At St Joseph’s Catholic Primary School we share God's love, we learn together, we achieve together and we celebrate our uniqueness. St Joseph's provide an inclusive education for the children in the Bridgwater area.

St. Joseph’s Catholic Primary School is a Voluntary Aided Primary school and the Governing Body of the school is the Admissions Authority.

Places will be allocated strictly in accordance with the National Equal Preference Policy with ranking method. Where a year group is over-subscribed all applications will be considered against published admissions over-subscription criteria, ranked in priority order and allocated up to the Published Admission Number or limit.

The Published Admission Number for Foundation Stage, KS1 and KS2 is 30.

**Application and Admission for Reception**

The closing date and time for submission of school place applications for reception is midnight on 15th January 2017. Applications for a place in the reception class must be made to the home Local Authority by the published closing date of 15th January 2017. School place outcomes will be notified to the applicant by the Local Authority (LA) on behalf of the Governing Body on 17th April 2017.

**In Year Admissions**

Applications for a place during the academic year must be made directly to the school office, by completing the Governors’ In Year Application Form. A copy can be downloaded from the school website or collected/sent from the school office or from the Local Authority. Applications will not be considered more than six weeks or half a term in advance of the place being required. The Governors’ Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday and applicants will receive a written response within 10 school working days following receipt of the application. Where a school place is offered it will be held open for 14 school working days and applicants will need to confirm acceptance within this time.

Where an application for the school has been refused, the Admissions Authority will place the refused child on a waiting list. The waiting list will be maintained by the admission authority in ranked order according to the published over-subscription criteria until the end of the academic year which the application refers. Where a place may be subsequently become available within the published Admission Number or limit the waiting list will be re-ranked in accordance to the oversubscription criteria and the place will be offered to the highest ranked applicant on the maintained waiting list. Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on the waiting list.
**Over-subscription criteria**

In the event that there are more applications received than there are places available within any year group, the following over-subscription criteria will be applied to determine those children that will be offered school places, and those that will be refused and their names added to the waiting list.

**The school will be required to admit a child with a statement of Special Educational Needs or an Education Health Care Plan if the statement/plan names the school before the following criteria are applied:**

1. Looked after and previously looked after children or children subject to a residence/child arrangement order or special guardianship order who are baptised Catholics (see important note 1 and 2).
2. Baptised Catholic children who live in the parish of St. Joseph’s, Bridgwater (see important note 2).
3. Baptised Catholic children who live outside the parish of St. Joseph’s, Bridgwater (see important note 2).
4. Looked after and previously looked after children or children subject to a residence/child arrangement order or special guardianship order (see important note 1)
5. Children who will have a sibling at the school at the time of their admission.
6. Children of a Catholic parent/carer who live within the parish of St. Joseph’s Bridgwater (see important note 2).
7. All other applicants not in the above category.

**Important notes**

1) This means a ‘looked after’ child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). Adoption is defined under the terms of the Adoption and Children Act 2002.

2) In Categories 1, 2, 3, and 6; if applying on faith grounds applicants will need to provide the school with a baptism certificate as evidence. Copies of baptismal certificates are acceptable but originals should be available for inspection if required.

3) A map of the parish of St. Joseph’s, Bridgwater is available at the school.

4) **Tiebreakers**

When applications within all categories exceed the number of places available, priority will be given in sequence to:

1) Children who have a sibling at the school at the time of their admission.
2) Children who live nearest to the school (see definition of straight line measurement)
3) In the unlikely event of the distance between two children’s homes and the school being the same, random allocation (independent drawing of lots) will be used, which will be supervised by the Diocese.

5) Multiple Births

Where the last place within the Published Admission Number is allocated to a multiple birth application, a place(s) will be allocated to any siblings above the Published Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

This includes situations whereby admitting a multiple birth siblings would breach the Infant class size legislation of a statutory limit of 30 infants (key stage 1 children) per qualified teacher.

6) Appeals

Applicants whose school place application is turned down have the legal right of appeal to an independent appeal panel against the decision to refuse admission. Details concerning how to appeal are explained in the decision letters sent out when a place is refused. Information on the timetable for the appeals process is available on the school and Local Authority website by 28 February each year.

7) Interpretation Section:

<table>
<thead>
<tr>
<th>Admission Arrangements</th>
<th>The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any means used to determine whether a school place is to be offered.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Authority</td>
<td>The body responsible for setting and applying a school’s admission arrangements. For community or voluntary controlled schools, the LA is the admission authority; for foundation voluntary aided schools, the governing body of the school is the admission authority. For academies, the Academy Trust is the Admission Authority.</td>
</tr>
<tr>
<td>Deferred entry of Infants</td>
<td>Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred until the next academic year.</td>
</tr>
<tr>
<td>Summer Born Children</td>
<td>Parents of summer born children may request that they are admitted into reception rather than year one when they become of compulsory school age. Applications will be considered as set out below (see admission of children outside their normal age group).</td>
</tr>
<tr>
<td>Admissions of children outside their normal age group</td>
<td>Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting</td>
</tr>
</tbody>
</table>
evidence provided by the parent.
The process for requesting such an admission is as follows;

