



St. Joseph's Catholic Primary School & Nursery

ADMISSION POLICY 2025-2026 (Reception and In-Year)

Our family at St Joseph's Learns, Loves and grows with God
at the centre

Ratified by Governing body	30 th June 2023
Next Revision	Annually
To be reviewed	Summer Term 2024

St Joseph's Catholic Primary School is a school serving our community, providing education based on the Catholic faith. The governing body expects all parents to give their full, unreserved and positive support for the aims and ethos of the school.

The governing body of St Joseph's Catholic Primary School is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round¹. We follow the DfE statutory guidance for admissions

The governing body has set its admission number at 60 pupils to be admitted to the Reception Year to Year 6 in the school year which begins in September, 2025.

When you apply for a place at the School, it is important that you follow the process detailed in the policy document. Applications for a place in Reception in **September 2025** must be submitted in accordance with the policy by **15th January 2025**. Applications for a place in our Nursery or in-year applications can be submitted at any time throughout the year.

Forms are available on the school website <https://st-josephs.islington.sch.uk/admissions/on-line-application-form/>

Oversubscription Criteria Reception to Year 6

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Baptised Catholic children (see notes 3)
3. Other looked after and previously looked after children. (see note 2)
4. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- a) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 6).
- b) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made. The governing body will admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").
- c) Children who are attending St Joseph's Nursery (the "Nursery") at the date of application

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

¹ This is for reception admission to the school at the start of the school year in September and not for applications made in-year

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated by the Local Authority (LA). The Local Authority measure the distance in a straight line from the child's home address (including flats) as defined by the Land & Property Gazetteer to the main entrance of the School, by the Local Authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round², you must complete an on-line Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form available via the school website <https://stjosephs.islington.sch.uk/admissions/on-line-application-form/>

If you wish to apply under oversubscription criteria 1 and 2. (see notes 2&3), the Supplementary Information Form should be returned with baptismal certificate to the Admissions Officer in the School Office office@st-josephs.islington.sch.uk by **15th January 2025**

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 and 2, and this is may affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2025

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age (5 years old), or beyond the beginning of the final (summer) term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

² This is for reception admission to the school at the start of the school year in September and not for applications made in-year.

Any such request should be made in writing to the Admissions Officer in the School Office office@st-josephs.islington.sch.uk at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the end of the summer term in July

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application should be made to the school by completing the in-year admissions application form available via the school website <https://stjosephs.islington.sch.uk/admissions/on-line-application-form/>

If you have any questions in relation to in-year admissions please contact the Admissions Officer via the School Office office@st-josephs.islington.sch.uk. You may also wish to discuss in-year applications with your local authority admissions (Islington council can be contacted via the following link <https://www.islington.gov.uk/children-andfamilies/schools/apply-for-a-school-place/>).

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, the child will be added to the waiting list on request (see above). You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.
A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into

the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism in a Catholic Church or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. *'brother or sister' includes:*
 - i. *all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and*
 - ii. *the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.*
5. *A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.*
6. *To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from appropriate professionals to us.*
7. *A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.*