

St Joseph's RC Primary School

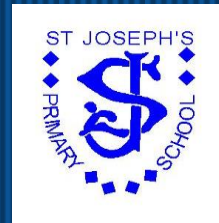
Admission Policy 2023-24



Review Date: October 2022

Next Review Date: October 2023

Admission Policy 2023-24



St Joseph's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Manchester Local Authority as a voluntary aided primary school. The school's governing body is the admission authority and is responsible for taking decisions on applications for admission. For the school year commencing 2023/24 the governing body's planned admission number is 30.

Parish Communities served by the school

St Augustine, Chorlton-on-Medlock

St Joseph, Longsight

Admission to the school will be made by the governing body in accordance with the stated parental preferences it receives subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

"Priority will be given to all Looked After Children who are Roman Catholic over all other Roman Catholic applicants. The priority will be given to all Looked After Children who are not Roman Catholic over all other applicants who are not Roman Catholic."

Categories

1. IAPLAC (children adopted from state care outside of England) looked after children and previously Looked After Children
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in the parishes of St Joseph's or St Augustine's.
3. Baptised Roman Catholic children resident in St Joseph's or St Augustine's Parishes.
4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish
5. Other baptised Roman Catholic children who are resident in another parish
6. Other children with a brother or sister attending the school at the time of admission
7. Children whose parent has been a member of the school staff for at least two years
8. Other children

NOTES

- a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: Julie Miles (Chair of Governors), Mrs E Eccles (Headteacher), Mrs C van Es (Teacher representative). In the autumn term all parents who have expressed an interest in a school place will be sent a copy of the Local Authority 'Primary Admission Booklet' which gives details of the LA co-ordinated admissions arrangements. These are available from Local Authority offices, public libraries and primary schools.
- b) Parents will be informed of the governors' decision by the LA in March. An offer of a place does not guarantee a place for brother and sisters in subsequent years.
- c) Parents should check carefully whether they are resident within the parish boundaries of St Joseph's or St Augustine's. Map illustrating parish boundary is attached.
- d) All applicants resident in the parish of St Joseph's or St Augustine's will be required to provide proof of address, by supplying an original, up-to-date, utility bill or family credit book.
- e) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.
- f) Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises and the waiting list is held by the local authority.
- g) The governing body reserves the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing such application is submitted with appropriate evidence from a doctor, social worker or qualified professional indicating why your school is most suitable.
- h) Parents are asked to read and confirm receipt of the Governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- i) All applicants will be considered at the same time and after the closing date for admissions which is 15th January 2023.
- j) A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- k) For a child to be considered as a Roman Catholic evidence of such Baptism will be required.

- l) It is the duty of governors to comply with regulations on class size limits at Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted.
- m) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. If the distance is the same for two or more applicants where this would be last place/s to be allocated, a random lottery will be carried out in a public place.
- n) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- o) Sibling is defined as 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 where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- p) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- q) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. Direct application to the school can now be made under this heading or through the local authority. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- r) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties.
- s) Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.
- t) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence. It could also be withdrawn if the parents have not responded in a reasonable period of time. Where this is the case the Governors will ensure that the parents are given a further opportunity to respond and will also explain how the offer may be withdrawn if parents still do not respond. Where an offer is withdrawn on the

basis of misleading information, the application will be considered afresh, and a right to appeal offered if an offer is refused.

Children of UK service personnel and crown servants

The Governing body will adhere to the guidance in School Admissions Code September 2021 paragraph 2.21 on page 26.

Admissions of children outside of their normal age group (In line with School Admissions Code September 2021)

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to reception rather than year 1. The Governors as the Admission authority will make clear in this policy, the process for requesting admission out of the normal age group.

The Governors will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history, and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

Where the Governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The Governors will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

If a parent would like their child to be considered for a place outside of their normal age group, they need to:

- 1) Address your letter for the attention of the Head teacher, Mrs Eccles, marking it 'Admissions: Private and Confidential'.
- 2) State the name of your child, date of birth and their home.
- 3) State the school your child currently attends.
- 4) State the age group your child is currently in or would be in if they were given a place for their normal age group.
- 5) State the age group you wish the Governors to consider for your child and the reasons for this. Wherever possible try to provide information to help the Governors to

make an informed decision. This may include health information or any information around a child's specific needs eg an Education and Health Care Plan, a MENSA assessment, a paediatrician's report or a CAMHS report.

6) The head teacher will write to you within 3 working days to confirm receipt of the letter.

7) Where requests are not part of the main admissions round, the head teacher will confirm the next Admissions meeting where the request will be considered.

8) The Governors will write to the parent(s) in 3 working days to inform them of the decisions and reasons for their decisions.

Review

Reviewed: **October 2022**

Next Review Date: **October 2023**

This policy will be enforced in a positive manner and will be reviewed annually.