

**ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL  
ADMISSIONS POLICY 2011-2012**



**General**

St. Joseph's Catholic Primary School, in the Parish of St. Raphael, is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to the Good News of 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 permeates 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.

The school exists primarily to serve the Catholic community. However, the Governing Body welcomes applications, subject to the availability of places, from those of other denominations and faiths who support the school's religious ethos in its entirety. All pupils are expected to take a full and active part in all religious observances and teaching.

The Governing Body has the responsibility for admissions to this school and, having consulted with the local authority and other admission authorities, intends to admit 30 pupils to the reception class in the school year, which begins in September 2011.

**Applications for Entry into Reception**

A separate application must be made for admission to Reception using your Local Authority **Common Application Form**, and the St. Joseph's Catholic Primary School **Supplementary Information Form and Priest's Declaration Form**

Completion of the St. Joseph's Catholic Primary School Supplementary Information Form and Priest's Declaration Form is not mandatory; however, if these forms are not received by the governors we will be unable to apply the admission criteria and your application will be considered under the 'any other children' category'.

*A Local Authority Common Application Form must be completed and returned to the Local Authority (LA) by the closing date, which is 15 January 2011, nominating St Joseph's as a school of choice. The St Joseph's*

*Supplementary Information Form and Priest's Declaration Form must also be completed and returned directly to the school by the closing date in order for the school to apply its admissions criteria.*

**The closing date is 15 January 2011.**

**Children Currently Attending a School Nursery**

You must complete an application for entry into the Reception class even if your child attends the nursery class in St Joseph's school. Please note priority is not given to children who attend the nursery class in the same school. This is to ensure that parents who place their children in other kinds of nursery, or do not use a nursery, are treated fairly when applying for a place for their child.

All parents must complete Common Application Form for a primary/infant school place in any school, whatever nursery their child attends.

**Change of Circumstances**

If there is a change of circumstances after you have submitted your application and you think this may affect your child's school application, please contact your Council's Admissions Team for advice.

**Admission and Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be awarded according to the following order of priority.

1. Baptised Catholic 'Looked After Children'
2. Baptised Catholic children, who are practising members of the Catholic Church or are enrolled in the catechumenate, living in the parish of St. Raphael's, where one or both parents are committed practising members of the Catholic Church
3. Baptised Catholic children, who are practising members of the Catholic Church or are enrolled in the catechumenate, living outside the parish of St. Raphael's, where one or both parents are committed practising members of the Catholic Church

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4. Baptised Catholic children or children where one of the parents is baptised Catholic but the child has not yet been baptised
5. Other 'Looked After Children'
6. Children who are members of Eastern Christian Churches. Evidence of Baptism or reception is required
7. Children of families who are committed members of other Christian denominations. Evidence of Baptism and family commitment by regular attendance at Sunday worship will be required
8. Children of other faiths. Evidence of religious commitment will be required
9. Any other children

*supplied at the time of application and give evidence of an exceptional social, medical or pastoral need of the child which would make the school particularly suitable for the child in question.*

- v. *Proximity to the school. Measurement will be made from the child's home address to the main entrance of the school. This will be measured by Kingston School Admissions Geographical Information system.*

**Notes of Explanation**

**Definition of 'Catholic'** - *The term 'Catholic' refers to all Churches in full communion with the Apostolic See of Rome. Priority will be granted to members of the Latin Church.*

**Definition of 'looked after children'** – *has the same meaning as Section 22 of the children's Act 1989 and means any of those children who are 'looked after' by the local authority or provided with accommodation by them e.g. foster parents. Verification by an appropriate authority e.g. medical practitioner, education welfare officer, social worker) would be required.*

**Definition of 'practising'** – *Practising refers to attendance at Mass on Sundays and attendance at Mass on Holy Days of Obligation. Applications will be ranked in the order shown on the Supplementary Form. Highest priority is given to those who attend mass weekly, then fortnightly, monthly, festivals and never.*

**Definition of 'commitment to the faith'** - *The child must either have been baptised into the Catholic Church, or have been received into it by a formal act. Those who have been formally received into the catechumenate, prior to baptism, will be counted as though they are members of the Catholic Church and will normally be evidenced by a certificate of reception into the order of the catechumens.*

**Definition of Parish of St. Raphael's** - *The Parish of St. Raphael's has clearly defined geographical boundaries, a map of which is available at the school office. As the Parish also includes the Catholic Chaplaincy to Kingston University, which is non-geographical, an application from a Catholic parent who is either a member of staff or a student at the University will be categorised as them living in the Parish.*

Where the offer of places to all of the applicants in any of the categories listed above would lead to oversubscription, the following provisions will be applied:

- i. *The attendance of a sibling at the school at the time of admission will increase the priority of an application in each category.*
- ii. *For categories 2, 3 and 4, the strength of the evidence of commitment to the Faith as demonstrated by the level of the parents'/guardians' and child's attendance at Mass on Sunday's will increase the priority of an application within this category. Applications will be ranked in the order shown on the Supplementary Form. Highest priority to those who attend Mass weekly, then fortnightly, monthly, festivals, never.*
- iii. *For categories 6 & 7 the strength of the evidence of commitment to the Faith as demonstrated by the level of the parents/guardians and child's attendance at Sunday Service will increase the priority of an application within each given category. Applications will be ranked in the order shown on the Supplementary Form. Highest priority to those who attend Mass weekly, then fortnightly, monthly, festivals, never.*
- iv. *The governing body may increase the priority of an application within a category where evidence is provided by an appropriate professional e.g. doctor, social worker, priest. This will need to be*

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**Definition of sibling** – children who have a brother or sister, including a step, adopted or foster brother or sister, living at the same address;

- (a) a child who is living as part of a family unit by reason of a court order;
- (b) a child who has been placed with foster carers as result of being looked after by the authority and attending the school at the time when the child would be admitted.

