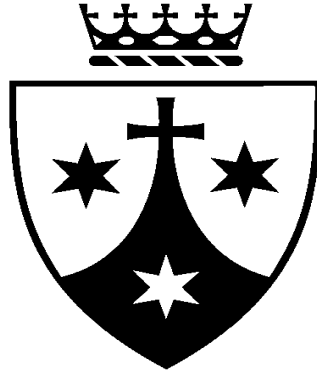


**ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL  
CHALFONT ST PETER**



*Learning to do our best with Jesus*

---

**Admissions Policy  
2011 - 2012**

---

Date approved:	Admissions Committee	12.01.10
	Accepted by FGB	05.07.10
Date reviewed:	Autumn 2009	
Date for next review:	Autumn 2010	

## CONTENTS

	Page
Background Information	3
The Admissions Criteria	4
Over Subscription	5
Late Applications	6
All other Admissions	6
Waiting Lists	6
Appeals	6
Definitions	6
Further Information	8

## **BACKGROUND INFORMATION**

- St Joseph's Catholic Primary School is promoted by the Diocese of Northampton and is maintained by Buckinghamshire Local Authority (LA).
- The Governing Body of the School is responsible for determining and administering the policy relating to the admission of pupils to the School. It is guided in that responsibility by the requirements of the law, the advice of the Diocesan Trustees, and its duty to the School and the Catholic community. The School also subscribes to the BUCKS CC (In Year) Fair Access Protocol.
- In accordance with the provisions of Regulation 49 of the Education (School Government) Regulations 1999, the Governing Body has delegated responsibility for determining admissions to its Admissions Committee with regard to the School.
- The school primarily serves the parishes of St Joseph's, Chalfont St Peter, (which includes the churches Infant of Prague in Chalfont St Giles, and Holy Name in Denham) and St Teresa's, Beaconsfield.
- Having consulted the other local admission authorities in accordance with legal requirements, the Governing Body has set as its planned admissions number 60 pupils for the school year commencing September 2010 for admission to the reception year (one entry point in September). For years 1 and 2 the total number of pupils is set at 60. For year 3 onwards the admission number is increased to a total of 64 including as a matter of progression those pupils from the preceding year.
- Parents, as defined by the Education Act 1996, have the right to defer taking up a place for their child/children until the start of the term after the child's fifth birthday as long as this is within the same academic year.
- Parents wishing to apply for a place in the School for their child in the school year starting September 2010 must complete the co-ordinated admission form. Catholic applicants must produce a Baptismal Certificate for consideration under rule 2 (a) – (e) inclusive. Catholic applicants under rule 2 (a), (b), (c) and (e) should also complete the VA supplementary form for the School. Both forms are available from the LA and the School. The admission form should be sent directly to the LA by the published deadline. The VA supplementary form along with a copy Baptismal Certificate, should be sent directly to the School by the published deadline. Applications will be dealt with via the co-ordinated admissions scheme as set out in the LA guidelines for parents.
- The Governing Body will consider all applications according to the criteria set out in this policy without reference to the ability or aptitude of the child.
- Children with a statement of Special Educational Needs naming the School will be admitted in accordance with the LA's policy and regulations.

## **ADMISSIONS CRITERIA**

St Joseph's is a Roman Catholic Voluntary Aided Primary School providing co-educational day schooling. Admission to the School is the direct responsibility of the School Governors (acting through their Admissions Committee). Ideally, the Governors would like to offer a place to every Catholic child who seeks admission, but because of the limitation on the number of children who can be accommodated within the School it is necessary to apply criteria to determine who will be offered the available places.

Children will therefore be admitted according to the criteria listed below, in the order in which they are listed, every application being considered on its individual merits.

### **1. 'Looked After' Children**

- a) 'Looked After' Catholic children.
- b) 'Looked After' children.

### **2. Roman Catholic Children**

- a) Multiple Birth children (e.g. twins, triplets) from the above parishes who have priest's support on the VA supplementary form.
- b) Siblings of children who will be in attendance at the School at the proposed date of admission and who have priest's support on the VA supplementary form.
- c) Children from the above parishes who have priest's support on the VA supplementary form.
- d) Children from above parishes with no priest support, but where parents nevertheless wish their child to receive a Catholic education.
- e) Children who have priest's support on the VA supplementary form from neighbouring parishes.
- f) Other children who provide other evidence, in writing by a Catholic priest, of being Catholic.

### **3. Other Christian Children**

Children of Christian denominations with proof of membership being provided in writing by the appropriate Church leader, may be admitted if there are vacant places and those parents agree in writing to respect the Catholic ethos of the school.

#### **4. Children From Other Faith Backgrounds**

Children of other faith backgrounds may be admitted if there are vacant places and those parents agree in writing to respect the Catholic ethos of the school.

#### **5. Other Children**

- a) Other children may be admitted if there are vacant places provided their parents accept in writing to respect the Catholic ethos of the school.
- b) Any other children not included within the above criterion.

#### **OVER SUBSCRIPTION**

In the case of over-subscription, the Governors will give priority to children in the order of the Admissions Criteria described above under headings 1 to 5.

In relation to the above heading 2, sub heading a) to d), the allocation of places will be based upon the principle that in total 20 places are available to Roman Catholic Children from St Teresa's Parish and 40 places are available to Roman Catholic Children from St Joseph's Parish. Should there be insufficient applications from children from one of these Parishes to meet these numbers at the time that admission applications are considered, then the remaining number will be available for allocation to Roman Catholic Children from the other Parish. If not required by that category then the places are available to the other categories listed.

