



## St Joseph's Nursery School Admissions Policy

### MISSION STATEMENT

St Joseph's Catholic Infant and Nursery School belongs to the local Catholic communities and exists to educate their children with the gospel values, traditions and beliefs of the Catholic faith in partnership with the parents, parish communities and St Joseph's Junior School. This ethos is central to everything we do.

We strive for excellence so that every child develops spiritually, socially and academically to his or her full potential regardless of nationality or background. We aim to develop an awareness of every child's physical health and well-being.

We wish to promote a fostering of talents, a sense of caring for those who have particular needs and a concern for justice in all who work here.

### Admission Procedure for Nursery Places in September 2022

You will need to fill in this Application Form if your child will be 3 years old by 01 September 2022. The admissions criteria can be found on the reverse of this page. Our school is traditionally over-subscribed, therefore the criteria are strictly applied. Application forms must be completed and signed by a parent or legal guardian and the child named on the application must be resident with the person signing the form at the time of application.

There is no automatic transfer from Nursery to Reception classes - you must apply again next year for a place in the Infant School.

Children with Special Educational Needs sit outside the normal admissions process. However if a child is admitted during a normal admission round to a relevant age group they must be taken into account when determining and applying the school's admission number. Accordingly, children with Statements or Education, Health and Care Plans (EHCPs) already admitted to the school must be counted towards the admission number when considering whether there is still a place available for another child without a Statement or EHCP.

Completion of the Application Form is not mandatory; however, if one is not received by the school, the governors will not be able to apply their admission criteria and the application will be considered under criterion 10 - any other applicants.

If you are in anyway unsure of what to do please do not hesitate to telephone the school. Translators can also be arranged via the school office.

If any information given on either form should change you **MUST** inform us immediately; places may be withdrawn if incorrect information is given.

The Governors ask that you complete the Supplementary Information Form and then provide the requested identification documents electronically by email. Alternatively, you may bring in the original documents to the school where we will make a copy for you. **The closing date will be 15 January 2022.** If there is any additional information, in respect of special medical, social or pastoral needs which you feel will help Governors in determining the correct criterion for your application, you should send it to the school marked for the attention of the Admissions Committee; the appeal stage is usually too late.

Applications received after the closing date are 'Late Applications' and will be processed after the admissions cycle is complete.

**Prospective parents are welcome to come and visit our school - please contact the Headteacher via the school office should you wish to do so.**

## ADMISSION CRITERIA FOR ST JOSEPH'S NURSERY SCHOOL

Admissions to the school are made by the Governors. The Governors intend to accept up to 30 children (morning sessions) in the Nursery Class.

St Joseph's serves three parishes namely Virgo Fidelis, St Matthew's and St Margaret Clitherow. St Joseph's is a Catholic School, which is normally very over-subscribed: The Governors therefore observe the following criteria precisely; they are in order of priority.

- 1 Looked After Catholic Children or Looked After Children in the care of Catholic families and previously Looked After Catholic Children who have been adopted or have become the subject of a residence or guardianship order.
- 2 Baptised Catholic children being brought up in the Catholic faith who live within the parish boundaries of the three named parishes, who weekly worship at Catholic Mass.
- 3 Baptised Catholic children being brought up in the Catholic faith who live outside the parish boundaries of the three named parishes, who weekly worship at Catholic Mass.
- 4 Baptised Catholic children being brought up in the Catholic faith who live within the parish boundaries of the three named parishes, who worship intermittently at Catholic Mass.
- 5 Baptised Catholic children being brought up in the Catholic faith who live outside the parish boundaries of the three named parishes, who worship intermittently at Catholic Mass.
- 6 Baptised Catholic children who do not worship at Catholic Mass.
- 7 Other Looked After Children and other previously Looked After Children who have been adopted or have become the subject of a residence or guardianship order.
- 8 Christian children of other Christian denominations whose application is supported by the Minister.
- 9 Children of other faiths whose application is supported by a minister or faith leader.
- 10 Any other applicants.

### TIEBREAKER

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

- 1 The attendance of a brother or sister at either St Joseph's Infant or St Joseph's Junior School at the time of entry will take priority over applications, within each criterion, who do not have siblings.
- 2 Social/Medical needs which make the school particularly suitable for the child in question. Strong relevant evidence must be provided, at the time of application, by an appropriate professional authority e.g. qualified medical practitioner, education welfare officer, social worker or priest.
- 3 The distance measured in a straight line from the centre of the pupil's main 'home' to the Woodend gate, which is our school's main entrance. In the event of distance being equal the ultimate tiebreaker will be drawing of lots.

**Proof of address will be required.**

## **IMPORTANT NOTES**

- ❖ Looked After Children means: ‘Children in public care’ at the date on which application is made and must be supported by a letter from the relevant Local Authority (Children’s Services) Department. If an application is made under the criterion “adopted children who were previously looked after” it must be supported by a letter from the relevant Local Authority (Children’s Services) Department.
- ❖ Parish Boundaries are as defined by the Archdiocese of Southwark. Definitions are available in the school office. These can also be accessed via the school website or can be sent to an applicant upon request.
- ❖ Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.
- ❖ Weekly worship means: ‘Fulfilling the obligation of attendance at a Catholic Mass each Sunday and Holy Day or on the eve of such days unless prevented so by serious reason’.
- ❖ Intermittent worship means: ‘Does not always fulfil the obligation of attendance at a Catholic Mass each Sunday and Holy Day or on the eve of such days unless prevented so by serious reason’ (that is worship fortnightly, monthly or occasionally).
- ❖ Catechumenate means families who are undertaking instruction which will lead to baptism. This must be verified by the Parish Priest.
- ❖ Home means: ‘The normal registered place of residence of the parents and children, not that of a relative or childminder’. Home Local Authority means the Local Authority in which your home is situated. The school and the Local Authority must be notified of any change of address immediately. Failure to do so could result in the child being denied a place at a preferred school.
- ❖ Brother or sister means children who live as brother and sister, including natural brothers or sisters, half brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters whose main residence is at the same address as the applicant.
- ❖ Distance will be measured in a straight line from the centre of the pupil’s main ‘home’ to the designated main entrance with those living closer to the school receiving higher priority. For shared properties e.g. flats the centre will be taken from the centre of the building.
- ❖ Appeals - Parents whose applications are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/carers have the right to make oral representations to the panel.

## **WAITING LIST**

Parents of children who have not been offered a place at the school may ask for their child’s name to be placed on the waiting list. The waiting list will be operated using the same criteria listed above, for one academic term in the year of admission. Placing a child’s name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. When a place becomes available, all current applications for a place in the year group will be considered in accordance with the criteria of the Admissions Policy. Information can be provided to parents about the order of priority of applications being held at a particular time but no guarantee can be given that higher priority applications will not be received by the time a place becomes available.

## **PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS OR EDUCATION, HEALTH AND CARE (EHC) PLAN**

The admission of pupils with a Statement of Educational Needs or with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC Plans by the pupil’s home Local Authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.