

St Joseph's RC Primary School

Admission Policy

St Joseph's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Manchester Local Authority as a voluntary aided primary school. The school's governing body is the admission authority and is responsible for taking decisions on applications for admission. For the school year commencing 2015/16 the governing body's planned admission number is 30.

Parish Communities served by the school

St Augustine, Chorlton-on-Medlock

St Joseph, Longsight

Admission to the school will be made by the governing body in accordance with the stated parental preferences it receives subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

"Priority will be given to all Looked After Children and previously Looked after Children who are Roman Catholic over all other Roman Catholic applicants. The priority will be given to all Looked After Children and previously Looked After Children who are not Roman Catholic over all other applicants who are not Roman Catholic."

Categories

1. Baptised Roman Catholic children who are in public care and Baptised Roman Catholic children who were previously in public care
2. Baptised Roman Catholic children resident in St Joseph's or St Augustine's Parishes who with a parent or carer regularly attend Holy Mass on Sunday. By 'regularly attend Mass on Sunday' the governors mean attending a Sunday(or Saturday evening) Mass in a Catholic Church or Chapel forty or more weeks out of the fifty two weeks prior to the date of their application for a place in school.
3. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in the parishes named above
4. Baptised Roman Catholic children resident in parishes named above
5. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish
6. Other baptised Roman Catholic children who are resident in another parish
7. Other children in public care or previously in public care
8. Other children with a brother of sister attending the school at the time of admission
9. Other children

NOTES

- a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: Father I Farrell (Chair of Governors), Mrs B A Porter (Headteacher), Mrs E Eccles (Teacher representative), (vacancy). In the autumn term all parents who have expressed an interest in a school place will be sent a copy of the Local Authority 'Primary Admission Booklet' which gives details of the LA co-ordinated admissions arrangements. These are available from Local Authority offices, public libraries and primary schools.
- b) Parents must complete a common application form and express 3 preferences for primary school admission. The closing date for all applicants is 15/01/2015. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- c) Parents will be informed of the governors' decision by the LA on 16/04/2015. An offer of a place does not guarantee a place for brother and sisters in subsequent years.
- d) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- e) Parents should check carefully whether they are resident within the parish boundaries of St Joseph's or St Augustine's. Map illustrating parish boundary is attached.
- f) All applicants resident in the parish of St Joseph's or St Augustine's will be required to provide proof of address, by supply an original, up-to-date, utility bill or family credit book.
- g) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.
- h) If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be determined by the nearest, safest walking routes from the front door of the house to the main entrance door of the school. This will be digitally measured by the LA system.
- i) Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.
- j) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children and children of parents living in the same household. The governing body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link. However, the governing body must comply with maximum class size of 30 children.
- k) If the school is oversubscribed, a waiting list will be maintained. This will be ordered according to the admission over-subscription criteria.
- l) Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.
- m) The governing body reserves the right to admit children with proven and exceptional medical and social needs where admission to the school might

best help satisfy those exceptional needs, providing such application is submitted with appropriate evidence from a doctor, social worker or qualified professional indicating why your school is most suitable.

- n) Parents are asked to read and confirm receipt of the Governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- o) If an applicant for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the governors.
- p) To provide objective verification of this parents are invited to ask the priest at the parish which they attend to sign a mass attendance form. These are available from the school.
- q) Children previously in care are children who were in care, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.