1 Introduction

Saint Joseph’s Catholic Primary School is a Voluntary Aided School established by the Diocese of Clifton to serve the parish of St Joseph’s, Portishead.

The Catholic Faith and the teachings of the Catholic Church have an essential role in school life at St Joseph’s school and influence every aspect of the curriculum. All families applying for a place are requested to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Faith of this school to apply for and be considered for a place.

The Governing Body of St. Joseph’s School, acting in accordance with the Department of Education School Admissions Code, the Clifton Diocesan Policy Statement and in consultation with North Somerset Council is responsible for the admission of pupils.

2 Definitions

The definition of terms used in this policy is provided in the appendix.

3 Admissions Criteria

The admissions number for the 2015/16 Reception year is 30 pupils. The admissions number for years 1 to 6 is also 30. If the school is not oversubscribed all applicants will be offered a place. If there are more applications than places, the Governors will offer places in accordance with the over-subscription criteria, listed in the following order of priority:
1. Baptised Catholic children in care 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.


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 Catholic.

7. Children of practising Christian families of other denominations.

8. Children of Christian families of other denominations.

9. Any other child.

**Note 1:** Supporting evidence is required for a child to be considered under criteria 1 to 8 (see section 4).

**Note 2:** Within each category the school will give priority to children who have a brother or sister at the school at the time of admission.

**Note 3:** If there is an equal claim in any one category, priority 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, the ranking of applications will be made by drawing lots.

### 4 Supporting Documentation

#### 4.1 Baptised Catholic
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 appendix.

#### 4.2 Children of other Christian Denominations
A Certificate of Baptism or a Certificate of Dedication will be required. Where neither of these is 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 definition of ‘Other Christian’ see appendix.

4.3 Practising Catholic and Practising Member of another Christian church
Parents who wish their child to be considered a practising Catholic or a practising Christian of another denomination must arrange for the completion of the Regular Attendance Supplementary Form which is attached to this policy. This form 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 twelve 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. It is important to remember that a certificate of baptism or a certificate of reception or a letter of support must also be supplied depending on the criterion under which the application is being made.

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

If there is any doubt regarding the application requirements or supporting documentation, the school office will be pleased to provide clarification and assistance.

It should be noted that the Governors reserve the right to verify that the application and supporting information are genuine.

5.1 Reception Intake
5.1.1 Application Procedure
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: admissions@n-somerset.gov.uk
Website: www.n-somerset.gov.uk/admissions

Tel No: 01275 884078 Fax No: 01275 884753

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 2015 in order to be considered in the first round of school place allocations. Any supporting documentation must also be submitted as detailed below in section 5.3.
5.1.2 Late Applications
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:

a. Such late applications are received before North Somerset Council has sent details of applications to other councils, and

b. 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 16 April 2015.

5.2 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.

5.3 Submission of Supporting Documentation
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 any relevant supporting documentary evidence as detailed above in section 4, is submitted to the School or to North Somerset Council as detailed above. For Reception Intake this should be submitted by 23:59 on 15th January 2015 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, North Somerset, 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).

5.4 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.

6 Additional Information

6.1 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.
6.2 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.

6.3 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.

6.4 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, the child 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 that their child takes up their place part time until the child reaches compulsory school age.

6.5 Preferences
All applications will be considered equally regardless of the ranking of a parent’s preference for the school.

6.6 Home to School Transport
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 may be 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.

6.7 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 1 in 2015. Thereafter see section 5.2 above. Applications will be ranked in line with the school’s over-subscription criteria and allocations made accordingly. Priority will not be given on the basis of the date of receipt of an application. 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.

6.8 On time applications received for the academic year 2013-14
The Governors received a total of 79 on time applications for the academic year 2013-14. As North Somerset Council operates an equal preference system the Governors ranked all applicants which fell into the categories 5.1 to 5.12, in accordance with the 2013-14 admissions policy, as listed below:
6.9 School Contact Details
Saint Joseph’s Catholic Primary School,
Bristol Road,
Portishead,
North Somerset,
BS20 6QB.

Tel: 01275 848367
Fax: 01275 845638
Email: StJoseph'sPrimary.School@n-somerset.gov.uk

6.10 Legislation taken into consideration
Appendix Definition of Terms

Catholic 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 ‘Ordinariate of Our Lady of Walsingham’ which are in union with the Holy See.

Christians 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.

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

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.

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).

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 biological or adoptive parents. Half brothers/sisters are defined as children who share only one 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.

A brother or sister must be attending (or is expected by the school and/or North Somerset Council to be attending) the school at the time of admission.

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.

The above “Proposed Admission Arrangements for 2015-16 School Year” and associated “Regular Attendance Supplementary Form” were approved by the Governing Body of Saint Joseph’s School on 28 November 2013.
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) attends 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.