

**St Joseph's Catholic Primary School**  
**Bristol Road, Portishead, North Somerset, BS20 6QB**  
**Admission Arrangements for 2019-20 School Year**



## **1. Introduction**

Saint Joseph's Catholic Primary School is a Voluntary Aided School established by Clifton Diocese to serve the parish of Portishead

The Catholic Faith and the teachings of the Catholic Church have an essential role in school life at St Joseph's school and influence every aspect of the curriculum. All families applying for a place are requested to respect this ethos and its importance to the school community. This does not affect the right of a parent who is not of the Faith of this school to apply for and be considered for a place and the school welcomes such applications.

The Governing Body of St. Joseph's School, acting in accordance with the Department of Education School Admissions Code, and in consultation with both Clifton Diocese and North Somerset Council, is responsible for the admission of pupils.

The following information should be read in conjunction with the 2019-20 Coordinated Admission Scheme published by the Local Council in which area the child, subject to the application, lives (the Home Council). For those living within North Somerset, the schools admission arrangements for Reception Intake are in conjunction with the North Somerset Co-ordinated Admission Scheme for new intake primary admissions for 2019-20. Contact North Somerset Council to see a copy of the scheme (see below for contact details).

## **2. Definitions**

The definition of terms used in this policy is provided in the appendix.

## **3. Oversubscription Criteria**

The admission number for the 2019-20 Reception years is 30 pupils. The number of places for years 1 to 6 is also 30. If the school is not oversubscribed all applicants will be offered a place.

Where a school is named in a child's Education Health and Care Plan the Admission Authority is legally required to admit the child to the school. Where St Joseph's School is named in the Plan such children will therefore be allocated places before the oversubscription criteria are applied.

If there are more applications than places, the Governing Body will offer places in accordance with the oversubscription criteria, listed in the following order of priority:

1. Baptised Catholic children in Care at the time of application and Baptised Catholic children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.
2. Baptised Catholic children who live within the parish of St Joseph.
3. Baptised Catholic children who live outside the parish St Joseph.
4. Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care, who are not Baptised Catholic.
5. Children with a brother or sister attending the school at the time of admission.
6. Children of other Christian denominations.
7. Any other children.

**Note 1:** Additional evidence is required for a child to be considered under criteria 1, 2, 3 and 6. This is listed in section 4.

**Note 2:** Within each category the school will give priority to children who have a brother or sister at the school at the time of admission.

**Note 3:** If there is an equal claim in any one category, priority will be given to those living nearest to the school in a direct line as measured between the address point of the child's home address and the main entrance marker for the school. Where the direct line distances are equal, the ranking of applications will be made by drawing lots, supervised by someone independent of the school.

#### **4. Additional Documentation requirements**

##### **4.1 Baptised Catholic**

For a child to be considered as a Baptised Catholic, evidence of Catholic baptism or reception into full communion with the Church will be required. This evidence will normally be in the form of a Certificate of Baptism or a Certificate of Reception into full Communion from the Parish where it took place. Where these are not available the school may contact a Catholic Priest and/or the Clifton Diocese for advice on how written evidence is to be produced. For definition of a Catholic see appendix.

##### **4.2 Children of other Christian Denominations**

A Certificate of Baptism or a Certificate of Dedication will be required. Where neither of these is available a letter from a minister or equivalent stating that the child 'is of their denomination' will suffice. For definition of 'Other Christian' see appendix.

## **5. Application Process**

If there is any doubt regarding the application requirements or supporting documentation, the school office will be pleased to provide clarification and assistance.

It should be noted that the Governing Body reserves the right to verify that the application and any additional documentation/information is genuine.

### **5.1 Reception Intake**

#### **5.1.1 Application Procedure**

Applications can be made online or on paper and should be submitted to your home council.

If you live in North Somerset you should apply to:

Email: [admissions@n-somerset.gov.uk](mailto:admissions@n-somerset.gov.uk)  
Website: [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions)  
Tel No: 01275 884078  
Address: North Somerset Council  
People and Communities  
School Admissions Team  
Town Hall  
Walliscote Grove Road  
Weston-super-Mare  
BS23 1UJ

There is a different procedure for Children with an Education, Health and Care Plan. Their parent should apply for a place via the service dealing with Special Education Needs in their Home Council.

