



**Through Christ, we achieve our Personal Best**

**Cadogan Street, London, SW3 2QT  
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# **Admissions Policy 2021-2022**

# **St Joseph's Catholic Primary School**

## **Cadogan Street, Chelsea**

### **Admissions Criteria 2021-2022**

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Governors of St Joseph's School control the admission of pupils to the school. Each year the Published Admission Number (PAN) of 30 places is available in the Reception Year for those whose fifth birthdays fall between the 1<sup>st</sup> September 2021 and the 31<sup>st</sup> August 2022.

### **Accessing and Completing Application Forms**

For those applying under **criteria 4, 5 & 6 a Certificate of Catholic Practice (CCP) is required**; the Certificate of Catholic Practice should be obtained from the Priest in the Parish where you worship and returned to the school with the **Supplementary Information Form (SIF)** and baptismal certificate.

For those applying under criteria 2-7 and 9-13, a SIF should be completed. If you do not return the SIF, the governing body will be unable to apply the oversubscription criteria and your application may therefore be placed in the lowest criterion.

If you do not complete both the CAF and the SIF (***see Application Procedures and Timetable below***) and return them by the closing date, the governing body may be unable to consider your application until all other applications have been considered and it is very unlikely that your child will get a place at the school. The SIF is obtainable from the school and from the Local Authority offices and from the school website (<https://www.stjosephs.rbkc.sch.uk/>) and the Local Authority website (<https://www.rbkc.gov.uk/>).

### **Nursery Children**

Parents of children currently attending the school's nursery should be aware that there is no automatic progression to the reception class and that a full application must be made.

### **Oversubscription Criteria**

By agreement with the Westminster Diocesan Education Service and the Royal Borough of Kensington and Chelsea, where there are more applications than the number of places available, the Governors will offer places according to the following order of priority:

1. Catholic "Looked After" children and Catholic children who have been adopted (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after.
2. Baptised Catholic children of staff, where the staff member has been employed on a permanent basis for at least two years at the time of application.
3. Baptised Catholic children with a sibling at the school who will still be in attendance in September 2021.
4. Baptised Catholic children with a Certificate of Catholic Practice from families whose parents/carers are resident in the Catholic Parish of St Mary's Chelsea. Copies of the Parish map are available at the school and if requested can be sent by post.
5. Baptised Catholic children with a Certificate of Catholic Practice from families not resident in the Catholic Parish of St Mary's Chelsea but who are resident in the Catholic deanery of Kensington and Chelsea.
6. Other baptised Catholic children with a Certificate of Catholic Practice.
7. Other baptised Catholic children.
8. Other "Looked After" children and children who have been adopted (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after.
9. Other children of staff, where the staff member has been employed on a permanent basis for at least two years at the time of application.
10. Other children with a sibling at the school who will still be in attendance in September 2021.
11. Baptised members of the Russian and Eastern Orthodox Communities
12. Children from families who are members of another Christian denomination and whose application is supported either by a certificate of baptism or by a letter from a Priest, Minister or Church Leader, confirming membership of a faith community.
13. All other applications.

The Governors will give **priority** to an application within each criterion where compelling evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can only be met at this school, as opposed to any other. Written evidence will be required from an appropriate professional such as a priest, doctor or social worker.

### **Multiple Applications**

Governors will take the opportunity to admit twins/triplets and siblings applying for

the same academic year, where one child has been offered a place and the other(s) has not. This will most commonly mean admitting a second twin and going over the infant class size limit.

### **Tie Break**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school. Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school grounds as determined by RBKC using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded. If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes will be measured to four decimal places (if necessary). If, in the unlikely event that two or more applicants live at exactly the same distance from the school; the offer of a place will be decided by random allocation. Home address is defined as where the child lives for 50% or more of the school week.

### **Reception Year Deferred Entry**

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants whose children have birthdays in the summer term should be aware that, they can only defer until the **1<sup>st</sup> April 2022**.

### **Part-time Attendance**

Applicants may also request that their child attend part-time until statutory school age is reached.

### **SUMMER BORN CHILDREN**

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5<sup>th</sup> birthday i.e. a child born between 1<sup>st</sup> April – 31<sup>st</sup> August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

### **CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except summer born applications for Reception)**

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

### **Application Procedures and Timetable**

#### **Reception Admissions:**

To apply for a reception place at this school, parents are asked to complete and return **two separate forms** by **the published date (15th January 2021)** in order to make a full application:

- A) An online Application Form must be completed for the application to be valid and this must be completed on your Home Local Authority (borough of residence) website. For Kensington and Chelsea residents this is at [www.rbkc.gov.uk](http://www.rbkc.gov.uk). Proof of address will be checked and validated by the Home Local Authority for all applications for a place in the Reception Class. Residents of the Royal Borough of Kensington and Chelsea will also be able to obtain the Common Application Form from the school or the Town Hall.

Offers of places will be sent to parents on or around **16th April 2021**.

- B) You are also asked to complete the School's **Supplementary Information Form (Application Form for Admission which is attached) and Certificate of Catholic Practice (for those applying under criteria 4-6)** and return it/them to the School Administrative Officer, School Office, St Joseph's Catholic Primary School, Cadogan Street, London SW3 2QT. In all cases a proof of date of birth will be required.
- C) **If you do not complete both forms described above and return them by the closing date, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after 15<sup>th</sup> January 2021 will be dealt with after initial offers have been made.**

You will be advised of the outcome of your application, initially by a letter from your home LA on our behalf.