**Closing Date**

You should return your Common Application Form to your Council to be received no later than the **closing date of 15 January 2011**.

**Late Applications**

It is important you apply by the closing date because if you forget and apply after, your application will only be considered after all those received by the closing date.

**Right of Appeal**

Your Local authority will inform you if your child has been offered a place at St Joseph's. If you are not offered a place for your child, you have the right to appeal to an independent committee under the Schools Standards and Framework Act 1998.

If you wish to appeal, please write to the Clerk to the Governors, care of the school, within 14 days of the date of notification of the decision, requesting an Appeals Form. Your appeal will be considered by an Independent Admissions Appeal Panel. The decision of the Appeals Panel will be binding on all parties.

**Waiting List**

We maintain our waiting list in accordance with the admissions criteria. Unsuccessful applications will be kept on the waiting list up to the end of the reception year when you will be asked if you wish to remain on the waiting list.

**Casual Admissions**

To apply for a place at any time during the year please apply to your local Council and not directly to the school. For any year group other than the normal year of entry to primary school, applications will be administered in accordance with the In Year Admissions scheme as agreed between Kingston Council and primary schools in Kingston.

For various reasons, places may arise in any year in the School throughout the School year. Application for such places must be made for the class year appropriate to the child's age and, where the number of applicants exceeds the number of places, will be allocated according to the admissions criteria. Where there are no places, a waiting list will be maintained, ranked according to the admissions criteria and applied at the time a place becomes available.

**Date of Admission to the School for 2011/12**

<b>Child's Birthday</b>	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
1 September - 31 December	Full time	Full time	Full time
1 January - 31 March	Part time/Full time*	Full Time	Full time
1 April - 31 August	Part time/Full time	#Part time/ Full time	Full time

\*Parents of Spring/summer born Reception children will have the opportunity to send their children either part-time or full-time at the start of the Autumn Term.

In all cases this would be discussed between the parents and the Headteacher.

Parents can ask to delay their child's entry to school until later in the academic year of entry i.e. 2011/12. They should discuss their request with the Headteacher of the school once a place has been offered.

Any Further enquiries to:

St Joseph's Catholic Primary School,  
The Fairfield, KUT, Surrey KT1 2UP  
Telephone: 020 8546 7178  
E-Mail: [jsp@rbksch.org](mailto:jsp@rbksch.org)

# ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

The Fairfield, Kingston-upon-Thames, KT1 2UP

September 2011



## SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO SCHOOL

Completion of this form is not mandatory; however, if this form is not received by the governors we will be unable to apply the admission criteria and your application will be considered under the 'any other children' category'.

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ GENDER: M F

ADDRESS: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

RELIGION: \_\_\_\_\_

NAMES AND DATES OF BIRTH OF SIBLINGS WHO ATTEND ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL AT THE TIME OF ENTRY (SEPTEMBER 2011)

NAME: \_\_\_\_\_ D.O.B: \_\_\_\_\_

NAME: \_\_\_\_\_ D.O.B: \_\_\_\_\_

### MEDICAL/OTHER FACTORS TO SUPPORT APPLICATION (IF ANY)

*Please add here any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).*

PARENTS FULL NAMES: \_\_\_\_\_

With this form you **must** enclose a photocopy of your child's Baptismal Certificate.

I/We wish to apply for a place for our child at St. Joseph's Catholic Primary School.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

Birth

Baptismal

School Year

*Please return this form directly to St Joseph's Catholic Primary School, The Fairfield, KUT, Surrey KT1 2UP, by the closing date of **15 January 2011***

# ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

The Fairfield, Kingston-upon-Thames, KT1 2UP



## THE PRIEST'S DECLARATION FORM

This form will provide information to support your request for admission to the school. Completion of this form is not mandatory; however, if this form is not received by the governors we will be unable to apply the admission criteria and your application will be considered under the 'any other children' category'. Please pass this form to your Parish Priest/minister for completion. It should then be returned with your registration form to the School Office.

Family name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Church where your family normally worships: \_\_\_\_\_

Please indicate whether either or both parents/guardians and/or child are currently regular worshipping members of your church. Please note that the record of attendance of only one parent (the best attendee) will be taken into account.

	FATHER	MOTHER	GUARDIAN	CHILD
Weekly				
Fortnightly				
Monthly				
Festivals				
Never				

For how long have they worshipped at your church? \_\_\_\_\_

If less than one year, from which church did they transfer? \_\_\_\_\_

**Please make any other comments below if you wish (or in a separate letter)**

*If you consider there are valid reasons for Mass attendance to be considered equivalent to weekly, because of illness or other reasons please, state this below.*

Parish Priest/Minister's signature: \_\_\_\_\_

Church Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form directly to St Joseph's Catholic Primary School, The Fairfield, KUT, Surrey KT1 2UP, by the closing date of 15 January 2011**

