

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL CHRISTCHURCH

ADMISSION ARRANGEMENTS FOR SCHOOL YEAR 2020-2021

St. Joseph's is a Voluntary Aided School under the auspices of the Catholic Diocese of Portsmouth and maintained by BCP Council which is the Local Authority (LA). Through the shared religious commitment of parents, parish and school community, it offers the benefit of an education based on Gospel values. The Governing Body is the Admission Authority. The decision to admit, or otherwise, is the responsibility of the Governing Body.

The LA operates a timetabled co-ordinated admission procedure for all schools in line with Government legislation and will administer the process on behalf of the governing body of the school according to the scheme published in the Authority's Admission Booklet, but it is the Governing Body as the Admission Authority for the school who will allocate the available places in line with this policy.

This policy takes account of the Equality Act 2010 and the Human Rights Act 1998. The governing body will administer its policy fairly and impartially.

The information given herein is correct for the school year shown above, but it could be altered for future years. We advise you to check with the school that no changes have occurred.

In September 2020 the Governing Body will admit to the reception class up to its published admission number (PAN) of 30, children who attain their fifth birthday between 1st September 2020 and 31st August 2021.

If the school is named on an Education Health Care Plan, the child will be admitted to the School. The admission of children with an EHCP will count towards the School's Admission Number.

OVERSUBSCRIPTION CRITERIA

If the number of applications exceeds the Admission Number, the following criteria will be used to allocate places:

- Category 1** "Looked After" Catholic Children and "previously Looked After" Catholic Children. (See * below).
- Category 2** Baptised Catholic children living within the Catholic Parish boundaries of St. Joseph's Christchurch, Holy Redeemer Highcliffe, and Our Lady of Lourdes New Milton
- Category 3** Baptised Catholic children from Catholic Parishes other than those in category 2
- Category 4** Other "Looked After" Children and "previously Looked After" Children. (See * below).
- Category 5** Un-baptised children of a baptised Catholic parent

- Category 6** Children of staff members (See ** below).
- Category 7** Children of families who are members of other Christian denominations (See *** below).
- Category 8** Children of other Faith Traditions
- Category 9** All other children

Explanatory notes:

For the purposes of these admission arrangements, a baptised Catholic means a person baptised in a church which is in communion with the See of Rome or a person received into full communion with the Catholic Church.

* A 'Looked After Child' is a child who is (a) in the care of the Local Authority or (b) being provided with accommodation by a local authority in the exercise of its social services function in accordance with Section 22(1) of the Children Act 1989 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/she was adopted or became subject to a child arrangements or special guardianship order.

** The School Admission Code 2014 allows for Children of Staff where the Staff member has been employed by the school for two or more years at the time at which the application for admission to the school is made.

*** Families whose Church is a member of: (i) "Churches Together in Britain and Ireland" (see <http://www.ctbi.org.uk>) or (ii) "The Evangelical Alliance" (see <http://www.eauk.org>).

Should there be more applications than places available in any of the above categories, priority will be given to:

- a) A child who, at the time of application already has a sibling on the school roll who will still be on the roll at the time of the applicant's admission. A sibling is defined as a full, adopted, half or step sister or brother, or the child of the parent's/carer's partner, where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- b) A child who lives nearest to the school as calculated by the distance measurement method used by the Local Authority and as clarified in their publication. (See www.dorsetforyou.com/schooladmissions "Starting School for the first time/Admission Guidance")

Where an application for multiple birth children would take the admission number above the PAN, legislation now allows for this to be an "excepted case" for the whole of KS1, thus allowing families to keep their children together in the same school. In such cases the governors will admit children of multiple births. However, no further admissions are allowed until the cohort falls below the PAN again.

If there are insufficient places to accommodate all applicants and it is not possible to distinguish between applications despite applying the priority categories above, lots will be drawn by an independent person (from the LA) to determine the final place(s), for example where applicants live in the same block of flats.

The Governors can consider only one “home address” for each child. Where a child spends time with parents with shared parental responsibility at more than one address, the Governors will consider the home address as being where the prime carer resides. The “prime carer” shall be determined as the parent/carers in whose name the Child Benefit payment for the individual child is made, or in the absence of Child Benefit entitlement, the home address will be deemed to be the one on the child’s Medical Card.

