St Joseph's Catholic High School
Business & Enterprise College

“Living, loving, learning – through Christ”

By

- Living and promoting the Catholic faith in a spirit of tolerance, with Jesus at the centre of everything we do.
- Loving and caring for all and worshipping God together.
- Learning by providing enterprising educational opportunities to enable all to reach their full potential.
- Recognising our responsibility to the local and global community

Name of Policy: Admissions Policy 2016/17

Person Responsible for Policy Development: Mr Tom Ryan

Governor Committee: Admissions

Adopted:

Reviewed Annually: February 2012
April 2013, March 2014, January 2015

Located: ____________________________
Introduction

1. St Joseph’s is a Catholic school situated in the Diocese of Lancaster and is maintained by the Cumbria Local Education Authority.

2. The Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has a regard for:
   - The advice of the Diocese and the School’s Trustees on the nature and purpose of Catholic schools.
   - The Governing Body’s responsibility towards the school and the Catholic community it serves.
   - The Catholic character of the school and its Mission Statement.

3. The school serves in the first instance Catholic children from the parishes of Our Lady & St Michaels, Workington, St Gregory’s, Workington, St Mary’s, Harrington, St Joseph’s, Cockermouth and Our Lady & St Patrick’s, Maryport.

4. The Governing Body has set the planned admissions number of 2016 at 150. The Local Education Authority and other parties required by law have been consulted on this.

5. The Governing Body will consider all applications against the Admissions Criteria set out in the Admissions Policy. A child’s ability or aptitude is not a consideration.

6. Applications for a place at the school should be made on the Local Authority common online application form and returned no later than 31st October 2015.

7. Each Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism.

8. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.

9. Parents or guardians will be informed of the outcome of their application in writing by the Local Authority 1st March 2016.

10. As required by law, all children with a Statement of Special Educational Needs and/or Education, Health and Care Plan naming the school will be admitted before the application of the oversubscription criteria.
Admissions/Oversubscription Criteria

The Governors will admit up to 150 children in September 2016. If the number of applications for admission exceeds the places available, children will be admitted subject to the following criteria which will be used to form a priority order.

1. Baptised Catholic children ‘looked after’ or previously ‘looked after’, i.e. in public care.

2. Baptised Catholic Children who currently attend St Gregory’s, St Mary’s, St Patrick’s, Workington, St Joseph’s, Cockermouth or Our Lady & St Patrick’s, Maryport Catholic Primary Schools.

3. Baptised Catholic Children who will have a brother or sister in the school at the time of admission giving priority to those children with the youngest sibling.


5. Baptised Catholic Children living within the parishes of Our Lady & St Michaels, St Gregory’s, St Mary’s, Our Lady & St Patrick’s or St Joseph’s, Cockermouth.

6. Other baptised Catholic children.

7. ‘Looked after’ and previously ‘looked after’ Non Catholic Children.

8. Children who currently attend a Catholic primary school.

9. Children who will have a brother or sister in the school at the expected time of admission giving priority to those children with the youngest sibling.

10. Children who attend a ‘faith based Primary school’.

11. Children who are baptised in or are members of other Christian denominations and which is supported in writing by a Certificate of Baptism and/or letter from their minister.

12. Children from faiths other than Christian which is supported in writing by a letter from their faith leader.

13. Children living nearest the school. Distance measurements will be undertaken using the Local Authority’s computerised Geographical Information System (GIS) and will be to the nearest entrance on the school site which is available to pupils at the time of undertaking the assessment. The route used will be the shortest walking route by road as identified by GIS at that time.

Note:

If it is necessary to prioritise between applications within any category the distance criteria referred to in criterion 13 will be used.
Explanatory Notes

Baptised Catholic:
Please note this is not a change in our admission policy, it is a definition for the purposes of clarification. For admission to this Catholic school a baptised Catholic is:

- One who has been baptised into full communion with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (e.g. Latin Rite, Byzantine Rite, Coptic Rite, Syriac Rite etc.)
- A child baptised in another Christian Faith who has been received into full communion in the Roman Catholic faith.
- A child who, with his or her family, is enrolled in a recognised course of preparation leading to baptism (parishes are required to keep appropriate records).
- One who is a member of the Eastern Christian Churches and the Orthodox Churches.

Children in Public Care
This means a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989. This is a child in public care who is in the care of a local authority or 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 child arrangements order or special guardianship order).

Siblings
Sibling refers to full brothers or sisters, half brothers or sisters, adopted brothers or sister, or the child of the parent/carer’s partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. Stepchildren or foster children who live at the same address are also classed as siblings.

Address of Pupil
The address used on the school’s admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. In some cases, for example, where shared parental living arrangements are in place, a child’s address may be difficult to determine. In these circumstances, the address used for child benefit purposes, i.e. the address of the parent claiming the child benefit, will be used.

If you are moving house and applying for the school and it is not oversubscribed, using your new address may not be a problem. In the event of oversubscription it may be possible to consider your application on the basis of an address you are intending to move to. For you application to be considered on the basis of your proposed new address you must provide evidence, i.e. exchange of contract letter or tenancy agreement (which covers the period when your child will start school). This evidence must be submitted no later than 4 January 2013. If this is not available before that date it should still be forwarded to the Local Authority as it may be used at a later stage, for example for reallocation.

Multiple Births
Where there are twins or multiple birth children wanting admission and there is only one single place left within the admission number, then the Governing Body will exercise as much flexibility as possible. If places for both twins or all triplets etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If one a single place can be offered then it will be up to parents to decide when they wish to accept the place offered.
**Late applications:**
Applications received after the closing date will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the closing date (but before offers of places have been made) be considered alongside those received on time.

**Waiting List**
A waiting list for children who have not been offered a place will be kept and will be ranked according to the admissions criteria. Parents/guardians are invited to contact the school if they wish to be informed of their child’s position on the waiting list. The waiting list will be closed at the end of the Autumn term.

**Fraudulent Applications**
Where the Governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, where a false address has been provided, then the Governing Body is required to withdraw the offer of a place. The application will then be considered afresh and a right of appeal offered if a place is refused.

**Appeal Arrangements:**
If an application for admission has been turned down by the Governing Body, parents can appeal to an independent appeals panel. This appeal should be sent in writing to the Clerk to the Governors at the school within 20 school days of notification of refusal. The date of notification will be considered to be 2 working days after posting by first class post of the refusal to offer a place. The parents must give their reasons for appealing in writing. The decision of the appeal panel is binding on the parents and on the governing body.