



School Admission Arrangements for St Joseph's Catholic Primary School 2020-21

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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.

In accordance with the School's Voluntary Aided status, the school's Governing Body is the Admissions Authority.

The arrangements comply with the requirements of the 2014 [School Admissions Code](#) and the 2012 [School Admission Appeals Code](#), issued under Section 84 of the School Standards and Framework Act 1998.

2. Oversubscription criteria and published admissions number

Where a school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan, the Admission Authority for the school is legally required to admit the child. Where St Joseph's Catholic Primary School is named in a Statement or Plan such children will therefore be allocated places at the named school before the oversubscription criteria is applied.

The Admission Number for the Reception Year group is 30. If a school receives more applications than the number of places available, the oversubscription criteria will be used to determine who will be allocated places. All applications will be ranked in accordance with the following criteria given in 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:
 - i. who live within the parish of St Joseph.

- ii. who live outside the parish of St Joseph.
- 3. 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.
- 4. Any other children.

Within each criterion priority will be given to children who have a brother or sister at the school at the time of admission.

Within each criterion, priority will then be given to children living closest to the school measured in a [Direct Line as defined in 5.10 Distances](#).

Additional evidence is required for a child to be considered under criteria 1, 2 and 3. This is listed in section [5.6 Supporting documents](#) and [5.8 Children in Care](#)

The [Parish of St Joseph's](#) is shown in the map at the end of this policy. It is available at the School Office and on the school website.

The Parish of St Joseph's is an area of priority for this school. Living in this area does not guarantee a child a place at the school but they may receive priority over children who live outside the Parish of St Joseph's.

3. Starting at primary school

The following information should be read in conjunction with the 2020-21 Coordinated Admission Scheme published by the Local Authority in the area which the child lives (the home Local Authority). For children living within North Somerset, this is the North Somerset Primary Coordinated Admission Scheme for new intake admissions for 2020-21.

The scheme can be viewed on the North Somerset Council's website at www.n-somerset.gov.uk/schoolpublications

3.1 Applying

Parents of children resident in North Somerset seeking a school place should apply on a North Somerset Council application form. Residents outside North Somerset seeking a place at a North Somerset school should apply on their home Local Authorities' application form.

For North Somerset children the application form is available for submission using the online system on the North Somerset Council website or in a paper form. Applicants are strongly advised to read the parent guide for this intake which is available on North Somerset Council's web site. See section [6. Contact Details](#).

3.2 Deadline

Applications must be submitted by 15 January 2020; otherwise the application will be recorded as late (unless the child's home Local Authority has accepted the application as being on time due to exceptional circumstances). Late applications will not be considered in the first round of allocations and an outcome will not be sent on the National Offer Day. Please see North Somerset Council's [Primary Coordinated Admission Scheme co-ordinated scheme](#) for full details.

3.3 Waiting list

The school will hold a list of Reception Intake applicants still seeking a place at the school until 31 December 2020. If a parent would like their child's name to be added to the waiting list they must let the school know, as no child is added automatically.

Priority will not be given on the basis of the date an application was added to the list. All applications must be ranked in line with the Governing Body oversubscription criteria and any allocations will be made using this. See section [2. Oversubscription Criteria](#). Each child added to a waiting list will require the list to be ranked again in line with the oversubscription criteria. Waiting list positions can go up as well as down as additional applicants are added to or removed from the waiting list and ranked in accordance with the oversubscription criteria.

Any application or appeal that is yet to be processed will be considered for a vacancy along with those already on the waiting list.

After 31 December 2020 the waiting list will be administered as detailed in the In-Year school applications section of this document. See section [4.4 Waiting List \(In-Year\)](#).

4. In-Year school applications

The following applications will be treated as In-Year admissions during 2020/21:

- applications for admission to Reception which are received after 1 September 2020
- all other applications for admission to Years 1 to 6.

4.1 Applications

Except for deferred entry for Reception Year Group children, In-Year applications will not normally be considered significantly in advance of the date the place is required. Applications will be considered no earlier than 35 days before the required start date for those moving house, and no earlier than 21 days for those not moving house. However, applications for admission in September 2020 can be made from 1 June 2020 and will be considered as soon as possible after their receipt. See Section [4.5 for Children of UK Service Personnel and Crown Servants](#).

4.2 Outcome

Any offers must be responded to within 21 days of the date of the letter. Any request for an extension beyond the required reply date will be considered on an individual basis.

4.3 Alternative places

The Governing Body is required to notify North Somerset Council of any In-Year applications received and the outcome of them. If a place is unable to be offered at the school and the applicant is, or has proven they will be, a resident of North Somerset then the Council will either:

- i. offer a place at the nearest school to the home address with a place available
- ii. advise the applicant of places that may be available at other North Somerset Own Admission Authority school(s)
- iii. If the child is currently attending the nearest available school to the home address, the Council is not required to take any actions.

