Consultation on the admission arrangements 2020-21
of St Joseph’s Catholic Primary School Barnet

The governing body of St Joseph’s Catholic Primary School Barnet invites you to view the proposed admissions policy for 2020-2021, as well as the Supplementary Information Form (SIF) 2020-2021.

These documents are out for consultation between Monday the 22nd of October and Monday the 3rd of December 2018.

The change on which we are seeking feedback is the removal of the requirement for a ‘Certificate of Catholic Practice’. Guidance from the Diocese of Westminster has been given which states that schools should only use this certificate for admissions in exceptional circumstances if all Catholic schools in the local area are oversubscribed with Catholic children. Therefore, the requirement for a ‘Certificate of Catholic Practice’ on application has been removed.

All other criteria remain the same as previous years.

We would be pleased to receive any comments on this. The policy and SIF are on the school website. You may wish to contact the school for a hard copy of the admission arrangements which you can collect or which can be posted to you.

Please address your comments to the office at the school address, or by email to charrington@stjosephs.barnet.sch.uk

You can also reply by phone on 020 82025229.

Please make sure to reply by the 3rd of December 2018.

Regards,
Lisa Sturley
Chair of Governors
ST. JOSEPH’S CATHOLIC PRIMARY SCHOOL
ADMISSION POLICY 2020-2021

St Joseph's Primary School was founded by the Catholic Church to provide education for the children of Catholic families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Jesus Christ.

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 Governing Body has sole responsibility for admissions to this school. The Governing Body intends to admit 90 pupils (Published Admission Number) to Reception in the school year which begins September 2020. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

Oversubscription Criteria
Where there are more applications than places the places will be offered in accordance with the following criteria and order of priority.

1. Catholic looked after children and Catholic children who have been adopted (or made subject of child arrangements orders or special guardianship orders) immediately following having been looked after.

2. Baptised Catholic children with a sibling attending St. Joseph’s Primary School at the time of admission.

3. Baptised Catholic children of permanent staff, where the staff member has been employed at the school for more than two years at the time of application.

4. Baptised Catholic children who are resident in the parishes of Our Lady of Dolours, St. Patrick’s West Hendon and St. Edward the Confessor in Golders Green.

5. Baptised Catholic children who are resident in any other Catholic parishes.

6. Other looked after children and children who have been adopted (or made subject of child arrangements orders or special guardianship orders) immediately following having been looked after.


8. Children of Catechumens.

9. Christians of other denominations whose application is supported by a letter from their minister/faith leader confirming membership of the faith.

10. Children of other faiths whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.

11. Any other applicants.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provisions will be applied:

The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.
Tie Break
Where the offer of places to all the applicants in any of the sub-categories listed above would lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school. Distance will be measured in a straight line from the address point for the child’s home, supplied by Ordnance Survey, to the main entrance of the school, using the council’s computerised measuring system, with those living closer to the school receiving the higher priority.

The home address is defined as the address at which the child resides for 50% or more of the school week.

Children educated outside their chronological age group (except summer born children)
Parents may request that their child be educated out of his/her chronological age group ie. a year ahead or a year behind. Such requests must be made in writing 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.

Places can be withdrawn, even once offered, if it is found that the offer was made on the basis of false or contradictory information.

Multiple Applications
Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Information about Applications in Previous Years
Although offers of places were made in most categories of the oversubscription criteria last year, the school has been oversubscribed with Catholic applicants in past years.

Application Procedures and Timetable
To apply for a place at this school, you must complete both an eAdmissions Form from your Local Authority and submit it to them. If applying under criteria 1 – 11 you should also complete a school Supplementary Information Form (available on the school’s website: www.stjps.org) and return it to The Headteacher, St. Joseph’s Primary School, Watford Way, Hendon, London, NW4 4TY. If you do not complete both of the forms described above and submit them by 15 January 2020, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied. You will be advised of the outcome of your application on or about 16th April 2020, initially by a letter from your LA on our behalf. This information will also be available on line for those who have submitted an e-application. Parents/carers should accept or decline the place as soon as possible. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria listed above and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing by Friday 25 May 2020.