In relation to the above headings 3 to 5, admissions under each heading in turn will be prioritised to siblings of children who will be in attendance at the School at the proposed date of admission.

Where it is necessary to choose between two or more children who satisfy any of criteria 1 to 5 above and it is not possible to differentiate between children based upon the criteria within this policy, the choice will be made by reference to the proximity of each child's normal home address to the School; the preference being given to those having the shortest appropriate route as determined by the LA methodology. This involves measurements calculated by computer using a database that combines the Ordinance Survey "Integrated Transport Network" data as at the closing date for applications, plus a database of footpaths, entered on the LA system before this date, which have a proper made-up surface such as tarmac or concrete.

In the event of there being only one place left and the next child on the list is from a multiple birth the parent(s) of the children will be offered the choice.

Attendance at the St Joseph's pre-school does not confer any other additional admissions rights to those set out in this policy.

## **LATE APPLICATIONS**

Late applications will be dealt with in accordance with the LA Guide for Parents.

## **ALL OTHER ADMISSIONS**

The above criteria will be applied to the admission of children of all ages into the School.

Admission to the Reception year or Year 3 or to other years at the School, once offers of places have been made, depends upon whether or not there are places available. Information on the availability of places and application forms can be obtained from the Admissions secretary at the School. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority, a place will be offered. It should be noted that the only way that a place can be offered once the admission number is reached for any year group, except in exceptional circumstances, is by appealing to an independent panel arranged by the Governing Body.

## **WAITING LISTS**

The School maintains a waiting list for those children who are not offered a place. The position on the waiting list is determined according to the over-subscription criteria above, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The School periodically seeks confirmation that parents wish a child to be kept on the waiting list.

## **APPEALS**

There are established arrangements for appeals against non-admission. All parents refused a place have the right of appeal firstly to the Governing Body and secondly to an independent panel. Details are available from the School. It should be noted that, in the event of an unsuccessful appeal against non-admission into the school, the School does not consider any further application in the same school year (1st September to 31<sup>st</sup> August), unless there has been a material change in circumstances, for example, a change of address. The decision of the panel is binding on the School and the parents.

## **DEFINITIONS**

1. Catholic – as defined by Canon Law, namely ‘a child baptised according to the rites of the Catholic Church’ and for admission purposes also includes ‘the child(ren) of families involved in a catechumenate programme’.
2. Practising Catholic for the purpose of the supplementary form and the ‘Priests support’ implies that one or more parent(s) are practising Catholics. Practising – as defined by Canon Law, namely ‘weekly attendance at Mass’.

3. Parent includes the natural parent or in their absence a person who is the legal guardian.
4. Under the heading Roman Catholic where reference is made to children of the above parishes this relates to those children whose home address is located within the parishes of St Joseph's, Chalfont St Peter, (which includes the churches Infant of Prague in Chalfont St Giles, and Holy Name in Denham) and St Teresa's, Beaconsfield.
5. "Priest support" will generally be expected to be received from the priest at the church where a child's parent(s) normally worship.
6. A 'Looked After' child is defined by the Children's Act 1989 as a child/young person who is accommodated by the LA (Section 22) or a child/young person who is the subject of a full interim Care Order (Section 31).
7. A sibling is a brother or sister or any other child (including an adopted child) who permanently resides at the same address, for whom the applicant has parental responsibility at the time of application. Half-brothers and half-sisters are included in the terms "brother" and "sister" where they are living as a family with their half brother(s) and/or half-sister(s) currently on the School roll.
8. A pupil's home address will be regarded as the address of the parent(s) or carer(s) with parental responsibility with whom the pupil usually lives. This will not usually include grandparents, aunts or uncles. Where a pupil spends time with parents at more than one address, the address used will be the one at which the pupil is ordinarily resident and where the pupil spends the majority of the school week (Monday to Friday) including nights. If there is any query on the home address this will be checked against official documentation.
9. Christian means a member of the Churches Together in England: Antiochian Orthodox Church, Baptist Union of Great Britain, Catholic Church, Cherubim and Seraphim Council of Churches, Church of England, Church of God of Prophecy, Church of Scotland (Presbytery of England), Congregational Federation, Coptic Orthodox Church, Council of African and Caribbean Churches UK, Council of Oriental Orthodox Christian Churches, Ichthus Christian Fellowship, Independent Methodist Churches, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Methodist Church, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Redeemed Christian Church of God, Religious Society of Friends, Russian Orthodox Church, Salvation Army, Seventh Day Adventist Church, Transatlantic Pacific Alliance of Churches, United Reform Church, Wesleyan Holiness Church.

## **FURTHER INFORMATION**

For further information, in the first instance, please contact the School Secretary. Details are as follows:

St Joseph's Catholic Primary School  
Priory Road  
Chalfont St Peter  
Bucks  
SL9 8SB

Telephone: 01753 887743

Fax: 01753 892971

E-mail: [office@st-josephsprimary.bucks.sch.uk](mailto:office@st-josephsprimary.bucks.sch.uk)

Website: [www.st-josephsprimary.bucks.sch.uk](http://www.st-josephsprimary.bucks.sch.uk)