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**St Joseph’s Catholic Primary School**

Newport Road Newbury Berkshire RG14 2AW

Phone: 01635 43455 Email: office@stjosephs.w-berks.sch.uk

*Following, Recognising and Nurturing: Following in Jesus’ footsteps,*

*Recognising the Holy Spirit in ourselves and each other and Nurturing our God-given gifts.*

### Admission Policy for Admissions in Academic Year 2024 – 2025

###### 1: Admission Authority - The Governing Body of St Joseph’s Catholic Primary School is the school’s admission authority. It decides on all admissions to the school. The Admission Policy is reviewed annually.

**2: Admission Number is 30 -**The Governing Body can admit up to 30 children into any Year R or Key Stage 1 class and up to 32 children into any Key Stage 2 class*.*

#### 3: APPLICATION DEADLINE - Children whose fifth birthday falls between 1st Sept 2024 and 31st Aug 2025 will need to apply by the closing date of 15 January 2023.

Expression of interest or an enquiry about a school place in the past is not an application, therefore parents should make an application on the common Application Form provided in the current Parents Guide to Admissions to Primary Schools in West Berkshire or apply on line at [www.westberks.gov.uk](http://www.westberks.gov.uk) as explained in the Guide.

**4A: STARTING SCHOOL – FULL-TIME:** Children admitted to the school are entitled to a full-time place at the school in September following their 4th birthday.

**4B: STARTING SCHOOL – PART-TIME:** Where parents wish, their child may attend school part-time until their 5th birthday. Parents should discuss this with the Head Teacher.

**4C: NURSERY**

For children attending the school’s nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school’s nursery does not automatically guarantee that a place will be offered at the school.

4D: STARTING SCHOOL - deferring ENTRY: Where parents wish, they may defer their child’s entry to the school from September 2024 until later in the school year. This is subject to 2 conditions:

(1) the child must enter the school on a full-time or a part-time basis not later than the start of the Summer Term 2025; and (2) the child must in any event enter the school on full-time basis no later than the child’s 5th birthday.

Parents must inform the school if they wish to defer their child’s entry to the school in this way, and should discuss the details with the Head Teacher.

Parents considering deferred admission for a child whose 5th birthday falls between 1 April 2025 and 31 August 2025 should read section 4D below.

4E: DEFERRING SCHOOL ENTRY – SUMMER-BORN CHILDREN: The parents of a child whose 5th birthday falls between 1 April 2025 and 31 August 2025 (summer-born children) cannot request to defer their child’s entry to the school to September 2025, because such an admission will be outside of the 2024 – 25 academic year for which a place is offered. A new application for entry to the school in the 2025 – 26 academic year will be necessary.

In such circumstances, parents may apply for a school place for admission in Year R or Year 1 in the September after their summer-born child’s 5th birthday (i.e. September 2025), under the terms of the school’s Admission Policy for Admissions in Academic Year 2025 – 26.

Parents who wish to apply for a school place for a summer-born child in Year R in September after the child’s 5th birthday (i.e. in September 2025) should discuss the matter with the Head Teacher and put their reasons in writing for the Governing Body, since the Governing Body will need to approve admission to Year R outside of the child’s normal age group. Such parents should make an application as part of the main admission round for the year group that their child would normally be admitted to school, until a decision has been reached.

4F: OTHER OUT-OF-AGE-GROUP REQUESTS: Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek admission to the school outside their child’s normal age group.

The Governing Body will make decisions on applications to defer school admission and other out-of-age-group requests on the basis of the circumstances of each case and in the best interests of the child concerned.

**5: Application Procedure – Co-ordinated Admission Scheme** - The Local Authority (LA) co-ordinates the admission process for all schools in West Berkshire, thereby ensuring that every parent living in West Berkshire who has applied for a place for their child in the normal admission round receives an offer of only one place on the same day. All parents must complete a common application form for primary schools, which is available from the school, the LA or online at [www.westberks.gov.uk](http://www.westberks.gov.uk). A separate application form must be filled out for each child.

**Completed application forms must be returned to the LA or submitted online to the LA by 15 January 2023. The address for return of applications to the LA is given on the application form.** See below for late and in-year applications.

