

From September 2011

ADMISSIONS POLICY

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The Sisters of Mercy did much to enhance the school. Today 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.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria listed below at the published closing date for applications. All applicants are required to declare their positive support for the aims and ethos of St Joseph's Catholic Primary School.

The Governing Body has sole responsibility for admissions to St Joseph's and intends to admit 40 pupils to the reception class in the school year that begins in September 2011.

Over-subscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Looked after children from Catholic families.
2. Baptised Catholic children from practising Catholic families.
3. Baptised Catholic children.
4. Other looked after children.
5. Baptised children from families of other Christian denominations who attend church regularly and provide a letter of support from their minister of religion and who accept the Catholic ethos and practices of St Joseph's Catholic School, Stanford-le-Hope.
6. Other baptised children from families of other Christian denominations who accept the Catholic ethos and practices of St Joseph's Catholic School, Stanford-le-Hope.
7. Other children whose parents state in writing that they desire a Christian education for their child and who accept the Catholic ethos and practices of St Joseph's Catholic School, Stanford-le-Hope.
8. Other children whose parents desire a place at St Joseph's Catholic School and who accept the Catholic ethos and practices of St Joseph's Catholic School, Stanford-le-Hope.

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

- i) The attendance of a brother or sister at the school at the time of enrolment will be given next priority within each category.

The Governing Body may increase the priority of an application within a category where evidence is provided, at the time of application, of an exceptional social, medical, pastoral or other need of the child that can be met most appropriately at St Joseph's Catholic School.

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the admission number will be offered to those living nearest the school measured in a straight-line in metres

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by a digital mapping system. The straight-line distance measurement is taken from the front door of the home address to the playground gate by the park.

Application Procedures and Timetable

For admissions to the Reception Year in 2011/2012, applications must be submitted by 15th January 2011 to the Local Authority on the relevant form contained in the Local Authority's Admissions Booklet. The Local Authority will send out offers of places to parents on 4th April 2011 (dates to be confirmed with Thurrock).

Applicants are requested to note that applications will be treated as late applications unless the form described above has been completed and received at the correct address on time. It is the parents' responsibility to ensure that the school receives all relevant supporting documentation by the appointed date.

Applications to all other year groups must be obtained and returned to the Local Authority as soon as possible.

Pupils with a Statement of Special Education Needs

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority. A detail of this separate procedure is set out in the Special Educational Needs Code of Practice.

Notes (*these notes form part of the over-subscription criteria*)

"Catholic" means a member of a Church in 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 reception into the full communion of the Catholic Church.

"Practising Catholic" means Catholic children from practising Catholic families who habitually worship at Mass on a regular basis and where the application is supported by a Catholic priest. The Governing Body will expect this practice to be verified by a reference from a priest in the standard format laid down by the diocese.

"Looked after Child" 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.

A service of dedication or a naming ceremony does not equate to Baptism in Canon Law.

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at St Joseph's Catholic School, the Governing Body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.