### General Principles

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>The school’s admission arrangements for Reception Intake are in conjunction with the North Somerset Council Co-ordinated Admission Scheme for new intake primary admissions for 2014-15. To see a copy of the scheme contact North Somerset Council (see para.11 below for contact details).</td>
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</table>
| 2.       | Saint Joseph’s Catholic Primary School is a Voluntary Aided School.  

The Governing Body of St. Joseph’s School, acting in accordance with the latest statutory School Admissions Code and the Clifton Diocesan Policy Statement and in consultation with North Somerset Council is solely responsible for the admission of pupils to the School. As such, it is the legal Admissions Authority for the school which determines and oversees the schools admission arrangements.  

The School uses the North Somerset Council’s admission applications processing systems and is part of its coordinated scheme.  

If you are in any doubt regarding the requirements and or the supporting documentation for applications the school office will be pleased to provide clarification and assistance. |
| 3.       | Saint Joseph’s School is a Catholic School, and the education provided will follow the national curriculum and will also be in compliance with the teachings, doctrines, and principles of the Catholic Church. As a Catholic School it seeks both of the following goals:  

- to support Catholic parents in their role of raising their children in the Catholic faith;  
- to educate children in accordance with a Catholic view of God and humanity, regardless of their faith background or that of their parents.  

In doing so we also serve the Common Good by raising children who will come to make a principled contribution to society, local and global. In addition, by the same witness that is offered to the children at the school, it seeks to offer a vision and life choice to all those adults who form part of its wider community.  

The admissions criteria will be reviewed by the Governing Body and published after consultation with the Diocese of Clifton and other local admissions authorities including North Somerset Council. |
<p>| 4.       | The Admission Number for St. Joseph’s Catholic Voluntary Aided Primary School, is 30 and this is the number of places available in each year group. |</p>
<table>
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<th>5.</th>
<th><strong>Over-subscription Criteria</strong></th>
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<td></td>
<td>If the school is not over-subscribed all new intake applicants will be offered a place.</td>
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<td>If the school receives more applications than the Admission Number the following criteria will be used to determine who will be allocated the places. All applications will be ranked in accordance with the criteria below given in order of priority:</td>
</tr>
</tbody>
</table>
| | **1. Children in Care who are Baptised Catholics and Baptised Catholic children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order.**  
(For details of required supporting evidence see para. 6 below) |
| | **2. Baptised Catholic Children who live within the Parish of Saint Joseph and who will have a brother or sister attending the school at the time of admission.**  
(For details of required supporting evidence see para. 6 below) |
| | **3. Baptised Catholic Children who live within the Parish of Saint Joseph:**  
Children who live within the boundaries of the Catholic Parish of Saint Joseph and who have been baptised into the Catholic Church, will be ranked in the following priority order:  
I. Children who regularly attend Saint Joseph’s Catholic Church  
II. Children who regularly attend another Catholic Church  
III. Others  
(For details of required supporting evidence see para. 6 below) |
| | **4. Baptised Catholic Children who live outside the Parish of Saint Joseph with a brother or sister at the school at the time of admission** will be ranked in the following priority order:  
I. Children who regularly attend a Catholic Church  
II. Others  
(For details of required supporting evidence see 6 below) |
| | **5. Baptised Catholic Children Unable to Obtain a Place at another Catholic School (Does not apply to the first round of applications):**  
These are Baptised Catholic children who live outside the boundaries of the Catholic Parish of Saint Joseph and where a place is not available at the Catholic Primary School serving the Parish in which they live. In these circumstances a letter from the Head Teacher of the Catholic Primary School serving their Parish of residence confirming that there is no place available at that school for the child in question will be required.  
The school office or North Somerset Council must receive this together with the other required supporting evidence with the application.  
Places will be ranked in the following priority order:  
I. Children who regularly attend a Catholic Church  
II. Others  
(For details of required supporting evidence see 6 below) |
6. Children in Care and children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order, who are not Baptised Catholics and who will have a brother or sister attending the school at the time of admission.

