ST JOSEPH'S
CATHOLIC PRIMARY SCHOOL
A VOLUNTARY ACADEMY

A MEMBER OF
THE BISHOP KONSTANT CATHOLIC ACADEMY TRUST

ADMISSIONS POLICY 2025/26

Date agreed: February 2024
Date of Review: January 2025

Mission Statement

At St Joseph's the Catholic Faith is central to and permeates all aspects of school life. Through the virtues of **love, hope, temperance**, **practical wisdom, solidarity, patience**, **courage, faithfulness and justice**, we aim to foster a caring environment where children and adults know the virtues in their heart and show them through their words and actions.

We positively encourage and enable everyone to fulfil their potential, build their self-confidence and self-esteem and equip them with the knowledge and skills that they require in later life.

We recognise the importance of and aim to develop a working reciprocal partnership between home, school and parish.

'Walking with Jesus as one family.'

Diocese of Leeds

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY 2025-2026

Introduction

St. Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Academy Council as part of the Catholic Church in accordance with its trust deed and articles of association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We ask that that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with these admission arrangements.

The **Bishop Konstant Catholic Academy Trust** is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round[1] . The admission authority has set the school's Published Admissions Number ("PAN") at **30** pupils to be admitted to [the reception year] in the school year which begins in September, 2025.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

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. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children with a sibling(s) who attends St. Joseph's Catholic Primary School (see note 5)
3. Catholic children who live in the defined area. (see note 7)
4. Other Catholic children. (see note 3)

[1] This is for admission to the school at the start of the school year in September and not for applications made in-year.

5. Other looked after and previously looked after children with a sibling who attends St. Joseph's Catholic Primary School (see note 2 & 5)
6. Other looked after and previously looked after children. (see note 2)
7. Members of an Eastern Christian Church. (see notes 4)
8. Other children with a sibling(s) who attends St. Joseph's Catholic Primary School (see note 4)
9. Any other children.

Tie Break[2]

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school using the National Land and Property Gazettee (NLPH.) In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

A standard application form, known as the Common Preference Form must be completed and returned to the Local Authority via the online application portal- Portal Home (wakefield.gov.uk) further guidance is available at: admissions@wakefield.gov.uk 01924 306 052 by 15 January 2025 Failure to provide a Common Preference Form (CPF) would mean that the application is not valid.

If parents/carers feel that they should be in a specific category i.e. Catholic, then they are required to complete a Supplementary Information Form and provide the required evidence. The Supplementary Information Form is attached to this policy and must be submitted by 15 January 2025 to the school via the school office- St. Joseph's Catholic Primary School, Pontefract Road, Castleford WF10 4JB. Therefore, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel. (Details of the appeals process can be found on the school website).

Late Applications

If you return the Common Preference Form after the deadline we cannot consider your application at the same time as those received on time. Late applications will be dealt with once all other applicants have been considered in accordance with the Local Authority Primary Co-ordinated scheme.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to **Mrs Averil Birch - Chair of the Academy Council- St. Joseph's Catholic Primary School, Pontefract Road, Castleford WF10 4JB** at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the end of the academic year.

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

In-Year Applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. For in year applications, contact Wakefield Council Admissions- School admissions - Wakefield Council admissions@wakefield.gov.uk 01924 306 052

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list, even if the child is not Catholic. (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even

when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. 'Catholic' 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 reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required, alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome.
4. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
5. **Sibling(s)** (brother or sister) includes children with a brother or sister (including step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission.
6. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
7. Defined area is a geographical area for the purposes of this policy as determined by the Diocese of Leeds. Defined area maps available on school website https://www.sjc.bkcat.co.uk/key-information/admissions/
8. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.