Late applications
Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

Nursery children
Attendance at the Nursery does not guarantee a place in Reception Classes. Parents of children attending St. Joseph’s Nursery must make a fresh application for Reception.

Waiting Lists
In addition to their right of appeal, unsuccessful candidates 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. The waiting list is maintained until the child reaches the end of key stage 1 (Year 2) or until parents inform us that they wish the applicant to be taken off the list.
Pupils with an Education, Health & Care Plan (EHC)
The admission of pupils with an Education, Health and Care Plan (EHC) formerly known as a Statement, is dealt with by a completely separate procedure. If your child has an EHC plan you must contact your local authority SEN Officer. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Children with this school named in their EHC Plan will be admitted.

In-Year Admissions
Applications for in-Year admissions are made directly to the school. When there is no waiting list the child will be admitted. If more applications are received than there are places available, 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.

Fair Access
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 admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

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. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Parents of summer born children wishing to defer should note that the latest date for deferral is 1st April 2021.

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 Chairperson 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.

Notes (these notes form part of the oversubscription criteria).
‘Looked after’/‘Child in care’ 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).

‘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 this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child.

‘Catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that 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 credal 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 CYTÚN 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.

“Children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a Supreme Being and an expression of belief in that Supreme Being through worship.

‘Parent’ means the adult or adults with legal responsibility for the child.

‘Sibling’ means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

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

‘Child Arrangements Orders’. A child arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.

‘Special Guardianship Order’. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). Children ‘looked after’ immediately before the order is made qualify in this category.

*** Maps showing parish boundaries for Our Lady of Dolours, St Patrick’s and St Edward the Confessor are available to view on the school website ***
**SUPPLEMENTARY INFORMATION FORM 2020/21**

**ST. JOSEPH’S CATHOLIC PRIMARY SCHOOL**

Watford Way, Hendon NW4 4TY
Tel: 020 8202 5229   Email: office@stjosephs.barnet.sch.uk

### CHILD’S DETAILS

Please complete this form in block capitals

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<thead>
<tr>
<th>Child’s Surname:</th>
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<td>Date</td>
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<td>Child’s Home Address:</td>
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### DETAILS OF PARENT/CARIER

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<td>Address:</td>
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<td>Postcode:</td>
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### DETAILS OF RELIGION

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<th>Other Faith</th>
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<tr>
<td>(please tick)</td>
<td></td>
<td>(name of denomination e.g. Baptist):</td>
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<tr>
<td>Catholic Parish you live in:</td>
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<td>Church where child was baptised:</td>
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<td>Date of baptism:</td>
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<td>(baptism certificate required)</td>
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<tr>
<td>Church you currently attend:</td>
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### OFFICE USE ONLY

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<td>Start date:</td>
<td>Year:</td>
<td>UPN:</td>
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PTO ➔
DETAILS OF SIBLINGS

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Siblings attending St Joseph’s Primary School at time of admission

| Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? (Professional evidence will be required.) | Yes ☐ | No ☐ |

| Is your child ‘looked-after’ by the Local Authority, adopted or subject to a child arrangements or special guardianship order, having previously been ‘looked-after’? | Yes ☐ | No ☐ |

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………………………………

Parent/Carer

Please note:

- Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter from their minister or religious leader, confirming membership of that faith community.

- You must complete your Local Authority’s online application form (not Nursery Applications) by the closing date. If you do not do this you will not be offered a place.

Checklist:
Have you provided:

- Your child’s Baptismal Certificate (if applicable)
- Proof of residential address: Council Tax document and two utility bills
- Evidence of exceptional need (if appropriate)

Have you completed the Local Authority’s online application form? (Not required for Nursery Applications)