- The parent/carer is required to make an application for their child’s normal age group but can submit a request for admission out of the normal age group at the same time.
- The parent/carer is required to submit a request for admission out of the normal age group and attaching supporting evidence as necessary. The Governing Body have the right to request further evidence that may be required.
- The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.
- The Governing Body will write to the parent with the outcome and set out clearly the reasons for their decision.
- In the case of applications for summer born children to be admitted out of their normal age group the parent will receive the outcome before the primary national offer day.
- If their request is agreed, their application for the normal age group may be withdrawn before a place is offered. If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child’s fifth birthday.
- Where a parent’s request is agreed, they must make a new application as part of the main admissions round the following year.
- One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Children from Outside the UK

The Governing Body will consider applications for children who are citizens of the European Economic Area (EEA) if proof of the Somerset address and the expected date of arrival in the UK are provided by 15 January for primary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. Please click on this link for a list of the countries in the EEA.
http://www.dwp.gov.uk/international/social-security-agreements/list-of-countries/

The Governing Body will also process applications for UK citizens living in any other country if proof of the Somerset address and the expected date of arrival back in the UK are provided by 15 January for primary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. The only
exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

The Governing Body will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. The Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition.

**Children of UK Service Personnel**

The Admissions Authority endeavour to ensure that their admission arrangements support the Government’s commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address.)

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, the admissions authority will process the application on that address. If a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants;


**Common Application Form**

The form the parent/carer complete and submit to local authorities listing their preferred choices of schools when applying for a school place for their child as part of the local co-ordination scheme during the normal admissions round. The parent/carer must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow the parent/carer to express a higher number of preferences
if they wish. Often called a CAF.

Distance Measurements

For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using the GIS mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

Equal Preference with Ranking

This approach requires the Local Authority to rank all applications against the published over-subscription criteria for the school concerned and where schools are oversubscribed, places will be allocated up to the published admission number in strict priority order. Where more than one school can be offered, the highest ranked preference will be allocated.

Governing Bodies

School governing bodies are bodies corporate responsible for conducting schools with a view to promoting high standards of educational achievement. Governing bodies have three key roles: setting strategic direction, ensuring accountability, and monitoring and evaluation.

Home Address

The home address is important as school places are allocated on the basis of the home address of each child. A child’s home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child.

Documentary evidence of ownership or suitable rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a minimum six month formal lease agreement from a letting agency. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required eg proof of the house sale, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord. The Governing Body reserves the right to seek further documentary evidence to support your claim to residence.

It should also be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

You must notify The School Admissions and Entitlements Team, County Hall, Taunton of any change of address during the
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Home Local Authority</td>
<td>A child’s home local authority is the local authority in whose area they live.</td>
</tr>
<tr>
<td>Infant Class Size Exceptions</td>
<td>The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. These are set out in regulation 2.15 of the School Admissions Code.</td>
</tr>
<tr>
<td>Infant Class Size Limit</td>
<td>Section 1 of the SSFA 1998. limits the size of an infant class (i.e. a class in which the majority of children will reach the age of 5, 6 and 7 during the school year) to 30 pupils per school teacher.</td>
</tr>
<tr>
<td>In-year admissions</td>
<td>A term to describe the process of enrolling a child at a school other than at the earliest point.</td>
</tr>
<tr>
<td>Issues relating to shared residency arrangements</td>
<td>Legislation and guidance states that only one offer per child is made by the Local Authority. Therefore where separated parents issue separate applications for their child the Local Authority can only offer one place. In this situation the Governing Body requires the parent/carer to resolve matters between themselves. If an agreement cannot be reached the parent/carer may wish to seek legal advice. The Governing Body will not become involved in private disputes. The Governing Body does recognise that there may be situations where the parent/carer cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the Governing Body to take a decision. Where this is the case the Governing Body will try to establish where the child spends the majority of their time and prioritise the application made by the parent/carer living at this address. Each parent/carer will be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents/carers the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered. When the Governing Body has received all the necessary information from both parents a decision will be reached based on the evidence provided.</td>
</tr>
<tr>
<td>LA</td>
<td>In this policy, this means Somerset County Council acting in their capacity as Local Authority</td>
</tr>
<tr>
<td>LA area</td>
<td>In this policy, this means the geographical area in which Somerset County Council is the Local Authority. This is the county of Somerset.</td>
</tr>
</tbody>
</table>
| Parent | Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a
child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

**Published Admission Number**

The number of school places that the admission authority must offer in the year of entry of a school for which it is admission authority. Admission numbers are part of a school’s admission arrangements, and must be consulted upon with the rest of a school’s admission arrangements and be published with those arrangements in the local authority composite prospectus.

**Sibling**

For the purpose of admissions, The Governing Body defines a sibling as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household. Children will only meet the sibling criterion when they will have a brother or sister (using above definition) on roll at the school they are applying for at the time of admission. E.g. a Year 6 sibling on roll at a Primary school or a Year 11 sibling at a Secondary phase school at the time of application will not be counted.

**Staggered Entry**

In recognition of the needs of very young children, the school makes arrangements for a gradual induction, which includes part-time schooling at the beginning of the year.

**Statement of Special Educational Need (SEN)/Education, Health and Care (EHC) Plan**

A legal document issued by the local authority specifying the particular needs, resources and provision required to support the child, and can include a named school that is suitable for providing education for that child.

**Withdrawal of places**

The Governing Body will consider withdrawing the offer of a place if:

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent/carer to respond within 10 days having explained that the offer may be withdrawn if they do not.