

# Admissions Policy and Supplementary form 2021-2022

## Monitoring

By	Review period	Method
Governing Body	Annual	Meeting

Ownership: Admissions Officer

## Revision History

Review	Changes	Next review date
February 2016	Changes to reflect the Admissions code December 2014	October 2016
February 2017	Highlighting closing date Clarification of faith	February 2018
February 2018	Updated following consultation	February 2019
June 2018	Updated due to legal change	February 2019
February 2019	No change	September 2019
September 2019 and February 2020	Changes to reflect alignment to Diocesan primary admissions policy and feedback from consultation	September 2020

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## **Introduction**

St Joseph's is a Catholic Academy in the centre of Swindon. It admits students between the ages of 11 and 16. The Academy Trust is the admissions authority and has delegated the responsibility for all admission arrangements and for dealing with applications and admissions to the Governing Body. The College encourages all students to reach their full potential and strongly promotes faith and moral values.

The parent or carer is encouraged to contact the College for more information about the College before applying for a place.

## **Vision**

Our College Vision statement states that:

“Our Catholic College seeks to be a community in which all are valued, where the life and the relationships of the College are permeated by Gospel values and in which the individual is seen as unique, with infinite potential for growth towards wholeness. The College, in active partnership with home, parish and the wider community, endeavours to prepare all its members for a future in which they will be able to make a positive contribution and take up the challenge of their faith.”

This policy supports this vision by clearly stating the number of places available and how they are allocated if there are more applicants than places.

## **Year 7-11 Admissions**

The Published Admission Number for year 7 entry for 2021 is 270. If fewer applications are received than places available, all applicants will be offered a place. If the College is oversubscribed with applications the places will be allocated using the oversubscription criteria given below. **Evidence to support the criteria 1 to 7 is required.** Children who have an education health care plan which names St Joseph's will be admitted before the criteria is applied to all other children.

### **Oversubscription criteria in order of priority**

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 and previously looked after children who are baptised Catholics
2. Baptised Catholic children who attend a designated feeder school at the time of consideration and who have a sibling who will be attending the College at the time of admission
3. Baptised Catholic children who attend a designated feeder school at the time of consideration
4. Baptised Catholic children who have a sibling who will be attending the College at the time of admission
5. Baptised Catholic Children
6. Looked after and previously looked after children
7. Children who are a Catechumen
8. Children who attend a designated feeder school
9. Children who do not fall into the criteria listed above.

See the interpretation section below for evidence required for criteria 1-7

### **Process of allocating places**

Where there are more applications than places the Governing Board will allocate places according to the oversubscription criteria provided above. Priority within a criteria will be determined by random allocation i.e. drawing lots. Applicants will be allocated a r number

and these will be pulled out of a vessel randomly. Where one child of a multiple birth is drawn the other child or children will be deemed to have also been drawn. This also applies where siblings who are not multi-birth but are applying for places in the same year group. This process will be supervised by an individual independent of the College. A minimum of three Governors will meet to allocate places. Notes of all meetings are taken by the Admissions Officer.

### **Main Year 7 applications**

Students are admitted at the age of eleven without any reference to ability or aptitude. The academic year will start on 1 September 2021 although the child's first day may be different to this.

The parent or carer **MUST** complete the common application form which is available from the local authority in which the child resides (this is known as the home local authority). This should be completed and returned to that local authority. **The Governing Body also requests that the parent or carer complete the supplementary form and provide evidence as detailed in the definitions section if applying on faith grounds.**

Both forms should be submitted by **31 October 2020** to be considered in the first round of allocations. If oversubscribed with applications the Governing Body will consider all on time applications against the oversubscription criteria given above and provide a ranked list to the Swindon local authority. The child's home local authority will then inform the parent or carer whether or not a place will be offered on 01 March 2021 for those who applied by the closing date.

**If a parent or carer is applying on faith grounds then evidence of faith MUST be presented to the College (by 31 October 2020 (midnight) to be considered in the first round of allocations) in order for this evidence to be considered as part of the application. The supplementary form and evidence can be posted, handed into reception, or via the electronic link on the College website.**

Applications submitted after 31 October 2020 will be processed in accordance with the coordinated admission scheme of the child's home local authority

### **Requests for a place outside of the child's normal age group**

The Governing Body will consider requests for places outside of the normal age group on a case by case basis on the best interests of the child. They will take into account the parent or carer's views as well as information about the child's academic, social and emotional development and where relevant their medical history. For this to be considered, the parent or carer should put their request in writing for the attention of the admissions officer at the College as soon as possible along with any additional relevant evidence. We may ask to meet with you to discuss the reasons for your request. The Governing Body may seek the advice of relevant experts and educationalists. Where the request is to start year 7 outside of the child's normal age group. The parent should also complete a common application form from the Local Authority in which they live and if applying on Faith grounds are requested to complete a supplementary form and to provide proof of faith. If approval is agreed, the oversubscription criteria will be applied to all year 7 applicants.

