

Determined Birmingham School Admission Criteria September 2016/17

School name	St Joseph's Catholic Primary School, Sutton Coldfield		
School address	Little Sutton Lane, Sutton Coldfield, West Midlands B75 6PB		
Principal	Mr Gerry O'Hara	Tel no:	0121 354 6270
Admission Number:	60		

Admissions Criteria	<p>St Joseph's Catholic Primary School is part of the John Paul II Multi-Academy.</p> <p>The admissions process is part of the Birmingham LA co-ordinated scheme.</p> <p>The Admission Policy of the Board of Directors of St. Joseph's School is as follows:</p> <p>The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association 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.</p> <p>The School's Admission Number for the school year beginning in September 2016 is 60.</p> <p>If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below). Where there is oversubscription the criteria applied for each 'relevant age group' will give the highest priority to looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). If there is oversubscription within a category, the Board of Directors will give priority to children living closest to the school determined by shortest distance (see note 4).</p>
	<p>1. Baptised Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).</p>
	<p>2. Baptised Catholic children living within the boundaries of the two parishes of Holy Trinity, Sutton Coldfield, and Sacred Heart, Four Oaks, who have siblings in the school at the time of admission and have a signed letter of endorsement, on the Supplementary Information Form, from their parish priest confirming their attendance at a Catholic church.</p>
	<p>3. Baptised Catholic children living within the boundaries of the two aforesaid parishes and have a signed letter of endorsement from their parish priest confirming their attendance at a Catholic church.</p>
	<p>4. Baptised Catholic children living within the boundaries of the two parishes of Holy Trinity, Sutton Coldfield, and Sacred Heart, Four Oaks, who have siblings in the</p>

	school at the time of admission.
	5. Baptised Catholic children living within the boundaries of the two aforesaid parishes.
	6. Baptised Catholic children living outside the boundaries of the two aforesaid parishes with siblings in the school at the time of admission and have a signed letter of endorsement from their parish priest confirming their attendance at a Catholic church.
	7. Other Baptised Catholic children living outside the boundaries of the two aforesaid parishes and have a signed letter of endorsement from their parish priest confirming their attendance at a Catholic church.
	8. Baptised Catholic children living outside the boundaries of the two aforesaid parishes with siblings in the school at the time of admission.
	9. Other Baptised Catholic children living outside the boundaries of the two aforesaid parishes.
	10. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
	11. Non- Catholic children with siblings in the school at the time of admission.
	12. Non- Catholic children.
Note 1	Children with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan that names the school must be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criterion.
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 a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism/Reception 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/provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.
Note 3	The definition of a sibling 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; * Step-brother or step-sister; * Adopted or fostered children. The children must be living permanently in the same household
Note 4	Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the outer front door of the school. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply

	<p>the co-ordinates that are used to plot an applicant's home address within this system.</p> <p>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.</p> <p>For example, this may occur when children in the same year group live at the same address, 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.</p> <p>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.</p> <p>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.</p>
<p>Applications for children to be admitted into a class outside of their normal age group</p>	<p>If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Principal.</p> <p>If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at https://www.gov.uk/government/publications/summer-born-children-school-admission</p>
<p>Appeals</p>	<p>Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school may apply in writing to the Board of Directors. Appeals will be heard by an independent panel.</p>
<p>Repeat Applications</p>	<p>Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.</p>
<p>Late Applications</p>	<p>Late applications will be dealt with according to the local authority co-ordinated scheme.</p>
<p>Waiting lists</p>	<p>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.</p> <p>The Local Authority will send voluntary aided, academy and foundation schools their waiting lists following the offer of school places.</p> <p>Waiting lists for admission will remain open until the 31 December 2016 and will then be</p>

	<p>discarded. Parents may apply for their child's name to be reinstated.</p> <p>Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child's waiting list position during the year 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.</p> <p>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.</p>
Applications other than the normal intake to Reception Class (In-year applications)	<p>An application should be made to the Board of Directors at the school.</p> <p>There is no charge or cost related to the admission of a child to this school.</p>
Procedure	<p>For entry into Reception Class at the commencement of the school year, the Admissions Cycle will be as set out in the Appendix.</p>
Appendix	<p>St Joseph's Catholic Primary School Admission Cycle</p> <p>Ongoing - Register of children for Reception Class Autumn Term - Meeting with parents to discuss admissions. - Distribute Supplementary Information Form Spring Term - Board of Directors/academy committee to discuss admissions March/April - Offers of places issued April - Closing date of acceptance of offers of places Early May - Offers of any refused placed to next in priority order May/June - Admission Appeals</p>
Other Arrangements	<p>The Board of Directors will require the following additional information:</p> <ul style="list-style-type: none"> • Supplementary Information Form and proof of residence • Proof of Catholic Baptism/Certificate of Reception into the Catholic Church • A copy of the short birth certificate may be required if and when a place is offered
Definitions	<p>DEFINITION OF A "BAPTISED CATHOLIC"</p> <p>(For use in the Criteria of Admission to Catholic Schools in the Archdiocese of Birmingham)</p> <p>To establish clarity, consistency and fairness in the application of Criteria of Admission in Catholic Schools in accordance with the Trust Deed of the Archdiocese of Birmingham, it is necessary to define the description of a "Baptised Catholic" for the benefit of parents who are making applications and for governors/Boards of Directors who formulate and apply the criteria for admissions.</p> <p>A "Baptised Catholic" is one who:</p> <ul style="list-style-type: none"> • 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/Boards of Directors 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 Catholic Baptism/Reception 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 Vicar General, will decide how the question of Baptism/Reception 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/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors/Boards of Directors 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).

Admission Policies should state the requirement of written evidence of Baptism or Reception for the category of "Baptised Catholic". The policy should also state that those who face difficulties in producing written evidence of baptism should contact their Parish Priest.