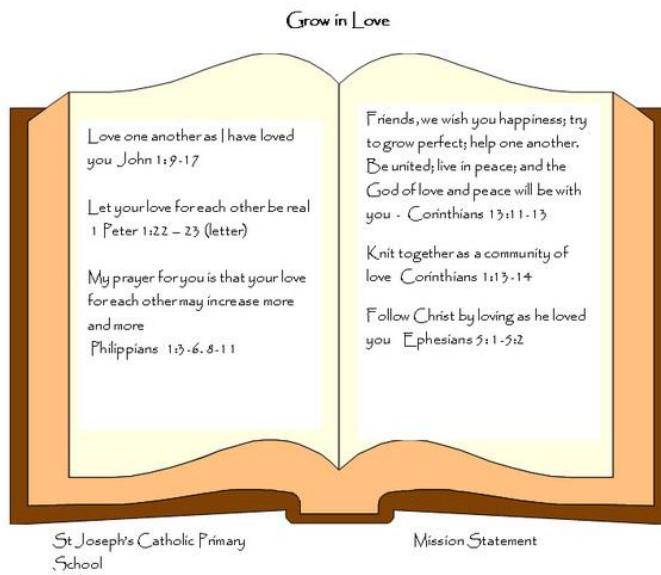


4. ADMISSION POLICY

2018 - 2019

**Policy Valid reviewed annually
Policy owned by Headteacher**



**For and on behalf of the
Board of Governors**

Headteacher

Date:

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL **ADMISSIONS POLICY 2018/19**

This admissions policy has been formally adopted by the governing body of St. Joseph's Catholic Primary School, Colwyn Bay. As a voluntary aided school, the governing body is the admissions authority and is responsible for the school's admissions arrangements. It is guided by the law and by its duty and responsibilities to the Bishop and the Trustees, to preserve the Catholic character of the school and to maintain provision according to the Church's work in education.

St. Joseph's Catholic Primary School is in the Diocese of Wrexham and serves the parishes of St Joseph's, Colwyn Bay and Sacred Heart, Old Colwyn. As a Church school, we ask all parents applying for a place here to recognise and respect the distinctive ethos and education the school provides 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 a place here.

The published admission number (PAN) for the school is 30. The School Standards and Framework Act 1998 requires LA's and Governing Bodies to admit pupils up to the school's pupil admission number.

Admission forms can be obtained from the school. Applications for a place in the school must be made on the enclosed form and returned to the school, together with Baptismal certificates (where appropriate) no later than 15 December 2017. 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.

Late Applications

The school will consider late applications in cases where a viable reason is given. These include special circumstances such as where a family has just moved into the area, or is returning from abroad, provided applications are received before offers of places are made. All late applications will be considered following the allocation of places on offer day and will be subject to our oversubscription criteria.

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – that is, any child who is three by the 31st August can be admitted in September. Nursery class is not a statutory provision; admission to Nursery **does not** guarantee admission to Reception; if a child has a place in our Nursery the appropriate application form for admission into Reception must be submitted within the prescribed timescale of the annual admissions round. There are 30 places available in the Nursery class. If application numbers exceed this limit, then the oversubscription criteria below will be followed.

Pupils are admitted to Reception in the academic year in which they are five i.e. any child who reaches the age of four by 31st August can be admitted in September. A parent may defer their child's entry until the term following their fifth birthday.

Applications for places in any class, outside the normal admissions round, will be accepted, up to the Published Admission Number (PAN) of 30. Applications which would result in the PAN being exceeded, will be rejected.

The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications at the same time and after closing date for admissions, made in accordance with the criteria set out below. All parents will be informed of the success or otherwise of their application for a place in Nursery or Reception on offer day 18th April 2018.

Looked after and previously looked after children.

Looked after and previously looked after children are a priority. If the school is oversubscribed, these children will be admitted before others, except those with a statement of special education needs that names the school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education'.

The school will not discriminate between boys and girls, or against applicants on the basis of ability, race, nationality or national or ethnic origin.

Oversubscription Criteria

The Governors have agreed that in the event that the number of applications exceeds the number of places available, then the following criteria will be applied in the order set out below, to decide which pupils to admit.

1. Looked after children and previously looked after children who are baptised Catholic.
2. Baptised Catholic children whose home address is within the parish boundaries named for the school.
3. Other looked after and previously looked after children.
4. Catholic children whose home address is outside of the parishes served by the school for whom this is their nearest Catholic school.
5. Children who will have an older sibling attending the school in September 2016; so not in Year 6. (see definition of sibling in the later section of the policy)
6. Children, who are baptised or dedicated members of other Christian Churches.
7. Children of other faith traditions whose parents express a desire for a Church School education.
8. Pupils who have no particular faith background but whose parents desire a faith-based education for them in a Catholic school.

Please note, *any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.*

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest. Parents making an application should also complete a St Joseph's Registration Form. Failures to complete a St Joseph's Registration Form and provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Within each category those living nearest to the school are accorded higher priority. The distances are calculated by use of the Local Authority Geographical Mapping System which accurately measures the distance from the home address to the school with the safest travelling route. If distances are equal, as calculated by the GIS system, for example a flat in a block of dwellings with the same front door entrance, a differentiation by floor level will be used.

