

ST. JOSEPH'S R.C. PRIMARY SCHOOL

ADMISSION POLICY

St. Joseph's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Oldham Education Authority as a Voluntary Aided Primary School. The school's governing body is the Admission Authority and is responsible for making decisions on applicants' admission. For the school year commencing 2009/2010, the governing body's planned admission number is 30.

Admission to the school will be made by the governing body in accordance with the stated parental preferences it receives subject to the following criteria, which will be used to form priority order if there are more applications for admission than the school has places available.

- 1. *Baptised Roman Catholic children who are in Public Care.***
- 2. *Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the Parish of St. Joseph's.***
- 3. *Baptised Roman Catholic children resident in the Parish of St. Joseph's.***
- 4. *Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another Parish.***
- 5. *Other baptised Roman Catholic children who are resident in another parish.***
- 6. *Other children who are in Public Care.***
- 7. *Exceptional Needs***
- 8. *Other children with a brother or sister attending the school at the time of the admission***
- 9. *Other children***

NOTES

- a. The governing body is the admissions authority. The admissions committee is comprised of the following governors: chair of governors, parish priest, headteacher, parent governor and independent clerk.
- b. In the autumn term all parents who have expressed an interest in a school place will be sent a copy of the local authority 'Primary Admission Booklet' which gives details of the LA co-ordinated admissions arrangements. These are available from local authority offices, public libraries and primary schools.
- c. Parents must complete a common application form and express preferences for primary school admission. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- d. Supplementary form:
This will only relate to information to the fact of baptism. Any "other" information" will be requested on admission
- e. Parents will be informed of the governors' decision by the LA. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- f. Each Roman Catholic applicant will be required to produce a baptismal
- g. Parents should check carefully whether they are resident within the parish boundaries of St. Joseph's. Maps illustrating parish boundaries are available at the school.
- h. All applicants resident in the parish of St. Joseph's will be required to provide proof of address, by supplying an original, up-to-date, utility bill of family credit book.
- i. It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.
- j. Exceptional needs
Children for whom the Governors accept there are exceptionally strong medical, social or welfare reasons associated with the child &/or family, which are directly relevant to the school concerned. Supporting professional evidence will be required. This may be from whatever source/s the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.
- k. Special Needs:
If a child has a statement of special educational needs naming a specific school there is a duty for the school to admit the child
- l. If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be determined by a straight line measurement from the front door of the house to the main entrance door of the school. Wherever possible this will be digitally measured using the LA system.
- m. Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.
- n. The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children and children of partners living in the same household. The governing body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link.
- o. If the school is oversubscribed, a waiting list will be maintained. This will be ordered according to the admission over-subscription criteria.
- p. Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.
- q. Failure to respond to the offer of a place, when all reasonable attempts have been made to make contact through the proper channel to make the said offer, will be understood to mean the parent does not wish to accept a place and therefore such a place will be offered to the next child on the reserve list according to the published admission criteria
- r. 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 of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the governors.

St Joseph's RC Primary & Nursery School
A School In The Diocese Of Salford
Supplementary Information Request Form

School Name: St Joseph's RC Primary School

Local Authority: Oldham

Name Of Applicant (Child) _____

Address Of Applicant _____

Parish In Which You Live _____

THE BAPTISMAL CERTIFICATE MUST BE PRESENTED TO SCHOOL

Signed (parent Guardian) _____

Print name (Capitals) _____

Date _____