7. Children in Care and children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order, who are not Baptised Catholics

8. Children who are not Baptised Catholics who live within the Parish of Saint Joseph and who will have a brother or sister attending the school at the time of admission, in the following order:
   I. Children of a baptised Catholic parent
   II. Children of another Christian
   III. Others
   (For details of required supporting evidence see 6 below)

9. Children who are not Baptised Catholic who live outside the Parish of Saint Joseph and who will have a brother or sister attending the school at the time of admission in the following order:
   I. Children of a Baptised Catholic Parent
   II. Children of another Christian Denomination
   III. Others
   (For details of required supporting evidence see 6 below)

10. Baptised Catholic children who live outside the boundaries of the Parish of St Joseph
    Baptised Catholic children who fall outside any of the above criteria will be ranked in the following priority order:
        I. Children who regularly attend a Catholic Church
        II. Others
    (For details of required supporting evidence see 6 below)

11. Children who are not Baptised Catholics who live within the Parish of Saint Joseph in the following order:
    I. Children of a Baptised Catholic Parent
    II. Children of another Christian Denomination
    III. Others
    (For details of required supporting evidence see 6 below)

12. Children who are not Baptised Catholic who live outside the Parish of Saint Joseph in the following order:
    I. Children of a Baptised Catholic Parent
    II. Children of another Christian Denomination
    III. Others
    (For details of required supporting evidence see 6 below)
6. Supporting documentation, where it should be sent and the governors right to confirm the supporting documentation

(a) Baptism Certificates and Letters of support:

(I) Catholic Applicants
For a child to be considered as a Baptised Catholic, evidence of Catholic baptism or reception into full communion with the Church will be required. This evidence will normally be in the form of a Certificate of Baptism or a Certificate of Reception into full Communion from the Parish where it took place. Where these are not available a letter from a Catholic Priest which states ‘that in their view the child is a Catholic’ will suffice. For a definition of a Catholic see below.

(II) Non-Catholic Children with a brother or sister at the school and Christian Children of another denomination who live within the Parish of Saint Joseph
A Certificate of Baptism or a Certificate of Dedication will be required. Where either of these are not available a letter from a minister or equivalent stating ‘that in their view the child is a member of their denomination’ will suffice. A letter of support must actually state the words that the ‘child is a member of the denomination/church’. If it does not, the criterion would not have been fulfilled. For the definition of ‘Other Christian’ see below.

(III) Non-Catholic Children of a Catholic Parent
For a parent to be considered as a Baptised Catholic, evidence of Catholic baptism or reception into full communion with the Church will be required. This evidence will normally be in the form of a Certificate of Baptism or a Certificate of Reception into full Communion from the Parish where it took place. Where these are not available a letter from a Catholic Priest which states ‘that in their view the child is a Catholic’ will suffice. For a definition of a Catholic see below.

(b) Regular attendance at a Church
Parents who would like their child to be considered in these categories must arrange for the completion of the Regular Attendance Supplementary Form which is available from the school or from the Schools Admission and Transport Team at NSC or their websites by a Priest/Deacon/Minister/Religious Leader who can confirm their regular attendance, on average at least twice a month, for eighteen months prior to the application. In situations where people have moved house from outside Saint Joseph’s Parish boundaries or who have changed the church they are attending during this time they should ask their previous and current Priest/Deacon/Minister/Religious Leader to complete the Regular Attendance form to ensure the period is covered in full. The Church where the child is regularly attending at the date of application will be the one used in the over-subscription criteria. It is important to remember that you must also supply a certificate of baptism or a certificate of reception or a letter of support depending on the criterion under which you are applying.

(c) Where supporting documents should be submitted
In order to ensure that the Admissions Authority, namely, the Governing Body of St. Joseph’s School, is able to consider the application in the appropriate order of precedence, parents/carers must ensure that the relevant supporting documentary evidence as stated above is submitted to the School or to North Somerset Council as detailed below. For Reception Intake this should
be submitted by **23:59 on 15\textsuperscript{th} January 2014** to be considered in the first round of allocations. These items should be submitted to the school office at St. Joseph’s Catholic Primary School, Bristol Road, Portishead, Bristol, BS20 6QB or to the North Somerset Council, Children and Young People’s Services, School Admissions and Transport Team, Town Hall, Walliscote Grove Road, Weston Super Mare BS23 1UJ irrespective of the application method used (i.e. paper documents or online).

(d) The Governors reserve the right to verify that the application and supporting information are genuine.

### 7. Children with a Statement of Special Educational Needs

Where a school is named in a child’s Statement of Special Educational Needs the Admission Authority is legally required to admit the child to the school. Such children will therefore be allocated places before the over-subscription criteria are applied.

### 8. Legislation taken into consideration by the policy


### 9. Definitions of terms used in this policy and additional information

The following definitions will apply to this policy:

(a) A Catholic is someone ‘Baptised’ or ‘Received into Full Communion’ by a Christian rite in full communion with the Holy See. Most commonly called ‘Roman Catholic’ in England and Wales but also includes Eastern Rites, Copts and the new ‘Ordinariate of Our Lady of Walsingham’ which are in union with the Holy See.

