



ST JOSEPH'S CATHOLIC
HIGH SCHOOL

ADMISSIONS POLICY

2018 - 2020

Date of Review: September 2017

St Joseph's Catholic High School Admissions Policy 2018 - 2020

St Joseph's Catholic High School is a co-educational academy, within the St Peter Catholic Academy Trust and the Diocese of Northampton.

The Academy Trust is responsible for Admissions.

The Planned Admissions Number is 135.

APPLICATION PROCEDURES:

Parents who wish to apply for a place for their child at St Joseph's Catholic High School must name St Joseph's on the Common Application Form (CAF) and submit the form to their Local Education Authority no later than **31st October** of the year before their child joins Year 7.

They must also complete a St Joseph's Application Form and return it to the school by **31st December** of the year before their child joins Year 7. Applications received after this date will be placed in Criteria 9 and will be considered after all on-time applications.

Children with a Statement of Special Educational Needs where St Joseph's has been named in the Statement, will be admitted in accordance with the regulations and the policy of the Local Authority.

In the event of there being more applications than the planned admissions number, priority will be given according to the following criteria:

- 1) Looked After Children & Previously Looked After Children**
- 2) Practising Baptised Catholic Children with a priest's reference**
- 3) Other Baptised Catholic Children**
- 4) Baptised or Dedicated Children of other Christian denominations with a religious leader's reference**
- 5) Baptised or Dedicated Children of other Christian denominations**
- 6) Children of other faiths with a religious leader's reference**
- 7) Children of other faiths**
- 8) Any Other Children**
- 9) Late applications**

Children from other faiths should be sympathetic to the ethos of our Catholic school.

A completed Priest's/Religious Leader's Reference Form (which is attached to the school application form) will be asked for to support the application, where relevant.

If your child has been baptised or dedicated, the Academy Trust insist that a copy of a valid Baptism or Dedication Certificate is sent in with the application form.

Tie Breaker:

For any admission category that is over-subscribed, applications will be prioritised by distance from the home address to the school building. Distance will be measured in a straight line from the front door of the child's home address (including flats), to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. In the event of a tie between two or more children with equal proximity to the school, lots will be drawn.

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RECEIVING AN OFFER OF A PLACE:

An offer of a place at St Joseph's Catholic High School, will be sent in writing from the applicant's Local Education Authority. St Joseph's will only send correspondence to those who have been offered a place at the school.

APPEALS PROCEDURE:

Parents have the right to appeal if they have not been offered a place at the school. They must send a letter of appeal to the Secretary to the Trust at St Joseph's within 30 days of receiving their offer letter. They will then be notified of the appeal date and time.

WAITING LISTS:

Any waiting lists which are held will be ranked in the same order as the above criteria.

MID YEAR ADMISSIONS:

Applicants for places mid - year, subject to the above criteria, will be admitted up to a maximum of 135 pupils in each year group.

EXPLANATORY NOTES:

Catholic:

A Catholic child is defined as a child baptised in accordance with the rites of the Catholic Church or enrolled in a baptismal programme.

Baptised Catholic or Baptised/Dedicated Christian:

The Academy Trust insist on a copy of a valid Baptism / Dedication Certificate being produced at the time of application to the school.

Practising:

Practising means the child's weekly attendance at Sunday mass.

Home Address:

This is defined as the place where the child permanently lives with his or her parents/legal guardians/carers.

Should parental responsibilities be equally shared, the home address will be considered to be that of the parent/legal guardian/carer who receives the relevant Child Benefit Allowance.

Looked After Children:

Looked After Children are children who are in the care of a local authority or are provided with accommodation by that authority.

Previously Looked After Children: are children who were looked after, but ceased to be so, because they were adopted, or became subject to a residence order or special guardianship order.

False Information:

If false or misleading information is used to gain entry to the school, the offer of a place may be withdrawn.