#### **School Visits and Open Days**

Visits from prospective parents are of course always welcome and may be arranged by telephoning the school. Open days are also arranged in the autumn term. However, a visit to the school plays no part in the admissions process.

#### **IN-YEAR ADMISSIONS**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting

list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. When a place becomes available the Governing Body will re-rank the list and make an offer to the person at the top of the list. The local authority will be informed of the offer as soon as it has been accepted.

**Appeals Procedure:** Parents who are not offered a place for their child are entitled to appeal to an independent appeals panel. Parents wishing to appeal should do so in writing via the school. Appeal forms can be obtained from the school. All completed forms must be sent to the Chair of Governors by **25<sup>th</sup> May 2021**.

**Waiting List:** Governors will establish a waiting list for those who are unsuccessful. Names on the list will be given the same priority as per the oversubscription criteria. Names will remain on the waiting list unless parents request that their child's name be removed.

**Pupils with an Education Health and Care Plans (EHC plan):** The admission of pupils with an EHC plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of EHCs by the pupil's home local authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice 2015. Children with this school named in their EHC Plan will be admitted.

**Change of Details:** If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal you **must** inform the school and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place even if the child has already started at the school.

### **Notes (these notes form part of the oversubscription criteria)**

**'Certificate of Catholic Practice'** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances

can be found in the guidance issued to priests  
<http://rcdow.org.uk/education/governors/admissions/>

**'Resident'** a child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

**'Parent/carer'** means the adult or adults with legal responsibility for the child.

**'Sibling'** means brothers and sisters, step brothers and sisters, half brothers and sisters or adopted brothers and sisters.

**'Looked after child'** has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

**'Adopted'**. An adopted child is any child who has been formally adopted and whose parent/guardian can give proof of adoption.

**'Child Arrangements Order'** means an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

**'Special Guardianship Order'** means an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

**'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 who is part of a Catholic family where evidence from the parish priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

**'Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.



# ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

## Supplementary Information Form 2021-2022

Please use **BLOCK** letters

Cadogan Street  
London SW3 2QT  
Tel: 020 7589 2438

### DETAILS OF CHILD

Child's First Name \_\_\_\_\_ Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_ Year Group Applied for: \_\_\_\_\_  
(E.g. Reception, Year 1, Year 2 etc)

Child's Address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

### DETAILS OF PARENTS OR CARERS

Title (e.g. Miss, Mrs, Mr etc) \_\_\_\_\_ Surname \_\_\_\_\_ Forename \_\_\_\_\_

What is your relationship to the child? (E.g. mother/father/carer) \_\_\_\_\_

Address (If different from child's address) \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Telephone No. \_\_\_\_\_

Email \_\_\_\_\_

### DETAILS OF RELIGION

| Religion of child:<br>(Please tick)                                                                                                                   | Catholic | Other Christian (name of<br>denomination e.g. Methodist) | Other faith |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------|-------------|
| Catholic Parish you live in:                                                                                                                          |          |                                                          |             |
| Church where child was baptised and date of<br>baptism: (baptism certificate required)                                                                |          |                                                          |             |
| Name and position of priest supplying CCP or<br>religious leader supplying letter confirming<br>membership of faith community:<br>(where appropriate) |          |                                                          |             |
| Names of brothers or sisters at the school who are<br>still attending:                                                                                |          |                                                          |             |

***I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.***

Signed: ..... Date:..... **Cont.**

**Please note:**

- Where applicable parents can obtain a CCP from the Parish where they practise or from the Diocese of Westminster website at [www.rcdow.org.uk/Education](http://www.rcdow.org.uk/Education). Follow Guidance & Policy Documents, Admissions: Guidance notes and CCP for priests.
- Applicants from other Christian denominations may attach either a certificate of baptism or a letter from their minister or religious leader confirming membership of the faith community.
- You **must** complete your local authority's on line Application Form and return it to the council offices by the closing date. If you do not do this you will not be offered a place.

**Checklist:**

Have you enclosed:      Copy of baptism certificate (where necessary)  
                                    Certificate of Catholic Practice (where necessary)  
                                    Evidence of exceptional need (where appropriate)

**Have you completed your local authority's on line Application form?**

**Please attach photocopies of Baptismal Certificates (if applicable).**

THE SCHOOL IS COMMITTED TO PROTECTING THE INFORMATION PROVIDED BY PARENTS/CARERS AND USING IT ONLY FOR THE PURPOSE FOR WHICH IT WAS OBTAINED. FOR INFORMATION ON THE SCHOOL'S PRIVACY NOTICE PLEASE READ THE ADMISSIONS PRIVACY NOTICE. FURTHER INFORMATION MAY BE OBTAINED BY VISITING THE SCHOOL WEBSITE AT [www.stjosephs.rbkc.sch.uk](http://www.stjosephs.rbkc.sch.uk) OR BY CONTACTING THE SCHOOL OFFICE VIA [info@stjosephs.rbkc.sch.uk](mailto:info@stjosephs.rbkc.sch.uk).

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

|                         |                                          |
|-------------------------|------------------------------------------|
| School Use Only         |                                          |
| Date of Received: _____ | Evidence of Baptism <b>Y/N</b>           |
| St Mary's Parish: _____ |                                          |
| Brother/Sister: _____   | Place offered School: Letter dated _____ |
| Medical/Social: _____   |                                          |
| Other: _____            | Forms sent on: _____                     |