(b) Christians are Members of a Church or Community which itself belongs to a group or a group within a group of churches which is a member or associate of the World Council of Churches.

(c) Parish boundaries of Saint Joseph’s Catholic Church: The parish boundaries include the whole of Portishead, Pill, Portbury, Easton in Gordano and surrounding villages. A map is available at the school on request and can also be found on the school website in the policies section [http://www.stjoportishead.ik.org/documents/all.ikml](http://www.stjoportishead.ik.org/documents/all.ikml)

(d) Parent: This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. All references within this document to parent(s) therefore include carers.

(e) Children in Care
‘Children in Care’ are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
(f) Brothers and sisters.
To be considered as a brother or sister a child must be living at the same address for the majority of the time* as a full, half, step or adoptive brother or sister. Full and adoptive brothers/sisters are defined as children who have the same either biological or adoptive parents. Half brothers/sisters are defined as children who share only one either biological or adoptive parent. Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time* at the address considered to be the address of the child for whom the application is made.
* A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.

Except for a brother or sister within the same year group, a brother or sister must be attending (or is expected to be attending) the school at the time of admission.

(g) Home address.
A child’s home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. Those moving should normally provide independent confirmation of the new address.

(h) Children with a Statement of Special Educational Needs.
There is a different procedure for Children with a Statement of Special Educational Needs. Their parents should apply for a place via the service dealing with Special Education Needs in their home council.

(i) Right of Appeal
Parents whose school place application is refused have the legal right to appeal against this decision. Details concerning how to appeal will be explained in the decision letter.

(j) Admissions of children outside their normal age group
The governors will consider applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained in writing and included with the school place application form.

(k) Deferred Entry
Parents of children aged four, but who have not yet reached their fifth birthday have the right to apply for a deferred entry to school. In these circumstances, parents can request that their child start school in the Reception year group at a later stage in the academic year, however, must be in full time education by the start of the term (term 1, 3 or 5 as appropriate) following his/her fifth birthday.

Parents may also request that their child takes up their place part time until the child reaches compulsory school age.

(l) All applications will be considered equally regardless of the ranking of a parent’s preference for the school.
10. **Precedence within Over-Subscription Criteria and procedure for Drawing lots**

The Governors Admissions Committee in circumstances of over-subscription will use the following procedures having applied the Over-Subscription Criteria for the -15 school year above.

(a) Precedence will be given to those with a brother or sister at the school in all categories.

(b) In category 5.12 precedence will be given to those living nearest to the school in a direct line as measured between the address points of the child’s home and the main entrance to the school, indicated on North Somerset Council’s computerised system(s). Where the direct line distances are equal, priority will be given to those living closest to the school, measured by the shortest route between the address points of the child’s home and the nearest entrance to the school site indicated on North Somerset Council’s computerised system(s). Should these distances also be equal the ranking of applications will be made by drawing lots.

(c) If the Committee still finds it impossible to establish clear differences between the candidates the procedure to determine their ranking will be by ‘Drawing Lots’ as follows:

- The names of the children concerned or the number allocated to the child by North Somerset Council will be written or printed on pieces of paper of identical size and shape, and folded so that the name or number is not visible unless the paper is unfolded.
- The folded papers will then be placed in a large container and shaken or stirred until the Independent Observer is satisfied that the distribution of the papers in the container is entirely random.
- One member of the Admissions Committee will then draw the folded papers out of the container until all the applications have been ranked, or until the ranking of children in the category is complete.
- Those whose names or number are recorded on the folded papers will be ranked in order of precedence in the order in which they were drawn.
- For Children of multiple births or from the same family applying for the same intake year the Governors Admissions Committee of St. Joseph’s School will apply a modification to the above procedure to ensure as far as possible they are admitted to the same school. The names of all the children or the numbers allocated by North Somerset Council in the family group will be written on to the same piece of paper and the paper will be copied so that there are as many copies as there are children in the family group. All these copies will then be entered into the draw, which will then proceed as described above. A further drawing of lots will take place among...
the children in the family group to determine their ranking.

- In order to ensure transparency and fairness of the ‘Drawing Lots’ procedure, it will be observed by an independent person who is neither a Governor, nor a member of staff, nor a parent of a current child at the school or who has applied for a place at the school.

