's Catholic Primary School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by the Board of Directors of the DBMAC, who have delegated responsibility for the school's admissions process to its Academy Committee, as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. 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 2016/17 is 30.

If the number of applications exceeds the admission number, the Academy Committee will give priority to applications in accordance with the criteria listed, provided that the Committee is aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available to view at the school and parish or by post on request.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children living within the Parish of St Joseph's, Thame who have a brother or sister (see Note 3 below) in the school at the time of admission
3. Baptised Catholic children living within the Parish of St Joseph's, Thame.
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission
5. Other Baptised Catholic children
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
7. Non-Catholic children who have a brother or sister in the school at the time of admission
8. Non-Catholic children

OVER-SUBSCRIPTION

If there is over-subscription within the category, the Committee will give priority to children living closest to the school determined by the shortest designated public route as defined on the Oxfordshire County Council's Directorate for Children, Education and Families Geographic Information System.

Where fewer places can be offered at the school applied for than there are children from multiple births or living at a single address, the Committee will randomly select the child to be offered the final place by drawing lots. As an exception, the Committee will give careful consideration to

offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

In those cases where the measurement of the distance 'tie break' produces an identical measurement for two or more applicants when there are too few places to offer all those applicants a place, the Committee will randomly select the child to be offered the final place by drawing lots if all the following circumstances apply:

- The measurement of the distance 'tie break' produces an identical result
- The applicants are not twins living at the same address
- There are insufficient places to enable the Local Authority to offer places to all the affected applicants.

Note 1

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. 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 the school's 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 3

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 4

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.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place

SCHOOL ENTRY

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the Headteacher.

Parents can request that their child attends part-time until the child reaches compulsory school age.

Applications for children to be admitted into a class outside of their normal age group

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Academy Committee. This request should be in the form of a written letter of application outlining the reasons why parents wish their child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that

request. The Academy Committee will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Principal.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission>

NURSERY

Parents must apply on the Local Authority form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

APPEALS

Parents who wish to appeal against the decision of the Committee to refuse their child a place in the school may apply in writing to the Academy Committee. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

LATE APPLICATIONS

Late applications will be dealt with according to the Local Authority co-ordinated scheme.

WAITING LISTS

Waiting lists for admission will remain open until the last day of Term 6, 2017 and will then be discarded. The waiting list will be kept by the Academy Committee in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (In-year applications)

The admissions process for In-Year applications is dealt with by the Academy Committee of St Joseph's School and is not part of Oxfordshire LA Co-ordinated admissions scheme. Parents wishing to make an In-Year Application should contact the school directly.

There is no charge or cost related to the admission of a child to this school.

APPENDIX

DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church, 1203*). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies, Academy Committees and Boards of Directors of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors, Academy Committees or Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
BROOK LANE, THAME, OX9 2AB
TEL: 01844 214278**



SUPPLEMENTARY INFORMATION FORM

This supplementary information form is only for school use because we need additional information to rank applicants according to our published criteria. **Please note that you must also complete a local authority application form.**

This form should be returned to the Secretary to the Academy Committee at the above address. Please contact the school if you have any queries or if you have any difficulty completing this form.

Name of child.....
 Date of birth
 Child's address
Postcode
 Telephone number

Is the above named child a Baptised Catholic or have they been Received into the Catholic Church? Yes No

Is the certificate of Catholic Baptism/Reception attached? Yes No

A certificate of Catholic Baptism/Reception should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism/Reception may affect the criterion in which the child is placed.

Signed Please print name

Date

PLEASE INFORM THE SCHOOL OF ANY CHANGES TO THIS INFORMATION, ESPECIALLY CHANGES OF ADDRESS

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For school use only

Parish	Y/N	Catholic	Y/N	Sig
Sibling	Y/N	Category		