Deferred Entry:

A child reaches compulsory school age on the prescribed day following his/her 5th birthday (or on the 5th birthday if it falls on a prescribed day). The prescribed days are 31st December, 31st March and 31st August. Children usually start school in the September following their 4th birthday. However, parents have the right to request that entry be deferred – this may be for later in the school year or until the child reaches statutory school age. All children admitted to the reception class will be full-time from the beginning of the autumn term unless a parent requests part time attendance until the child reaches statutory school age.

Summer Born Children (1st April – 31st August):

Parents of “summer born” children may wish to **delay** entry to reception until the September after the 5th birthday and this is allowable. Any such request should be discussed in the first instance with the head teacher. **However, parents are advised to make an application as part of the main admission round for the year group that their child would normally be admitted to school, until a decision on the request has been reached.** (See Section 2.17; 2.17A and 2.17B of the School Admission Code 2014 for details). **If a parental request to delay entry is allowed, a further application must be made in the following year** and the application for a place in the chronological year group will not proceed to an offer.

If the application for a “summer born” child is being made for Y1, parents need to be aware that places may not be available if the school is fully subscribed.

HOW TO APPLY

1 Local Authority Form

You **must** complete **your** LA application form. Make sure this is done on time and submitted to the right place. Details of dates are in your LA Admission Booklet including a timetable for late and subsequent applications. The application may be completed on-line or in paper form. **The National Offer date is 16th April.** Full details are in the Authority’s Admissions Pack or on-line at www.dorsetforyou.com. If you are not a Bournemouth, Christchurch, or Poole resident please refer to **your own** Local Authority’s Admission Pack and website.

2 Supplementary Information: (SIF)

Parents are requested to complete a Supplementary Information Form (SIF).

Whilst there is no statutory requirement to submit a SIF, without one the Governors can only consider applications based on the information supplied on the Local Authority Form. The Supplementary Information Form is available on our website at www.stjosephs.dorset.sch.uk and on www.dorsetforyou.com/schooladmissions or from the school. It should be submitted to the school not later than the closing date

set out by the LA for school applications. *As it is a paper form which needs to be signed and a receipt obtained, we regret submission on-line is not an option.*

SUPPORTING DOCUMENTATION

Applicants in **Categories 2, 3 and 5** are requested to fill out a SIF and submit it to the Governing Body at the school together with a copy of the child's or parent's Baptism Certificate.

Applicants in **Category 7** are requested to fill out a SIF and submit it to the Governing Body at the school together with a copy of the child's Baptism/Dedication Certificate. Where no certificate is issued a statement of membership from the relevant Church Minister/Leader should be submitted.

Applicants in **Category 8** are requested to submit to the Governing Body at the school a letter from the Leader of the relevant Faith Community to which the family belongs confirming membership.

Admission Appeals

If you are unsuccessful in gaining a place for your child at this school you will be informed by the LA in writing, be given the reasons and advised of your right to an independent appeal against the decision. An appeal form should be requested from the school or from the LA or it can be downloaded from www.dorsetforyou.com/schooladmissions. The school delegates appeals to the Local Authority, which appoints panel members who are independent of the school.

KS2 admissions

The Planned Admission Number for KS2 is 32. Therefore, Governors will admit a further two pupils in Year 3. Those on the waiting list will be considered alongside new applications for the additional two places. Allocation of places will be made in accordance with our Admission Policy and on the basis of the over-subscription criteria in use at the time

For a place in year 3, parents **must** complete the Local Authority application form and return it to the Local Authority. In addition, parents are requested to complete the SIF if applicable and return it to the School. Offer dates will apply as set out in the LA handbook and website and applications should be made direct to the LA.

In Year Applications

Applications for the reception year and/or other year groups made during the year outside the normal admissions round will be dealt with promptly. A completed Local Authority Form must be submitted. Parents are also advised to complete a SIF if applicable, to ensure governors have all the additional information necessary to assist them in applying the oversubscription criteria where necessary.