Applications must be submitted by the closing time and date of 23:59 on 15 January 2019 in order to be considered in the first round of school place allocations. Any additional documentation must also be submitted by this deadline as detailed below.

#### **5.1.2 Submission of Additional Documentation**

To ensure that the Admissions Authority, namely, the Governing Body of St. Joseph's School, is able to consider the application in the appropriate order of precedence, a parent must ensure that any relevant additional documentary evidence as detailed above in section 4, is submitted to the School. For Reception Intake this should be submitted by 23:59 on 15 January 2019 to be considered in the first round of allocations. These items should be submitted to the school office at St. Joseph's Catholic Primary School, Bristol Road, Portishead, North Somerset, BS20 6QB irrespective of the application method used.

#### **5.1.3 Late Applications**

Applications submitted after the closing time and date will be treated as a late application and so will not be considered in the first round of allocations except where both of the following are the case:

- a. Such late applications are received before North Somerset Council has sent details of applications to other councils, and

- b. The applicant's Home Council accepts them as if they had been submitted by the closing time and date.

All other late applications will not be considered until after the first round of allocations; this may mean that all of the places have been allocated. On time applicants will be informed of the outcome of their application on 16 April 2019 by their Home Council on behalf of the Governing Body.

#### **5.1.4 Waiting Lists for Reception Intake**

The school will hold a list of those Reception applicants still seeking a place at the school, until 31 December 2019. Thereafter see the information on waiting lists for in-year applications in the section below. Applications will be ranked in line with the school's oversubscription criteria and allocations made accordingly. Each child added to the list will require the waiting list to be re-ranked in line with the above school oversubscription criteria. Priority will not be given on the basis of the date of receipt of an application. The school will, where appropriate, consider allocations for children identified as being from vulnerable groups in accordance with North Somerset Council's Fair Access Protocol.

#### **5.2 In-Year Applications**

If there are more applicants than vacancies for any year group, in-year applications will be considered in accordance with the above oversubscription criteria. An In-Year application form is available upon request from the school or North Somerset Council. The school will, where appropriate, consider allocations for children identified as being from vulnerable groups in accordance with the North Somerset Council's Fair Access Protocol (full details available from North Somerset Council). In-year applications should be submitted to the school.

#### **5.3 Waiting List for In-Year applications**

The school will maintain a waiting list of those seeking a place up to and including the last day before the start of each new term. Applicants will need to confirm their wish to re-join the waiting list for each new term, within that academic school year (N.B. there are 6 terms per academic year). Each child added to the list will require the waiting list to be re-ranked in line with the above school oversubscription criteria.

### **6. Additional Information**

#### **6.1 Right of Appeal**

A parent whose school place application for their child is refused has the legal right to appeal against this decision. Details concerning how to appeal will be explained in the decision letter.

#### **6.2 Admissions of children outside their normal chronological age group (delayed or accelerated entry)**

Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not the chronological age year group will be considered. The admissions authority for the school will make the final decision.

In addition, parents of summer born children (born on or between 1 April and 31 August) can request to admit their child into the Reception year, one year after they would normally enter the school. The admissions authority for the school will make the final decision.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking account of:

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The admissions authority must also take into account the views of the head teacher.

Parent will need to write to the school to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed.

For reception intake applications, it is advised that an on time application is submitted for the correct chronological year group. If the delay/accelerated request is agreed, the on-time application can be withdrawn and a new application should be made for the desired year. If the request is not agreed, and the child stays in their chronological age group, the on time application can still be processed. If a request is not agreed and the child does not have an on time application then a late application would need to be submitted.

Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Where the admission authority does not agree a request for a summer born child to be admitted into the Reception Year Group, the parent may apply for their child to be admitted with their chronological age group for admission at the time they would normally enter the school. Such children who do not start school in the school year that they become 5 will normally be placed in a Year 1 class and will miss the Reception year.

### **6.3 Deferred Entry**

Depending on their child's date of birth, places may be deferred until the start of term 3 or 5 but not later than the term following the child's fifth birthday and cannot be deferred until the start of the following academic year. Parents should make any request to the school for a deferment once they have received an offer of a school place. The school place will be held for that child and will not be available to be offered to another child.

