



Through Christ, we achieve our Personal Best

**Cadogan Street, London, SW3 2QT
Telephone: 020 7589 2438
Executive Headteacher: Mrs Karen Wyatt
Head of School: Mr James Stacey**

Admissions Policy 2022-2023

St Joseph's Catholic Primary School

Cadogan Street, Chelsea

Admissions Criteria 2022-2023

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 1st September 2022 and the 31st August 2023.

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, Governors will offer places according to the following order of priority:

1. Catholic looked after and previously looked after children, including children adopted from state care outside England.
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 2022.
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 and previously looked after children, including children adopted from state care outside England.
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 2022.
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, which will be supervised by someone independent of the school. 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 **1st April 2023**.

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 5th birthday i.e. a child born between 1st April – 31st 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 2022)** 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. 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 2022**.

- 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 15th January 2022 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. Applicants will be notified of the outcome of an in-year application in writing within 15 school days. 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 Governing Body by **25th May 2022**.

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.

Challenging Behaviour: We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged. We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these

grounds to looked after children, previously looked after children and children with EHC plans listing the school.

Fair Access Protocol: We are committed to taking our 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 are empowered to give absolute priority to a child where admission is requested under any locally agreed protocol even where admitting the child would mean exceeding the published admission number.

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.

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. Looked after status will normally be evidenced by a letter from the child's social worker, which confirms his legal status.

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. Previously looked after status will normally be evidenced by a letter from the child's social worker or an adoption certificate.

Children or applicants **'adopted from state care outside England'** refers to those who have been looked after outside England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society, for example an

orphanage. Parents will be asked to provide evidence which demonstrates their child is eligible for priority under this criterion. Such evidence may include an adoption order. It is recognised that it may not be straightforward to establish that a child was in state care outside England. In such cases, the governing body will exercise professional judgement and common sense to determine eligibility.

'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). For a child to be treated as Catholic, evidence of baptism 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 laws of the Church.

'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 2022-2023

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: (Please tick)	Catholic	Other Christian (name of denomination e.g. Methodist)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			
Name and position of priest supplying CCP or religious leader supplying letter confirming membership of faith community: (where appropriate)			
Names of brothers or sisters at the school who are 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. 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 OR BY CONTACTING THE SCHOOL OFFICE VIA info@stjosephs.rbkc.sch.uk.

Signature of Parent/Carer _____ Date _____

Optional: How did you hear about us? (please tick)			
Search engine		Magazine advertisement	
Recommended by a friend or colleague		You have children in other year groups	
Social media		Other (please state)	

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