

**Diocese of Clifton**  
**St Joseph's Catholic Primary School**  
**Holloway Hill, Malmesbury, Wilts SN16 9BB**  
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**Headteacher: Mrs E Christopher**

**ADMISSIONS POLICY 2018-19**



**‘Walking in the footsteps of Jesus, loving and serving together’**

**Mission Statement**

The Mission of our school is to provide a broad and challenging education within the context of a Christian environment. An understanding of the Catholic faith, in line with the Gospel message, underpins the whole work of our school. Our main aim is to develop the self –esteem, dignity and respect of all members of the community in a celebration of each person’s infinite worth in the eyes of God.

**School Setting**

1. St. Joseph’s is a Catholic voluntary aided primary school, which was established by the Church to serve the Parish of St. Aldhelm’s, Malmesbury. The map showing the parish boundaries can be seen on the school website. The Governing Body, acting in accordance with the School Admissions Code, the School trust deed and in consultation with the Wiltshire Local Authority is responsible for the admission of pupils.

**Normal Application**

2. The Admission Number for the Reception Year 2018-2019 is 20 pupils. Pupils are normally admitted in the September of the school year in which they reach their fifth birthday. However, they are not required to attend school until the beginning of the term after their fifth birthday and so where offered a place, admission may be deferred until the beginning of either the Spring or Summer Terms. Where a place is offered, it may be deferred until later in the school year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. If parents wish a deferment they should indicate when accepting the offer of a place.

A parent who chooses not to send their summer born (1 April - 31 August) child to school until they have reached compulsory school age may request that they are admitted outside their normal age group, that is, to reception rather than year 1. They should submit their request in writing to the school, along with any supporting evidence. All children offered a place are entitled to a full-time place in the September following their fourth birthday. Parents/carers offered a place can start their child on a part-time basis until the child reaches compulsory school age.

3. **Applications for a Reception place at the school should be made to a child's home Local Authority (LA). For those living in Wiltshire Local Authority, their Common Application Form should be completed and returned to the School Admissions Team at Wiltshire Council, County Hall, Bythesea Road, Trowbridge by 15<sup>th</sup> January 2018. Applications can also be made online at <http://www.wiltshire.gov.uk/>. On 16<sup>th</sup> April 2018, the home LA will, on behalf of the Governing Body, inform parents directly of the outcome of their application for their child.**
4. If the number of applications does not exceed the Admissions Number, places will be offered to all candidates. If the number of applications exceeds the Admissions Number the Governing Body will apply the Over-subscription Criteria.

### **Waiting List**

5. When all available Reception places have been allocated a waiting list of unsuccessful candidates will be held by the school until 25<sup>th</sup> July 2018 and then discarded. If places become available before that date offers will be made by Wiltshire Council on behalf of the Governing Body in accordance with the oversubscription criteria in Paragraph 6 below. Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria.

### **Over-subscription Criteria**

6. In the event of over-subscription (i.e. more applications than available places), places will be offered in accordance with the following order of priority:
  - a) Catholic Looked After (or previously-Looked After) children
  - b) Catholic children who live in the Parish of St. Aldhelm's
  - c) Catholic children who live outside of the Parish of St. Aldhelm's
  - d) Non-Catholic Looked After (or previously-Looked After) children
  - e) Children of a Catholic parent who live within the Parish of St. Aldhelm's
  - f) Children who will have a sibling at the school at the time of their admission
  - g) Children of other Christian denominations who live within the Parish of St. Aldhelm's
  - h) Other children not in the above categories

A map detailing the boundaries of the Parish of St Aldhelms is held by the school office and is available on request. In categories 6a, 6b, and 6c, baptismal certificates of the children applying for entry should be available for inspection. In category 6g, the baptismal certificate of the

Catholic parent should be made available. In category 6g a copy of a baptismal certificate or equivalent or a written letter from a minister of religion stating that the applicant of that Christian denomination should be provided. Baptismal certificates or equivalent should be provided with the application by **15<sup>th</sup> January 2018**.

## **Multiple births**

7. Where the application of the over-subscription criteria would result in splitting a multiple birth family (for example, where one place remains to be allocated but the application is for twins, triplets or more siblings from a multiple birth family) the remaining sibling(s) will be admitted as an excepted child even if this means exceeding the Admission Number.