If parents wish to defer their child's admission and the term following their fifth birthday would be September 2020, parents will need to notify the school, where a place has been offered, of their intentions to do so. Parents will need to put this in writing to the school and their child's place at the school will be withdrawn and may be offered to another child. It is then the parent's responsibility to apply for a school place in year 1, with their chronological cohort.

Parents should be aware that a school might become full in the Reception age group with pupils whose parent applies for a place during the 2019-20 school year. If a class in a school becomes full in Reception, there may be no places available the following year when the class becomes a Year 1 class in a preferred school for those who defer their

child's admission until Year 1. These parents will need to apply for a Year 1 school place for their child at the relevant time.

#### **6.4 Full time and part time entry**

All children offered a place are entitled to a full time place in the September following their fourth birthday. Where parents wish, children may take up their place part time until the child reaches compulsory school age,

#### **6.5 Preferences**

All applications will be considered equally regardless of the ranking of a parent's preference for the school.

#### **6.6 Home to School Transport**

North Somerset Council will NOT normally provide free transport between home and school unless the school attended is the nearest appropriate one as determined by North Somerset Council. Also the children must qualify under current legislation, regulations, and the current policies of the North Somerset Council.

A parent should contact the North Somerset Council Integrated Transport Unit for the details of the transport policy. Please note that although Saint Joseph's may be the nearest Catholic Primary School to a child's home this does not make it necessarily the nearest 'appropriate' school as defined by North Somerset Council even if the applicant is Catholic. For most children the nearest primary school to their home is their nearest 'appropriate' primary school as defined by the local authority. If in doubt, please check with North Somerset Council.

#### **6.7 School Contact Details**

Saint Joseph's Catholic Primary School,  
Bristol Road,  
Portishead,  
North Somerset,  
BS20 6QB.

Tel: 01275 848367

Fax: 01275 845638

Email: [stjoseph's.pri@n-somerset.sch.uk](mailto:stjoseph's.pri@n-somerset.sch.uk)

[www.st-josephs.org.uk](http://www.st-josephs.org.uk)

#### **6.9 Legislation taken into consideration**

St Joseph's Catholic Primary School is mindful of the provisions of the Equality Act 2010, the Human Rights Act 1998, the School Standards & Framework Act 1998 and the School Admission Code 2014 when setting its policies.

## **Appendix Definition of Terms**

### **Catholic**

A Catholic is someone 'Baptised' or 'Received into Full Communion' by a Christian rite in full communion with the Holy See.

### **Christian**

A Christian is a Member of a Church or Community which itself belongs to a group or a group within a group of churches which is a member or associate of the World Council of Churches.

### **Parish boundaries of Saint Joseph's Catholic Church**

The parish boundaries include the whole of Portishead, Pill, Portbury, Easton in Gordano and surrounding villages. A map is available in the school office and on the school website. <http://www.st-josephs.org.uk> and at the end of this document.

### **Parent**

This includes all of those people, including a carer, who has parental responsibility for a child as set out in the Children Act 1989. All references within this document to parent therefore include carer.

### **Children in Care**

'Children in Care' are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

### **Children previously in Care**

- This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (See section 46 adoption orders)
- Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- In accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Brothers and sisters**

To be considered as a brother or sister a child must be living at the same address for the majority of the time as a full, half, step or adoptive brother or sister. Full and adoptive brothers/sisters are defined as children who have the same biological or adoptive parents. Half brothers/sisters are defined as children who share one biological or adoptive parent. Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time at the address considered to be the address of the child for whom the application is made. A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.

A brother or sister must be attending (or is expected by the school and/or North Somerset Council to be attending) the school at the time of admission.

**Home address**

A child's home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time ("majority of the time" is deemed to be 50% or more). This would normally be the same address as the person who has parental responsibility for the child as their main carer. Those moving should normally provide independent confirmation of the new address.

**These Admission Arrangements for 2019-20 were approved by the Governing Body of St Joseph's School at its meeting on 24 May 2018.**

The parish of St Joseph's Catholic Church in Portishead is shown in the following map.



St Joseph,  
Portishead.pdf