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<thead>
<tr>
<th>11. For Reception Intake - Application Procedures and Late Application Information</th>
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| (i) Applications can be made online or on paper and should be submitted to your home council. If you live in North Somerset you should apply to:  
  
  - E mail: cyps.schooladmissionsandtransport@n-somerset.gov.uk  
  - Website: www.n-somerset.gov.uk/admissions  
  - Tel No: 01275 884078  
  - Fax No: 01275 882747  
  
  North Somerset Council, Children and Young People’s Services  
  School Admissions and Transport Team, Town Hall,  
  Walliscote Grove Road, Weston-super-Mare BS23 1UJ.  

  Applications must be submitted by the closing time and date of 23:59 on 15th January 2014 in order to be considered in the first round of school place allocations.

  (ii) Applications submitted after the closing time and date will be treated as a late application and so will not be considered in the first round of allocations except where both of the following are the case:

  - Such late applications are received before North Somerset Council has sent details of applications to other councils
  - The applicant’s home council accepts them as if they had been submitted by the closing time and date.

  All other late applications will not be considered until after the first round of allocations; this may mean that all of the places have been allocated.

  On-time applicants will be informed of the outcome of their application on April 2014.

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<tr>
<th>12. Home to School Transport</th>
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| North Somerset Council will NOT normally provide free transport between home and school UNLESS the school attended is the nearest appropriate one as determined by North Somerset Council. Also the children must qualify under current legislation, regulations, and the current policies of the North Somerset Council.

  Parents should contact the North Somerset Council School Admissions and Transport Team for the details of the transport policy. Please note that although Saint Joseph’s maybe the nearest Catholic Primary School to your home this does not make it necessarily the nearest ‘appropriate’ school as defined by North Somerset Council even if the applicant is Catholic. For most children the nearest primary school to their home is their nearest ‘appropriate’ primary school as defined by the local authority. If in doubt, please check with North Somerset Council.
### 13. Waiting Lists for Reception Intake

The school will hold a list of those Reception applicants still seeking a place at the school, until the last day of term 2 in 2014. Thereafter see para. 15 below. Applications will be ranked in line with the school’s over-subscription criteria and allocations will be made in accordance with it. Priority will not be given on the basis simply of the date an application was added to the list. The school will, where appropriate, consider allocations for children identified as being from vulnerable groups in accordance with North Somerset Council’s Fair Access Protocol.

### 14. On time applications received for the academic year 2012-13 by over subscription criteria:

The Governors received a total of 59 on time applications. As North Somerset Council operates an equal preference system the Governors ranked all applicants which fell into the categories 5.1 to 5.10 as listed below:

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<tr>
<td>5.1: 0</td>
<td>5.3: 0</td>
<td>5.5: 0</td>
<td>5.7: 0</td>
<td>5.9: 35</td>
<td></td>
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<tr>
<td>5.2: 21</td>
<td>5.4: 0</td>
<td>5.6: 1</td>
<td>5.8: 1</td>
<td>5.10: 1</td>
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### 15. In Year Applications

If there are more applicants than vacancies for any year group, in-year applications will be considered in accordance with the above over-subscription criteria. An In-Year application form is available upon request from the school and/or North Somerset Council. The school will, where appropriate, consider allocations for children identified as being from vulnerable groups in accordance with the North Somerset Council’s Fair Access Protocol (full details available from North Somerset Council). The school will hold a waiting list and unsuccessful applicants may apply to be added to this list.

The above “Proposed School Admission Arrangements for 2014-15 School Year” and associated “Regular Attendance Supplementary Form” were approved by the Governing Body of Saint Joseph’s School on 22 November 2012.
REGULAR ATTENDANCE SUPPLEMENTARY FORM
FOR SAINT JOSEPH'S CATHOLIC PRIMARY SCHOOL PORTISHEAD

In order to give priority to those children who regularly practice their Catholic or Christian faith within the admission over subscription criteria, the Governors of Saint Joseph’s Catholic Primary School, Portishead would ask their Priest/Deacon/Minister/Religious Leader to complete this form ONLY if they know that the child practises their faith as indicated or if it has been made known to them by someone who is independent and reliable in the Church Community.

I confirm that the child (name of child)
worships in this Church on average at least twice every month and has done so from

(month) 20 to (month) 20 .

Signed:

Name:

For: (Church Community)

Title/position in Church Community:

Address:

Tel. No:

Email:

Date:

Please complete in block capitals. Forms will be checked, if needs be, with the Priest/Deacon/Minister/Religious Leader to ensure authenticity.