Definitions used under the policy.

'Parents' include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person deemed to be the person responsible for

completing the application is the person receiving Child Benefit and whose address will be used for admission purposes.

Parental Responsibility (from current guidance):

Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on 1st December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through a residency order; being appointed a guardian; being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person's welfare); or by adoption.

In case of dispute between parents, where more than one parent has parental responsibility and they do not agree to an application being made to a particular school, a temporary school place will be offered until any dispute is resolved by both parents as a personal matter.

Definition of Sibling

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, stepbrother or stepsister, half brother or half sister or is a foster child or adopted child living in the same family unit in the same family household and address who attends the preferred school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

'Residing In' and 'Home Address'

The home address will be the address used for correspondence and is determined by where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the local authority. Families who are due to move house should provide

- i) a Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

Twins, Triplets, Multiple Births

When the Governing Body are considering twins, triplets or other multiple births for one remaining place, the family will be offered the place and may decide (a) if they will accept it for one sibling whomever they decide or (b) they decline the place and it is offered to the next person in the allocation after the twins/triplets/multiple births. Please note the multiple birth sibling(s) would not be given priority on admission other than considered as a sibling link once the family had accepted the place(s) offered for one of the twins/triplets/multiple births.

Waiting List

A waiting list will be maintained in the event of the school being over-subscribed. Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30 September in the school year in which they apply. If additional places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the above oversubscription criteria.

Definition of 'Baptised Catholic'

These are children who are baptised Catholic or have been formally received into the Catholic Church. Applicants seeking admission under criteria 2 or 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception will suffice.

Admission appeals

Nursery education is not statutory provision and parents have no right of appeal under the Education Act 1980 if they are unsuccessful in gaining a place. Admission to the nursery class does not guarantee admission to the school.

If we do not offer a child a place at this school, it is because the increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child can appeal to an 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.

The appeal will be considered by an admission Appeals Panel, nominated by the Diocese according to the Welsh Assembly Government's code of practice on school Admission Appeals. The Appeals Panel then meets to consider all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.

This policy is written in compliance with the following documentation:

- Children Act 1989
- Designation of Schools Having a Religious Character (Wales) Order 2007
- Education (Admission Appeals Arrangements) (Wales) (Amendment) Regulations 2013
- Education (Admission Appeals Arrangements) (Wales) (Amendment) Regulations 2009
- Education (Admission Appeals Arrangements) (Wales) (Amendment No. 2) Regulations 2009
- Education (Admission Appeals Arrangements) (Wales) Regulations 2005
- Education (Admission Forums) (Wales) Regulations 2003
- Education (Admission of Looked After Children) (Wales) Regulations 2009
- Education (Determination of Admission Arrangements) (Wales) Regulations 2006
- Education (Middle Schools) (Wales) Regulations 2012
- Education (Objections to Admission Arrangements) (Wales) Regulations 2006

- Education (Relevant Areas for Consultation on Admission Arrangements)
- Regulations 1999
- Education (School Teachers Qualifications) (Wales) Regulations 2004
- Education (Start of Compulsory School Age) Order 1998
- Education Act 1996
- Education Act 2002
- Education and Inspections Act 2006
- Education and Skills Act 2008
- Effective managed moves: A fresh start at school for children and young people:
- Welsh Assembly Government Information Document No: 096/2011
- Equality Act 2010
- Guidance for Governing Bodies on School Uniform and Appearance Policies – Welsh Government Circular No: 15/2011
- Human Rights Act 1998
- Learner Travel Operational Guidance, Welsh Assembly Government, April 2009
- Learner Travel (Wales) Measure 2008
- Measuring the Capacity of Schools in Wales - Welsh Government Circular No:021/2011
- Moving Forward - Gypsy Traveller Education – Welsh Assembly Government Circular 003/2008
- New School (Admissions) (Wales) Regulations 2006
- Parents and Parental Responsibility National Assembly for Wales Circular No 12:2007
- Placement of Children (Wales) Regulations 2007
- Planning to Increase Access to Schools for Disabled Pupils: National Assembly for Wales Circular No: 15/2004
- R v Rotherham Metropolitan Council ex parte Clark and others (1997) EWCA Civ 2768
- Rights of Children and Young Persons (Wales) Measure 2011
- School Admission Appeals Code
- School Admissions (Common Offer Date) (Wales) Regulations 2013
- School Admissions (Infant Class Sizes) (Wales) Regulations 2013
- School Admissions (Variations to the Admission Arrangements) (Wales) Regulations 2013
- School Information (Wales) Regulations 2011
- School Standards and Framework Act 1998
- School Standards and Organisation (Wales) Act 2013
- Special Educational Needs Code of Practice for Wales
- The School Information (Wales) Regulations 2011
- Towards a Stable Life and a Brighter Future
- United Nations Convention on the Rights of the Child (UNCRC)

Review

In accordance with the School's Development Plan, this policy will be reviewed every year in the light of any changes in legislation or change in local circumstances.