### **In Year applications**

The Governing Body Admission panel meet regularly to consider applications. A timetable of the proposed meetings is available on the school website. They allocate vacant places as soon as possible after they become available. The oversubscription criteria apply as detailed above. Parent's or carers should complete the In Year common application form (transfer form) available from the Swindon Borough Council website and St Joseph's website and the

St Joseph's Catholic College supplementary form and provide the evidence of faith as detailed in this policy if applying on faith grounds. Hard copies of the forms are also available.

### How to apply for a place

The In Year transfer form should be completed and sent to the St Joseph's admissions officer at the College address.

If the application is on faith grounds then the supplementary form should also be completed and provided to St Joseph's along with the relevant baptism certificate or other evidence of faith.

Applications will be considered by the College admissions panel and decisions will be communicated in writing to the applying parent or carer by the St Joseph's. St Joseph's will inform the Swindon Admissions team of the both the application and whether or a not a place has been allocated. The timetable will be available on the St Joseph's website.

### **Supporting evidence**

In order to establish which oversubscription criterion applies the following evidence is required:

**A copy of the child's baptism certificate is required for all applications who wish to be considered in criteria 1-5 . See "interpretations" below for further information.**

Where the child is looked after or previously looked after the College may seek evidence of this such as a certificate of adoption, a child arrangement order or a special guardianship order, if this has not been confirmed by the home local authority.

### **Waiting list**

If an application is unsuccessful the applicant will be placed on the waiting list for four calendar months from the date of the written communication detailing the refusal for in year applications. For main allocations the applicant will stay on the waiting list for four calendar months from the start of the autumn term for applications for the key entry point to the College which is year 7, this will be up to 31 December 2021. If applicants attended designated feeder schools at the point of application then they will be included in that oversubscription criteria until the 31 December 2021.

The waiting list may change as applications are received, applicants are offered places, applicants provide evidence of religious affiliation and/or other information, or if the applicants have been on the waiting list for four months. After four months applicants will be removed from the waiting list and will need to re-apply for a place using the in year application form.

The waiting list is considered at each meeting by the Governors Admission panel. Any vacant places will be filled in accordance with the oversubscription criteria. Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria.

Inclusion in the school's waiting list does not mean that a place will become available.

## **Appeal**

If a child is not offered a place, the parent or carer have the right to appeal to an independent panel. Further detail on the appeal process is provided in the appeal timetable available on the College website. There are timescales for the appeal process which must be adhered to. Further detail on how to appeal will be given in the letter from the Governing Body once the application has been considered. Queries should be directed to the admissions officer.

## **Fair Access Protocol**

The College complies with the Swindon local authority fair access protocol which is a process where more difficult to place children are placed in schools. This means that St Joseph's may give priority to a hard to place child over the applicants on the waiting list or exceeding the capacity for each year group

## **Interpretation**

**Catholic** – this means a member of a Church in full 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 certificate of being received into the Church or First Holy Communion certificate or letter from a Priest or Deacon of the parish confirming their child is entered on the Parish Baptismal Register or a statement from a Priest or Deacon of the parish confirming that the person has been baptised or received into the Catholic church.. Details of which churches are in communion with Rome is available on the College website and via the Admissions Officer and may be updated from time to time. Whilst a copy of a certificate may be provided the Governors may request sight of the original. For the purposes of this policy, 'Catholic' includes a looked after child living with a family where at least one of the parents is confirmed as being Catholic. Parents applying for a Catholic child are requested to complete the Supplementary Information Form.

**Catechumen** – this means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

**Criteria** – applications will be ranked at the time of consideration of the application in accordance with the oversubscription criteria according to the information and evidence available to the Governing Body at that time.