4.4 Waiting list (In-Year)

Where there are more children than places available, a waiting list will operate for each year group. If a parent would like a child's name to be added to the waiting list they must request it, as no child is added automatically.

The waiting list will be maintained for two terms at a time. If the applicant wants to remain on the waiting list they must request this for terms 1, 3 and/or 5 as appropriate. Any applicant that has not requested to be kept on the waiting list will not be considered for any vacancies that may arise. Term dates can be found at www.n-somerset.gov.uk/school-term-dates.

Any application or appeal that is yet to be processed will be considered for a vacancy along with those already on the waiting list. When filling a vacancy, all those seeking a place at the time the decision is made (not at the time the vacancy occurs) will be considered.

Children who are the subject of a direction by a Council to admit or those who are allocated a school in accordance with the [Fair Access Protocol](#) will take precedence over those on the waiting list. See section [4.6 Fair Access](#)

Priority will not be given on the basis of the date an application was added to the list. All applications must be ranked in line with the Governing Body oversubscription criteria and any allocations will be made using this. [See section 2. Oversubscription Criteria](#). Each child added to a waiting list will require the list to be ranked again in line with the published oversubscription criteria. Waiting list positions can go up as well as down as additional applicants are added to or removed from the waiting list and ranked in accordance with the specific oversubscription criteria.

4.5 UK Service Personnel and Crown Servants

For UK Service Personnel and other Crown Servants, where possible, places may be allocated in advance of the pupils return to the UK provided the MOD, FCO or GCHQ have provided a letter declaring a return date and residency placement. Places may be offered and reserved up to one term in advance of the place being required. North Somerset operates 6 terms per year. Term dates can be found at www.n-somerset.gov.uk/school-term-dates

4.6 Fair access

Each Local Authority **must** have a Fair Access Protocol to ensure that - outside the normal admissions round - unplaced children are offered a place at a suitable school as quickly as possible. St Joseph's Catholic Primary School will accept children allocated a place in accordance with this protocol.

The North Somerset Council Fair Access Protocol is available at www.n-somerset.gov.uk/fair-access-protocol

5. General Information

5.1 Who can apply

Applications will be accepted for children who meet one or more of the following:

- they are resident in the UK
- they hold full British Citizen Passports
- they are from countries whose passports have been endorsed to show that they have the right to abode in this country
- they are from the European Economic Area (EEA).

5.2 Parent

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. All references within this document to parent(s) therefore include carers. If parents share parental responsibility for the child, and both parents submit an application form, both parents will be asked to determine which application should be considered and which application should be withdrawn.

5.3 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. This would normally be the same address as a person who has parental responsibility for the child and is their main carer.

An address used for childcare arrangements cannot be used as the home address. The address of a child that is different from his/her parents where the move to this address is expressly linked to obtaining a school place will not be accepted.

Where parents do not live together, and the child spends equal amounts of time with both parents, the child's home will be considered to be that of the parent who made the application.

More than one address will not be accepted as the child's home address. If necessary, the terms of a residency order may clarify the home address.

If parents share parental responsibility for the child, and they are unable to reach an agreement, a Specific Issues Order or a residency order will be requested to be seen for clarification on which address should be used.

In the absence of any Specific Issues or residency order, the home address will be considered to be that of the parent with the primary day to day care and control of the child. In reaching this decision, evidence may be requested from both parents. Examples of evidence would be the address of the parent who receives Child Benefit and/or the address which is registered with a medical GP. Parents are urged to reach agreement but where they do not, the home address will be determined for them.

If a child is temporarily living away from his/her parents in a different Council area, the Council where the child ordinarily lives will continue to be the home Council.

Whilst the place of residence of the child for the first round of allocations would normally be his/her physical place of residence as at the closing date and time for applications, it should be noted that in certain circumstances and acting in the interests of the child, an alternative place of residence may be used, for example where a child is temporarily living away from his/her parent's home and the new temporary place of residence is the home where the child is likely to be living whilst attending school.

5.4 Change of address

The parent must inform their home Council if they change address as soon as possible or any offer of a place may be withdrawn. If a change of address will occur after the closing time and date (and before the start of term 1), and independent confirmation is submitted by the closing time and date, it will be considered in the first round of allocations.

Examples of independent confirmation of a change of address are given in the section [5.5 Documentary Evidence](#).

Where a change of address is from one Local Authority to another, the Local Authority of the new address will then normally be the home Local Authority. The new home Local Authority will then process the application and notify the parents of the outcome.

5.5 Documentary evidence

The Governing Body reserves the right to require documentary evidence of the genuineness of a family address and if this is not produced, reserves the right to make its own enquiries.

