



“The glory of God is
a human being fully alive!”

ST JOSEPH’S CATHOLIC HIGH SCHOOL

ADMISSIONS POLICY YEARS 7 - 11

2021 - 2023

Date of Review: November 2019

St Joseph's Catholic High School Admissions Policy 2021 - 2023

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

The Academies 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 Certificate of Catholic Practice**
- 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**

We hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

A completed Certificate of Catholic Practice or 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

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higher priority. In the event of a tie between two or more children with equal proximity to the school, lots will be drawn.

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:

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 31st August each year.

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

IN-YEAR APPLICATIONS

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the Admissions Secretary at St Joseph's School.

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 (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.

EXPLANATORY NOTES:

Catholic

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 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.

Certificate of Catholic Practice

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 a 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

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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.

Baptised Catholic or Baptised/Dedicated Christian:

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

Other Christians

"Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge 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 CYTŪN 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

"Children of Other Faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at criteria 4 and 5 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- a. A religion which involves belief in more than one God, and
- b. 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.

Home Address:

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.

Looked After Children:

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.

Previously Looked After Children:

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.

False Information:

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