###### Supplementary Information Form - Parents who consider that their child falls within any of Categories 1 to 8 of the Oversubscription Criteria listed at section 11 below are recommended to complete a Supplementary Information Form (SIF). The information provided on this form will enable the Governing Body to rank the application in the correct oversubscription category.

**The LA will make offers of places on behalf of the school on the 16th April 2024.**

The Governing Body reserves the right to refuse to consider an application if the paperwork and information requested are incomplete or found to be inaccurate. Any child offered a school place based on fraudulent or intentionally misleading information will have their place withdrawn.

**6: Late APPLICATIONS -** Applications received after the deadline for receipt will be considered AFTER all those received within the deadline.

**7. 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 school office (see below).  Where there are places available but more applications than places, the published oversubscription criteria, as set out below, will be applied.  If there are no places available, the child will be added to the waiting list (see below). You will be advised of the outcome of your application in writing, within a maximum of 15 school days of receipt, and you have the right of appeal to an independent appeal panel.

**8: FAIR ACCESS PROTOCOL**

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 admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**9: Home address** - This is defined as the child’s normal permanent home address where he or she lives with his or her parents/legal guardians/carers at the closing date for applications of 15th January 2024. Temporary addresses cannot be used to obtain school places: temporary addresses whilst retaining a previous permanent home will not be accepted. Should parental responsibilities be equally shared, the home address will be considered to be the address where the child lives for most of the week. If parents/legal guardians/carers plan to move after the application has been made, but before any offer of a place has been made, the Local Authority must be informed.

**10: Waiting Lists -** A waiting list will be kept for all classes until at least 31 December 2024 and parents will be contacted if a place becomes available. The current oversubscription criteria will be applied to all applicants on the waiting list and when a new application is made, therefore positions on the waiting list may change. Looked-after children, previously looked-after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

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

## 11: EDUCATION, HEALTH AND CARE PLANS - Children with an Education, Health and Care Plan that names the school will be admitted at any time above any child on the waiting list and will count towards the admission number.

**12: Looked-After Children** and previouslylooked-after children (see Section 16: Definitions) who do not have a school place will be allocated a place in accordance with a Fair Access Protocol, and must take precedence over those on a waiting list.

**13: Oversubscription Criteria** *-* The Governing Body operates an equal preference policy, if there are more applications than places available, applications will be considered in the category order listed below.

**Category 1:** Catholic Looked-After and Previously Looked-After Children and children who were looked after, (see Section 16: Definitions) but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked-after.

**Category 2:** Catholic Children with a sibling in the school at the time of admission. *“Sibling” refers to a brother or sister, a half-brother or half-sister, adopted brother or adopted sister, step-brother or step-sister, or the child of the parent’s/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling*. *Evidence of baptism will be required: see note below.*

**Category 3:** Catholic children living in the parishes of St Joseph’s, Newbury; St Francis de Sales, Wash Common; The Sacred Heart, Lambourn; Our Lady of Lourdes, Hungerford. *Evidence of baptism will be required: see note below.* For more information on parish boundaries and a map please refer to the school website <https://stjosephs-westberks.secure-dbprimary.com/westberks/primary/stjosephs/site/pages/aboutstjosephs/admissions> This can also be found on the Diocesan website at: <http://www.portsmouthdiocese.org.uk/parishboundaries.php>

**Category 4:** Catholic children living outside the parishes mentioned in Category 3. *Evidence of baptism will be required; see note below.*

**Category 5:** Other Looked-After Children and children who were looked after, (see Section 16: Definitions) but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked-after.

**Category 6:** Siblings of children in the school at the time of admission. *“Sibling” refers to a brother or sister, a half-brother or half-sister, adopted brother or adopted sister, step-brother or step-sister, or the child of the parent’s/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.*

**Category 7:** Children who aremembers of other Christian denominations, being 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 all members of Churches Together in Wales are deemed to be included in this definition. *Evidence of membership will be required as detailed below.*

**Category 8:** Members of other faiths. *Evidence of membership will be required as detailed below.*

**Category 9:** All other applicants.

**Evidence of Baptism or membership of a Worshipping Community -** If an application is being made for a place at the school for a Catholic child, evidence of Catholic baptism or reception into the Catholic Church is required. A copy of a certificate of baptism or certificate of reception into full communion with the Catholic Church should be provided to the school with the completed Supplementary Information Form.

