

ST JOSEPH'S CATHOLIC JUNIOR SCHOOL, BIRTLEY ADMISSIONS POLICY 2016-17

The governing body of St Joseph's Catholic Junior School is the Admissions Authority for this school and is responsible for determining the school's admissions policy. This Admissions policy has been adopted by the Governing Body of St. Joseph's Catholic Junior School, Birtley, Gateshead.

Details of parish boundaries are available from Diocese of Hexham & Newcastle Education Service, St Cuthbert's House, West Road, Newcastle upon Tyne NE15 7PY tel 0191 2433313

The Admissions Policy Criteria will be applied on an Equal Preference basis. The governing body intends to admit up to 30 pupils (PAN) to Year 3 in September 2016.

Oversubscription Criteria

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to children who will have older siblings attending the school in September 2016)

1. Looked after children in the care of a local authority or children that were looked after by a local authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see definitions).
2. Children who have completed their education at St. Joseph's Catholic Infant School, Birtley
3. Catholic children whose home address is within the parish boundaries of St Joseph's Parish.
4. Catholic children whose home address is outside of the parish boundaries of St Joseph's Parish.
5. Children, who are baptised or dedicated members of other Christian Churches.
6. Children of other Faith traditions.
7. Other children.

If applicants are seeking admission under criteria 5 & 6 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader.

ADDITIONAL NOTES

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 3 or 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of Children in the care of a Local Authority

A looked after child is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An adoption order is an order made under section 46 of the Adoption and Children Act 2002.

A child arrangements order is an order outlining the arrangements as to the person with whom the child will live under section 12 of the Children and Families Act 2014.

A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians' (Section 14A of the Children Act 1989).

3. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/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.

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The Planned Admission Number (PAN) for the school is given above.

How and When to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Catholic school should also complete the supplementary information form, if required. All forms must be returned by the closing date set by the Local Authority.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to school will be the deciding factor, with preference being given to those whose home address is nearest to the school, measured as the crow flies from home to the school's Main Entrance.

Parents who are refused a place have a statutory right of appeal.

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the school receiving the higher priority.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by contacting the local authority.

Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the schools waiting list. If places become available we will consider all relevant applications based on the waiting list which will be maintained for the full academic year. All applicants on the waiting list are placed according to the admission criteria set out above.

Application Information

Formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria. Parents will be notified as to whether or not their child has been allocated a place on 16 April 2016.

S. Gallagher Chair of Governors *April 2015* Date