

# Admissions Policy and Supplementary form 2019-20

## Monitoring

By	Review period	Method
Governing Board	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

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## Introduction

St Joseph's is a vibrant Catholic Academy in the centre of Swindon. It admits students between the ages of 11 and 16. The Governing Board is the admission authority. The College encourages all students to reach their full potential and strongly promotes faith and moral values.

The parent or carer are 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 Policy

The Published Admission Number for year 7 entry for 2019 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

1. Looked after and previously looked after children who are baptised Catholics
2. Baptised Catholic children who attend a feeder school at the time of consideration and who have a sibling who is attending the College at the time of admission
3. Baptised Catholic children who attend a feeder school at the time of consideration
4. Baptised Catholic children who have a sibling who is attending the College at the time of admission
5. Baptised Catholic Children
6. Looked after and previously looked after children
7. Baptised Eastern Christian Church children
8. Children who attend a 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

## 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 2019 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 Board also**

**requests that the parent or carer complete the supplementary form if applying on faith grounds.**

Both forms should be submitted by **31 October 2018** to be considered in the first round of allocations. If oversubscribed with applications the Governing Board 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 2019 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 2018 to be considered in the first round of allocations) in order for this evidence to be considered as part of the application.

Applications submitted after 31 October 2018 will be processed in accordance with the coordinated admission scheme of the child's home local authority

### **Summer born children.**

In accordance with the DfE guidance on "summer born children" a parent or carer may request for a child to be admitted to a year group later than that of their natural cohort. This applies to children born between 1 April and 31 August. The College will take into consideration the individual circumstances of the case to determine whether the request can be granted. Where the request is granted, the parent or carer will be required to reapply during the normal admission round of the following intake in order to ensure they are fairly considered against the oversubscription criteria. The parent or carer should make the request in sufficient time to allow the College to determine whether such a request can be granted.

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

The Governing Board will consider requests for places outside of the normal age group. 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 to the College along with any additional relevant evidence.

### **In year applications**

The Governing Board Admission panel meet regularly to consider applications. 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 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.

### How to apply for a place

In Swindon there is a co-ordinated in year admissions application scheme at the time of agreement of this policy. The Governing Board will review this process annually.

The in year transfer form should be completed and sent to the Swindon Admissions team providing up to three choices of school. The Swindon Admissions team will communicate this application to St Joseph's.

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 admissions authorities in a prescribed timetable and decisions will be communicated in writing to the applying parent or carer by the Swindon Admissions team or St Joseph's. 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 and 7. 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 refusal for in year applications and 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 2019.

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 regularly 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.

### **Appeal**

If a child is not offered a place, the parent or carer have the right to appeal to an independent panel. The parent or carer should write to the Admissions Officer or contact the College for a form to complete. There are timescales for the appeal process which must be adhered to. This is detailed in the appeals timetable which is available on the College website or via the College reception.

### **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 random 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 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.

### **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.

## Interpretation

Catholic – this means those baptised as Catholic who can produce a Catholic baptism 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. Applications with supporting evidence of membership of a church that is in full communion with Rome will also be considered 'Catholic'. Details of which churches are in communion with Rome is given on the College website 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.

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 Board at that time.

Eastern Christian Churches – this includes Orthodox churches and other Eastern Churches whose sacraments are recognised by the Catholic Church. A baptism certificate, certificate of reception or Holy Communion certificate is required as supporting evidence.

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 2018. If a child whom attended a feeder school in year 6 is placed on the waiting list due to oversubscription, the governing board 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.

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).

Summer born children –This applies to children born between 1 April and 31 August

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

## Supplementary Form for Admission in the Academic Year 2019-20

The Governing Board of the College are the Admission Authority. **They 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 on the following page.

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. Without this form the College will be unable to consider the application. This form should be returned to the home Local Authority.

### Supplementary Form

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

All applicants will be advised of the Governing Board'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 Swindon Admissions team or the College will write to the parent or carer for all in year applications at other times.

The Governing Board 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 2018 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 or a member of the Eastern Christian church? Yes/No

If yes, the Governing Board 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 or Eastern Christian 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.

Have you completed the **Local Authority common application form** for year 7-11?  
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*