The child's normal permanent home address where he or she lives with his or her parent or legal guardian will be used to decide where the child lives. If a parent or guardian plans to move documentary evidence will be required.

Examples of evidence that may be acceptable to determine a child's address are:

- i. A solicitor's letter confirming exchange of contracts and a completion date for a property which is being purchased or a property which is being sold.
- ii. A copy of a signed rental agreement or a solicitor's letter if moving to a Council or rented property and proof of sale or Notice to Quit on the current/previous property.
- iii. A copy of a council tax bill or utility bill such as water, gas or electricity in the applicant's name for the newly owned or rented property together with proof of sale or Notice to Quit on the current/previous property. Applicants may also be required to provide proof that they have left the previous property by supplying a final account utility bill.
- iv. If moving in with a relative or friend a letter from them will be required confirming the date of moving in together with a utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on the sale or Notice to Quit on the current/previous property.
- v. If the child is from a family of a Crown Servant or of UK Service Personnel a letter from the MOD, FCO, or GCHQ declaring a return date and residency area.

5.6 Supporting documents

Any letters/supporting documents should be submitted to the St Joseph's Catholic Primary School. Applications and any letters/supporting documents received by the School Admissions Team at its office in Castlewood, Tickenham Road, Clevedon may also be accepted.

The Governing Body will accept applications/documents received by other Councils, Schools or other Council offices that are passed to the School Admissions Team. For Reception Intake they will be accepted as on time if North Somerset Council considers that they have been submitted by the closing time and date.

Baptised Catholic

For any of the oversubscription categories for Baptised Catholics, a copy of a baptismal certificate or validation certificate of Reception into the Catholic Church should be sent to the school.

For the purposes of oversubscription criteria, the term 'Catholic' means a baptised person who is a member of any Catholic Church that is in full communion with the See of Rome. This includes members of the Eastern Catholic Churches in full communion with the See of Rome. Membership of a Catholic Church is gained in one of two ways. (a) an unbaptised person becomes a Catholic by baptism in a Catholic Church. This is recorded in the Church's Baptismal Register. (b) other baptised Christians become Catholics by being received into a Catholic Church. This is recorded in the Church's Register of Receptions or, exceptionally, in the Church's Baptismal Register.

The Governing body will accept either of the following as evidence of membership of a Catholic Church:

- (a) a certificate of baptism from a Catholic Church, or
- (b) a certificate of reception into the Catholic Church.

Here the term 'certificate' means a certified copy of an entry in the appropriate register. There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, contact may be made with the Parish Priest for advice on how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church. The Priest may seek advice from Clifton Diocese.

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 is submitted to the School. For Reception Intake this should be submitted by 23:59 on 15 January 2020 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.

5.7 Withdrawal of an offer

The Governing Body reserves the right to withdraw an offer of a school place in certain limited circumstances. Examples include:

- i. Where a parent has given fraudulent or intentionally misleading information such as a false address, which effectively denied a place to a child with a stronger claim.
- ii. Where a parent has not responded to an offer within the deadline set or to any subsequent reminder to reply within a further 7 days.
- iii. Where the offer was made as a result of an administrative error.

- iv. If a child does not commence attendance at school at the date arranged for the child to start and the school is not given a satisfactory reason for the absence.

If a child or parent changes address but the parent does not inform the school, this may be deemed to be intentionally misleading and any place offered may be withdrawn if it has denied another child a place.

Where, before offers are made, an application is deemed to be fraudulent or intentionally misleading the application will be considered on the basis of the correct information. It is the parent's responsibility to inform North Somerset Council and the school if their contact details change after making an application.

5.8 Children in care

Children in Care are defined as follows:

'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).

For 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).

5.9 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 (at least 50% of the time), as a full, half, step or adoptive brother/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 only 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 the Governing Body considers to be the address of the child for whom the application is made.

A brother or sister must attend the school (or is expected to attend by the Governing Body) at the time of admission. It is the responsibility of the parent to declare on application whether a brother or sister is attending the school (or is expected to attend by the Governing Body) at the time of admission.

5.10 Distances

A direct line distance is where distances are measured in a straight line between the address point of the child's home and the main entrance marker for the school, indicated on North Somerset Council computerised system(s). Where the direct line distances are equal, the ranking of applications will be determined by drawing lots, supervised by someone independent of the school.

If it is not possible to measure a distance on North Somerset Council computerised system(s), North Somerset Council will use alternative methods.

5.11 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 for their child, will be considered. The Governing Body 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 Governing Body 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:

- 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 Governing Body must also take into account the views of the head teacher.