If the year group is undersubscribed, the child will be admitted. Otherwise, the child will be included on the waiting list. Further information about mid-year admissions can be viewed on the LA website.

Children of UK service personnel (In-year applications)

The governing body may admit up to a maximum of two children of UK service personnel or children of crown servants returning from overseas to live in the area, subject to proof of posting and a relocation date. The decision made will be based on all the circumstances relating to the family and child and the impact on the school including the provision of efficient education and the efficient use of resources (as described in the LA guidance of about mid-year applications).

Waiting List

A waiting list will be maintained for places in all year groups. Parents who wish their child to be placed on the waiting list **must** inform the LA in writing. Any places that become available will be allocated by the Governing Body according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. In-Year Fair Access will take priority over the waiting list. (See below about In-Year Fair Access placements).

The waiting list will be reviewed and revised

- Each time a child is added to, or removed from, the waiting list
- When a child's changed circumstances will affect her/his priority on the list
- At the end of each school year, when the parents with a child on the list will be contacted by the school and asked if they wish to remain on the list for the following year. The school will advise the LA accordingly.

A child's name may be kept on the waiting list for as long as parents wish.

In-Year Fair Access placements by the LA

The LA must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the LA, or a local placement panel on behalf of the LA, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of any protocol approved by Admission Authorities, based on legislation and government guidance. If any admission through In-Year Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

NB: This policy still includes Dorset LA web addresses as the new BCP LA has yet to provide us with new details. However, we are assured that these will be available before applications are due to be made for September 2020. We will alter the details as soon as we receive such notification.

St. Josephs' Catholic Primary School, Christchurch

SUPPLEMENTARY INFORMATION FORM FOR APPLICATION TO THE SCHOOL

1. CHILD'S NAME: Forename(s) _____ Surname _____

2. ADDRESS: _____

_____ Tel: _____

3. DATE OF BIRTH: _____

4. RELIGIOUS DENOMINATION OF CHILD: _____

5. a. HAS CHILD BEEN BAPTISED OR CHRISTENED?: YES NO

b. DATE OF BAPTISM/CHRISTENING: _____

c. PLACE OF BAPTISM/CHRISTENING: _____

6. FOR CHILDREN WHO ARE 'FELLOW CHRISTIANS' (IE. MEMBERS OF 'CHURCHES TOGETHER IN ENGLAND' or "THE EVANGELICAL ALLIANCE") AND WHO HAVE NOT BEEN BAPTISED/CHRISTENED

Please obtain a signature (below) from the relevant minister/leader:

'I confirm that _____ (child's name) has been dedicated*/welcomed* * [delete as appropriate] into the church community of: _____ (name of church)'.

Signed: _____ Name _____

Position: _____ Contact No _____

7. ANSWER Q7 ONLY IF CHILD IS UNBAPTISED AND ONE OR BOTH PARENTS ARE BAPTISED CATHOLIC(S): (See Schools Admission Policy)

Which parent is baptised Catholic? MOTHER FATHER

NB: For Parents in this category, proof of the parent's baptism will be requested to be shown with this application.

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ALL APPLICANTS PLEASE SIGN AND DATE THIS FORM

Signed: _____ Date: _____

Please note a Baptism/Christening Certificate must be provided where applicable.

FOR SCHOOL USE ONLY

Child's Baptism/Christening Certificate seen: Yes/No

Signature of Parent/Carer:

Witness: _____

Date: _____

For Catholic Parents(s) of un-baptised child:

Details of parent/s baptism seen: Yes/No

Witness: _____

Date: _____

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are St. Joseph's Catholic Primary School, Dorset Road, Christchurch, Dorset, BH23 3DA. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
2. The person responsible for data protection within our organisation is Dionne Johnson and you can contact them with questions relating to our handling of the data. You can contact them via Christchurch Infant School: djohnson@christchurchinf.dorset.sch.uk or 01202 485851.
3. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
4. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
5. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
7. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
8. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
9. To read about individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting our data protection officer, Dionne Johnson. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: ico.org.uk.