If application is being made for a place at the school as a member of another Christian denomination or another faith, a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided with the completed Supplementary Information Form, alternatively, the letter may be signed electronically and e-mailed direct to the school from the minister/faith leader’s or church’s e-mail account.

**14: Tie breakers:**

If there are more applicants than places available within any of the oversubscription categories described in section 11 above, then Tie Breaker A shall be applied to determine which applicant shall be admitted. If Tie Breaker A does not resolve the matter then Tie Breaker B shall be applied.

**A:** **Children with strong social or medical grounds for admission –** priority shall be given tochildren with strong social or medical need. For the purposes of this policy, children with “strong social need” are those where the placement has been recommended by the relevant senior social services officers, and children with “strong medical need” are those where the placement has been recommended by a medical doctor. Any such recommendation should be made in writing by the social services officer or medical doctor and submitted to the school with the completed Supplementary Information Form.

**B:** **Distance -** priority shall be given to those applicants whose permanent home address is nearest to the school. This will be measured using the West Berkshire Geographical Information System taking a straight line between the child’s permanent home address (see section 7 above) and the school using the unique property identification points within the National Land and Property Gazetteer NLPG. In the unlikely event of the distance between two children’s homes and the school being the same, random allocation will be used, which will be supervised by the Local Authority.

**15: ADMISSION OF TWINS, TRIPLETS OR OTHER CHILDREN OF MULTIPLE BIRTHS**

In the event that the last child to be offered a place within the school’s Admission Number is a child from a multiple birth or a same-cohort sibling, and a sibling or siblings of such child seeking admission to the same class would not be offered a place according to the criteria set out in this policy, then the Governing Body may treat this as an exceptional case and may in its discretion admit all children from the same family seeking admission to the same class, in order not to split the family.

**16: DEFINITIONS**

For the purposes of these admissions arrangements:

* “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 in the process of adoption and living within a family where at least one of the parents is Catholic.
* 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.
* 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.  Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

**17: Right of Appeal -** Parents have the ‘right of appeal’ against the Governing Body’s decision not to admit a child.  Appeals will be referred to an independent appeal panel set up by West Berkshire Council. Full details of this process, and the appeal form, are obtained from:

West Berkshire Appeals Officer

Policy and Communication

West Berkshire Council

Market Street,

Newbury

Berkshire

RG14 5LD

Telephone: 01635 519684.

Parents must appeal by the **15th May 2024** for Reception Class 2024/25 applications. Appeals for late applications and applications outside the normal round should be made within 14 school days of date of refusal letter. Only one appeal per academic year is allowed, with reconsideration only if there is a major change of circumstance.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or a place was obtained by deception.**

**The school is happy to answer any queries about applications so please ask if you would like us to help in any way. Contact details are:**

**Admissions**

**St Joseph’s Catholic Primary School**

**Newport Road**

**Newbury**

**Berkshire**

**RG14 2AW**

**Telephone : 01635 43455**

**Email:** **office@stjosephs.w-berks.sch.uk**

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**Supplementary Information Form for Applications for Admission in September 2024**

**St Joseph’s Catholic Primary School, Newbury**

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| If you are expressing a preference for a place for your child at a Catholic school and wish to apply under the faith criteria, or if a social services officer or medical doctor has recommended that your child should be placed at this School, you should complete this Supplementary Information Form (SIF). * The completed SIF, together with all supporting documentation (see Notes below) **should be returned to the school** by the closing date set by the Local Authority for the return of the Common Application Form (CAF).
* If you are applying to more than one Catholic school you will need to complete a separate SIF for each school.
* **If you do not complete the SIF (this form) and return it to the school with all supporting documentation by the closing date, your child will not be placed in the appropriate Oversubscription Category and this is likely to affect your child’s chance of being offered a place.**
* Remember – you **must** also complete the CAF. The SIF is not valid without a completed CAF.