The parent will need to write to the school to request that the child starts a year later or earlier than his/her chronological age. The parent will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support the 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 the following 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 Governing Body agrees in principle to a parent's request for the 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. The

parent has 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 Governing Body does not agree a request for a summer born child to be admitted into the Reception Year Group, outside of their chronological age 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.

5.12 Deferred Entry

Places will be offered for admission in September 2020. However, depending on the child's date of birth, places may be deferred until the start of [term 3 or 5](#) but no later than the term following the child's fifth birthday and cannot be deferred until the start of the following academic year. A parent 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.

All children offered a place are entitled to a full-time place in the September following their fourth birthday. A parent can request that their child takes up their place on a part-time basis until their child reaches compulsory school age.

If a parent wants to defer their child's admission and the term following their fifth birthday would be September 2021, the parent will need to notify the school, where a place has been offered, of their intentions to do so. The parent 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 the school might become full in the Reception age group with pupils whose parent applies for a place during the 2020-21 school year. There may be no places available 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 and these applications will be considered from June 2021 onwards.

All children offered a place are entitled to a full time place in the September following their fourth birthday.

A parent may also request that that their child takes up their place part time until the child reaches compulsory school age.

5.13 Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the [School Admission Appeals Code](#). Details of how to appeal are included in the outcome email or letter.

5.14 Statement of Special Educational Needs or Education, Health and Care Plan

A parent of a child who has a Statement of Educational Needs or Education, Health and Care Plan should contact their SEN Officer to apply for a school place.

5.16 Alteration

It should be noted that this policy is subject to alteration to reflect any changes in legislation, case law or to ensure legal compliance.

6. Contact Details

School contact details

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

Tel: 01275 848367
Email: stjoseph's.pri@n-somerset.sch.uk
Web: www.st-josephs.org.uk

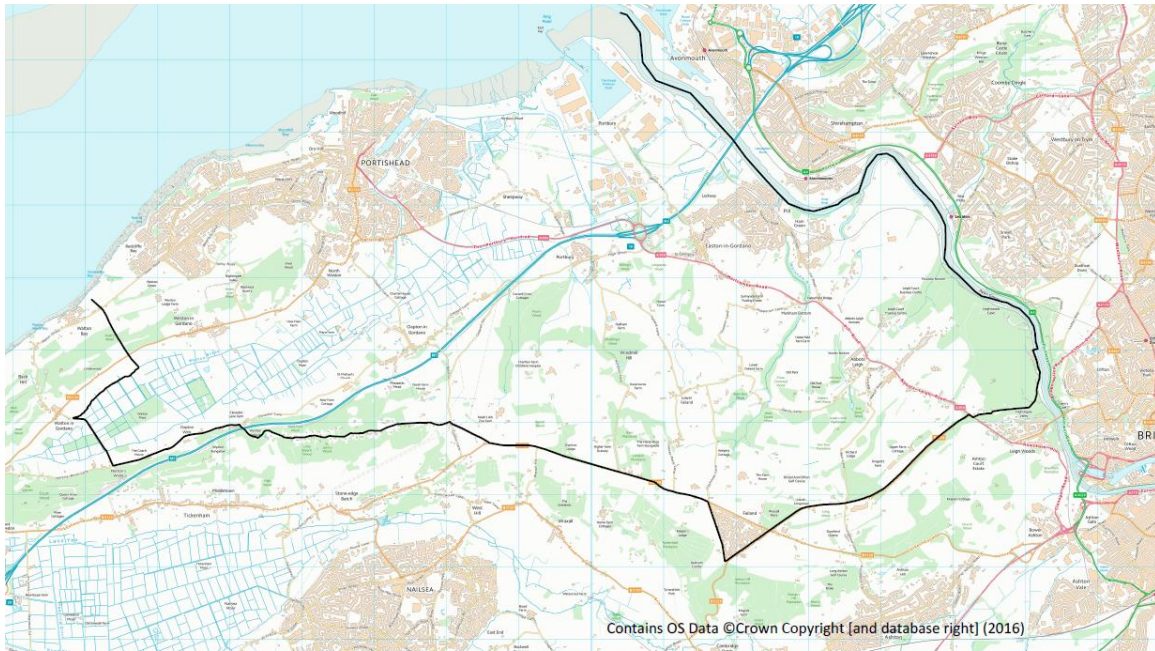
Local Authority contact details

School Admissions Team
People and Communities
North Somerset Council
Town Hall
Walliscote Grove Road
Weston-super-Mare
BS23 1UJ

Tel No: 01275 884078 / 884014
Email: admissions@n-somerset.gov.uk
Website: www.n-somerset.gov.uk/admissions

7. Parish of St Joseph's

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.



This policy was approved by the Full Governing Body of St Joseph's Catholic Primary School at its meeting on 24 January 2019.