

*St. Joseph's Catholic School & Sixth Form Centre*  
*Ysgol Gatholig San Joseff*

**Admissions Policy**

For admission in the academic year starting September 2017



*This policy is modelled on the Diocese of Menevia Secondary Model Admission Policy.*

**Admissions Policy agreed by Governors:**

**Signed by Chair .....** **Date: .....**

**Policy due for review: Spring Term 2017** (for admissions in 2018-2019)

Name of School: **St Joseph's Catholic School & Sixth Form Centre**

The Admission Policy of the Governors of St Joseph's is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year 2017/18 is 130 (NPT Secondary School Capacity Calculation, July 2016).

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below).

In all categories the governors will give priority to those who have a brother or sister (see Note 3 below) attending St Joseph's at the time of admission and then to those children living closest to the school determined by shortest distance (see Note 5).

1. Baptised Catholic children (see Note 2 below) who are (or who have ever been) in the care of the local authority (children in care) or provided with accommodation by the local authority (e.g. children with foster parents) (Section 22 of the Children Act 1989); and baptised Catholic children who are adopted or who are the children of military personnel.
2. Non-Catholic children who are (or who have ever been) in the care of a local authority (children in care) or provided with accommodation by the local authority (e.g. children with foster parents) (Section 22 of the Children Act 1989); and children who are adopted or who are the children of military personnel.
3. Baptised Catholic children who currently attend a designated Catholic feeder school (see Note 4 below).
4. Baptised Catholic children who currently live in the parish area of a designated Catholic feeder school who are not currently attending the designated Catholic feeder school (see note 4 below).
5. Other Baptised Catholic children.
6. Non-Catholic children who currently attend a designated Catholic feeder school.
7. Other Non-Catholic children.

**Note 1**

Children with a Statement of Special Educational Needs that name the school must be admitted. This will reduce the number of places available to other applicants.

**Note 2**

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a supplementary information form (SIF). Failure to complete the SIF may affect the criterion the child's name is placed in.

**Note 3**

For Catholic and non-Catholic children the definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Adopted or fostered children

The children must be living permanently in the same household.

**Note 4**

The designated feeder schools for St Joseph's Catholic School & Sixth Form Centre are:

- St. Joseph's Catholic Junior School, Port Talbot;
- St. Therese's Catholic Primary School, Sandfields;
- St. Joseph's Catholic Primary School, Neath.

***N.B.*** Traditionally some Catholic pupils from Neath-Port Talbot attend St. Joseph's in Clydach and may choose to return to educational provision in their own local authority by electing to attend St. Joseph's Catholic School & Sixth Form Centre.

The parish areas for the feeder schools are as follows:

- St. Joseph, Port Talbot;
- St. Philip Evans, Cwmavon;
- St. Therese of Lisieux, Sandfields;
- Our Lady of Margam, Margam;
- St Joseph, Cymer;
- St. Joseph, Neath;
- Our Lady of the Assumption, Briton Ferry;
- St. John Kemble, Glynneath;
- St. Benedict, Clydach;
- Sacred Heart, Ystradgynlais.

Parish maps are available in the parishes and at the schools or by post on request.

#### **Note 5**

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and a point decided by the school, usually the front gate. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system.

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place and proof may be requested.

#### **APPLICATIONS**

Applications may be made via NPT's online process or by means of a written application form (obtainable from the school and printable from the school's website). In accordance with the new statutory code letters confirming secondary places will be issued on the same date, the common offer date for the local authority.

#### **APPEALS**

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to Chair of Governors. Appeals will be heard by an independent panel.

#### **REPEAT APPLICATIONS**

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.

#### **LATE APPLICATIONS**

Late applications will be dealt with according to the local authority co-ordinated scheme.

#### **CHANGE OF PREFERENCE**

Once parent/carers have submitted their preferences they will not be allowed to change them without an exceptional change in circumstances, for example, if the family has recently moved address or an older sibling has changed schools.

All requests to change preferences should be made in writing to the Local Authority.

Any parent/carer who submits an application for a change of preference for an oversubscribed school, without an exceptional change in their circumstances, will have that application refused.

### **APPLICATIONS OTHER THAN THE NORMAL INTAKE TO Y7**

An application should be made to the local authority who will need to consult with the governors.

### **WAITING LISTS**

Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred schools waiting list.

The Local Authority will send voluntary aided and foundation schools their waiting lists following the offer of school places.

Waiting lists for admission will remain open until the 31 December and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded.

Waiting lists will not be fixed following the offer of places. They will be held in accordance with the order of priority for allocating places and are therefore subject to change. This means that a child's position on the waiting list could go up or down. Any late applicants accepted will be added to the school's list in accordance with the order of priority for allocating places.

Inclusion on a school's waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

### **IN YEAR FAIR ACCESS PROTOCOL**

The governing body has adopted the LA fair access protocol for admission of previously excluded or hard to place children.

### **YEAR 12 ADMISSIONS POLICY**

The School's Admission Number for year 12 for 2017 – 18 is 129 (NPT Secondary School Capacity Calculation, July 2016).

Students who are already on roll at St. Joseph's Catholic School & Sixth Form Centre do not need to apply (though they will be asked to indicate whether or not they intend to remain and if so, will state their preferred options). If the number

of applications exceeds 150, the governors will give priority to applications in accordance with the same criteria set out for Year 7 entry.

There is no charge or cost related to the admission of a child to St. Joseph's Catholic School & Sixth Form Centre.

## Appendix

### DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

Has been baptised into full communion (Cf. *Catechism of the Catholic Church*, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church*, 1203). Written evidence\* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law*, 877 & 878).

Or

Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation*, 399).

### WRITTEN EVIDENCE OF BAPTISM

*The Governing bodies of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.*

*Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Judicial Vicar, will decide 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.*

*Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.*

*Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)*