Name of child: ……………………………………………………………………………………..….Address of child: ……………………………………………………………………………………… ………………………………………………………………………………….….. ……………………………………………………………………………………...Parent/Carer detailsParent/Carer Name: ……………………………………………………………………………………...*Please read the St Joseph’s Catholic Primary School Admission Policy before completing this form.* **NOTE: When completing the CAF it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school at the proposed time of admission. If this information is not provided, the admission authority of the Catholic school may not be able to place the application within the correct Oversubscription category.** **Religious status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)** |

1. Catholic □
2. Member of other Christian denomination □
3. Member of other faith □

Catholic parish in which your child lives: …………………………………………………………..

1. **Evidence of Catholic baptism/reception**

If application is being made for a place at the school for a Catholic child, evidence of Catholic baptism or reception into the Catholic Church is required. A copy of a certificate of Catholic baptism or certificate of reception into full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

1. **Other denominations/faiths**

If an application is being made for a place at the school as a member of another Christian denomination or another faith, a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader will be required. The letter should be provided at the same time as the SIF (this form) is returned to the school, alternatively, the letter may be signed electronically and e-mailed direct to the school from the minister/faith leader’s or church’s e-mail account.

1. **Strong social or medical grounds for admission**

If your child has strong social or medical grounds for admission to the School as described in Section 12A - Tie Breakers, please tick the relevant box(es) below. A copy of the written recommendation made by the social services officer or medical doctor should be provided at the same time as this form is returned to the school.

1. Strong social need, as recommended by a social services officer □
2. Strong medical need, as recommended by a medical doctor □

**Checklist**

Have you:

* enclosed a copy of baptism certificate or certificate of reception into the Catholic church (where applicable)?
* enclosed a letter confirming membership of a Christian denomination or other faith (where applicable)?
* enclosed a written recommendation by a social services officer or medical doctor if your child has strong social or medical grounds for admission to the School as described in Section 12A – Tie Breakers?
* completed and returned your local authority’s CAF (Common Application Form)?

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| **Declaration**Any offer of a place will be on the basis that the information supplied is accurate and up to date. Please read the declaration below and sign the form.**I confirm that I have read the Admissions Policy of the school and certify that the information given on this form is correct. I understand that I must notify the school immediately if there is any change to these details and that any place offered may be withdrawn if I give false information, even if my child has started school.** |
| **Signature of parent/carer:** |
| **Print name:** | Date: |

*The data on this form will only be used within the school admissions system and will not be divulged to any third party outside the current Data Protection legislation.*

**The closing date for submitting the supplementary form is 15 January 2024.** *If you are* *applying for a place outside the normal admission round, i.e. an in-year admission, please return this form and supporting documentation with your application form or within 7 days of receipt of this form.*

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| * The school application form must always be completed even if you are providing a supplementary application form. You can apply on-line at: [www.westberks.gov.uk/primaryadmissions](http://www.westberks.gov.uk/primaryadmissions)
* You can return this form by hand or post to St. Joseph’s Catholic Primary School, Newport Road, Newbury, RG14 2AW or scan and email to office@stjosephs.w-berks.sch.uk but the form must be received by the closing date.
* Failure to return a completed copy of this form by the closing date will mean that an admission request for denominational reasons will not be considered.

**GDPR (General Data Protection Regulation) Statement**In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.1. We are St Joseph’s Catholic Primary School, Newport Road, Newbury, Berkshire RG14 2AW.
2. Being a Catholic education provider, we work closely with the School’s Diocesan Authority, the School’s Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Faye Glover and you can contact them with questions relating to our handling of the data. You can contact them by emailing office@stjosephs.w-berks.sch.uk
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the School’s enrolment system, and the data will be retained and processed on the basis of the School’s fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School’s data retention policy.
10. To read about individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation (<https://stjosephs-westberks.secure-dbprimary.com/westberks/primary/stjosephs/site/pages/schoolgovernors/policies>). If you are unhappy with how your complaint has been handles, you can contact the Information Commissioners Office via their website at: ico.org.uk.
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