**Education, Health and Care plan** for some children with special educational needs, an Educational Health and Care plan is a document drawn up by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

**Feeder school** - St Joseph's designated Catholic feeder schools in Swindon are: Holy Rood Catholic Primary, Holy Cross Catholic Primary, Holy Family Catholic Primary, St Catherine's Catholic Primary and St Mary's Catholic Primary. For main year 7 intake application being considered after the first round of consideration the feeder school will be taken into account for the allocation of oversubscription criteria until 31 August 2020. If a child whom attended a feeder school in year 6 is placed on the waiting list due to oversubscription, the Governing Body will allocate the appropriate criteria for a feeder school until 31 December of that year.

**Looked after children** - Children who are in the care of a local authority or being provided with accommodation by a local council in the exercise of their social service functions as

defined by Section 22(1) of the Children Act 1989. In relation to school admissions legislation "a looked after child" is a child in public care at the time of the application to the College.

Multi-birth children – Where one child of a multiple birth qualifies for a place, the other child (ren) will also be offered a place, even if the College has to exceed the Published Admission Number. This also applies where siblings who are not multi-birth but are applying for places in the same year group -

#### Parent/carer

This is defined as a person with parental responsibility (PR) or legal residency of the child. This could include a person who is not a parent but who has a court order giving parental responsibility to them.

Shared responsibility - where two adults have shared responsibility for a child they should agree before submitting an application which school they are applying for. In cases of dispute or where there are two applications the College will ask the parents to agree on the school applied for or if that is not possible the College may ask the parent to seek a specific issues order through the courts to gain the authority to make the application.

Previously looked after Children – 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) immediately following having been looked after. For children previously looked after

- this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders)

- child arrangement orders are defined as section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangement orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order.

- in accordance with section 14A of the Children Act 1989, a Special Guardianship order or defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Sibling – this means children who share at least one natural parent or carer, or are a step brother or step sister to each other, or are an adopted or fostered brother or sister to each other

## Supplementary Form for Admission in the Academic Year 2021-22

The Governing Body **request that the parent or carer complete this supplementary form and provide the necessary evidence of faith if applying on faith grounds.** The supplementary form can be found below.

In addition to this form the **Common Application Form** for applying to a school, which is available from the home Local Authority, has to be completed when making an application for year 7 secondary transfer, the entry point of the College. This will be the main allocation form. Without this form the College will be unable to consider the application. This form should be returned to the home Local Authority. If applying for an in year place the transfer form is available from the College website.

### Supplementary Form

The completion of this form does not imply acceptance by the Governing Body of the College. Full consideration will be given and allocation will be subject to the number of applications received and the application of the oversubscription criteria.

All applicants will be advised of the Governing Body's decision in writing. The home Local Authority admissions department will write to the parent or carer for the main year 7 in take allocation and the College will write to the parent or carer for all in year applications at other times.

The Governing Body reserve the right to withdraw the offer of a place if it is based on fraudulent or intentionally misleading information provided by the parent or carer or the parent or carer is unresponsive to the offer of a place within a reasonable time period of the offer being made in writing.

The parent or carer is asked to complete both the Local Authority common application form and this supplementary form. The closing date for admissions to year 7 is 31 October 2020 for consideration in the first round of allocations.

Child's Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Forename(s): \_\_\_\_\_

Please circle to indicate your answer.

1. Has your child been baptised or received into the Catholic Church? Yes/No

If yes, the Governing Body require a copy of the baptism certificate or a confirmation of entry into the baptismal register authorised by the Parish Priest or Deacon for the above named child. It must be presented to the College at the time of application. If the child has been received into the Catholic Church, confirmation of this is required in the form of a certificate of reception into the Catholic Church, or a Holy Communion Certificate or a statement which asserts that the child is Catholic (see paragraph on "interpretations")

2. Have you enclosed your child's baptismal certificate, certificate of reception into the Catholic Church or First Holy Communion certificate (or other evidence of being received into the Catholic Church) if applicable? Yes/No

Please note the first Holy Communion certificate is only required if a baptism certificate or certificate of reception into the Catholic Church is not available.

If applying for a secondary transfer admission have you completed the **Local Authority common application form** for year 7

Yes/No

**This must also be completed for your application to be valid**

Signed by parent or carer: \_\_\_\_\_

**PLEASE ENSURE YOU HAVE INCLUDED THE APPROPRIATE SUPPORTING EVIDENCE IF APPLYING ON FAITH GROUNDS**

*The College recognises that in complying with this policy there will be an element of data processing carried out. For more information on how the College processes data please refer to the College's privacy notices and the Information and Records Retention Policy available on the College website.*