## **Definitions**

8. Where the following terms are used, the following definitions will apply:

- a) Catholic children – Baptised Catholics with a valid baptismal certificate.
- b) Sibling – A brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living in the same family unit at the same address.
- c) Looked After Children – A 'looked after child' is a child who is:
  - i) in the care of a local authority, or
  - ii) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school.

The category includes 'previously looked after children', defined as children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order. A more complete definition is given in the Department For Education's School Admissions Code (September 2014).

## **Tiebreakers**

9. When applications within categories 6a and 6b above exceed the number of places available priority will be given to:

- a) Children who have a sibling at the school at the time of admission

Priorities in other categories will be given to:

- b) Children who have sibling at the school at the time of admission
- c) Children who live nearest to the school

Distance to the school will be calculated from the Ordnance Survey eastings and northings from the main gate or door of the house (if a property has both the door of the house will be used) to the main entrance of the school premises. Distances supplied by the Local Authority will be used for this purpose.

In the event of all things being equal including distance, random allocation by way of drawing of lots will be made. The arrangements of such a tie-breaking draw would be carried out by a three governors who are independent of the Admissions Committee.

### **Late Application for Admission**

10. Applications submitted after the closing date given in paragraph three will be processed in accordance with the Coordinated Admission Scheme of the home LA. Applications made after 16th January 2018 up until the end of August 2018 must be made to the home Local Authority.

### **In-Year Application for Admission**

11. All applicants for a school place must complete a Common Application Form ('CAF'), which should be returned to Wiltshire Council ('the Local Authority'). The application will then be forwarded to the school within 5 days of receipt. Where St Joseph's receives an in-year application directly from an applicant expressing a preference for a place at the school, the application will be forwarded to the Local Authority within 5 days of receipt. In all cases the Admissions Committee of the Governing Body of St Joseph's will determine applications and will notify the Local Authority within 10 school days of the date upon which the information was received by the school. Thereafter, and in all cases, the Local Authority will aim to send a decision letter to the applicant within 20 school days of receiving the application form and this will provide, if appropriate, information regarding the statutory right of appeal.

Applicants for a school place may or may not live in Wiltshire. However, should a parent living in Wiltshire wish to apply for a school place in another Local Authority, they must contact that Local Authority directly.

The Local Authority will make available copies of the Admissions Guide and Common Application Form through all primary and secondary schools and on request from County Hall.

The school adheres to the Local Authority's Fair Access policy subject to compliance with the school trust deed.

### **Successful Applicants in Previous Year by Category**

12. In February 2017 the Admissions Committee received a total of 49 applications which fell into the following categories:

Category	Qty
a	0
b	4
c	1
d	0
e	5
f	5
g	1

h	33
Total	49

As there are a total of 49 applicants in categories (a) to (h), the tiebreaker provision at paragraph 9c of the Admissions Policy 2017-18 ('children who live nearest the school') was used to determine which 4 applicants of the 33 in category (h) would be offered a place. Applicants not offered a place are to be added to our waiting list.

### **Appeals Procedure**

13. Parents who wish to appeal against refusal by the Admissions Committee of the Governing Body to admit their child should put their appeal in writing to the Clerk of the Governing Body no less than 20 days of receiving the letter of refusal. Appeals will be arranged by the Diocesan Department for Schools and Colleges and conducted in accordance with the Code of Practice on School Appeals. In 2014 there was one appeal and the child in question was admitted.

### **Children with a Statement of Educational Needs**

14. There is a different procedure for the admission to school for children with Education, Health and Care Plans (or Statements of Special Educational Needs); the Local Authority in whose area the family lives administers this procedure. The Local Authority is responsible for issuing the Statement and consulting with the parents and the Governing Body, if a preference has been made for the school, before the school is named in the Statement.

### **Further Information & Contact Details**

15. Further information and an additional information form can be obtained from Mrs E Pearce, School Administrator, St Joseph's Catholic Primary School, Holloway Hill, Malmesbury, Wiltshire, SN16 9BB. Telephone: 01666 822331.