

St Joseph's RC Primary School and Nursery  
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Burnham on Sea  
TA8 1LG

Email: [StJosephsBOS@educ.somerset.gov.uk](mailto:StJosephsBOS@educ.somerset.gov.uk)

Website: [www.st-josephs-burnham.co.uk](http://www.st-josephs-burnham.co.uk)

## Admissions Policy 2019/20

### Summary of Proposed Changes to 2019/20

#### Admission Arrangements

1. Criteria 2 and 8 which prioritised baptised Catholic and non Catholic children with a sensory, physical or medical disability where a multi agency professional team has identified the school as the nearest suitable school have been removed from the over-subscription criteria.
2. Baptised Catholic children who live in the parish of Our Lady and English Martyrs, Burnham on Sea who have a brother or sister attending the school have been prioritised above those living in the parish who do not have a brother or sister attending the school.
3. Baptised Catholic children who live outside the parish of Our Lady and English Martyrs, Burnham on Sea who have a brother or sister attending the school have been prioritised above those living outside the parish who do not have a brother or sister attending the school.
4. A new criterion has been added in at number 7 in the over-subscription criteria giving priority to children of a baptised Catholic parent.
5. Criteria relating to children of other Christian faiths and children of staff have been removed.
6. The tie breaker has been changed from distance between home and school to random allocation by drawing lots.

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## Admissions Policy 2019/20

St Joseph's Catholic Primary School is a voluntary aided school and the Governing Body of the school is the admission authority but works in conjunction with Somerset Local Authority and the Diocese of Clifton. It serves the parish of Our Lady and The English Martyrs, Burnham on Sea. The map outlining the parish can be viewed on the Admissions section of the school website and at the school office.

Places will be strictly allocated in accordance with the National Equal Preference with ranking allocation method that treats all preferences equally regardless of rank.

Applications for a reception place at the school should be made on the child's home Local Authority's common application form and submitted electronically or posted to that LA and by 23.59 hours on the 15<sup>th</sup> January 2019 to be considered in the first round of allocations. Outcomes will be posted or emailed on 16<sup>th</sup> April 2019 (or next working day) by the home Local Authority on behalf of the Governors. Those applying on faith grounds are requested to send a copy of a certificate of baptism from a Catholic Church or a certificate of reception into the Catholic Church to the school or Local Authority by 23.59 hours on the 15<sup>th</sup> January 2019 to be considered in the first round of allocations.

### Late Applications

All applications submitted after the closing date given above will be processed in accordance with the Coordinated Admission Scheme of the child's home Local Authority.

### Waiting List

A waiting list of those refused a place for reception will be held by the school and Somerset Local Authority, on behalf of the Governing Body until the 31<sup>st</sup> December 2019. Each child added to the list will require the list to be ranked again in line with the oversubscription criteria below. Looked after children, previously looked after children and those allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

### Published Admission Number

The Published Admission Number (PAN) for the Reception Year (2019/20) is 34 pupils. The number of places available in all other year groups is 32.

Where after full consultation with a Local Authority and parents the school is named in a child's Statement of Special Educational Needs or an Education, Health and Care plan, the child will be admitted before all other pupils, regardless of the criteria below.

### Oversubscription Criteria

In the event of there being more applications than places available, the following criteria, given in order of priority, will be applied to determine the ranking of the applications;

- 1) Baptised Catholic looked after and previously looked after children (see important notes). A certificate of baptism from a Catholic Church or a certificate of reception into the Catholic Church must be provided in order to be considered under this criterion.
- 2) Baptised Catholic children who live in the parish of Our Lady and The English Martyrs, Burnham on Sea who have a brother or sister attending the school at the time of admission and who live at the same address. A certificate of baptism from a Catholic Church or a certificate of reception into the Catholic Church must be provided in order to be considered under this criterion.
- 3) Baptised Catholic children who live in the parish of Our Lady and The English Martyrs, Burnham on Sea. A certificate of baptism from a Catholic Church or a certificate of reception into the Catholic Church must be provided in order to be considered under this criterion.
- 4) Baptised Catholic children who live outside the parish of Our Lady and The English Martyrs who have a brother or sister attending the school at the time of admission and who live at the same address. A certificate of baptism from a Catholic Church or a certificate of reception into the Catholic Church must be provided in order to be considered under this criterion.
- 5) Baptised Catholic children who live outside the parish of Our Lady and The English Martyrs. A certificate of baptism from a Catholic Church or a certificate of reception into the Catholic Church must be provided in order to be considered under this criterion.
- 6) Looked after and previously looked after children (see important notes).
- 7) Children of a baptised Catholic Parent. A certificate of baptism from a Catholic Church or a certificate of reception into the Catholic Church must be provided for the baptised Catholic parent in order to be considered under this criterion.
- 8) Children who will have a brother or sister attending the School at the time of their admission and who live at the same address.
- 9) Children not in any of the above categories.

In categories 1, 2, 3, 4 and 5 a certificate of baptism from a Catholic Church or a certificate of reception into the Catholic Church and for category 7 a copy of the certificate of baptism from a Catholic Church or a certificate of reception into the Catholic Church for the Catholic parent should be sent to the school and/or Somerset LA for children who live in Somerset. To be considered in the first round of allocations, it must be submitted by 23.59 hours on 15<sup>th</sup> January 2019. Where a certificate is not available, a statement from a member of the clergy, confirming that the person has (or in their opinion has) been baptised or received into the Catholic Church must be provided. The governors may also request sight of the original certificate.

## **Tie Breaker**

Within all the categories, priority is determined through random allocation by drawing lots supervised by someone independent of the school. Where one child of a multiple birth is drawn the other child or children will be deemed to have also been drawn. If a child of multiple births is tied for the final place, those children will be admitted over PAN (Published Admission Number) as permitted by the infant class size rules.

## **Important Notes**

### **Looked After Children**

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) at the time of application.

A previously looked after child is a child who was previously looked after but ceased to be so because immediately following being looked after, they were adopted or became subject to a child arrangements or special guardianship order.

For Children Previously Looked After: this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the terms of the Adoption and Children Act 2002(see section 46 adoption orders).

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangement orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement 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).

### **Brother and Sister**

For the purposes of this policy a brother or sister is defined as a child living at the same address as a half or full brother or sister or an adopted brother or sister or children of the same household for at least 50% of the time. A brother or sister must be attending (or is expected by the school and/or Somerset Council to be attending) the school at the time of admission.

### **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 policy to parent(s), therefore include carers accordingly

### **Parental Responsibility**

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 policy to parent(s), therefore include carers accordingly.

### **Home Address**

A child's home address is considered to be where the child spends the majority of their time with a parent or carer.

Documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned.

Places cannot be allocated on the basis of an intended future address, unless the house move can be confirmed through the formal 'exchange of contracts' or the signing of a minimum of a six month formal tenancy agreement from a letting agency. Please note that private letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required, e.g. proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The Local Authority reserve the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor, landlord or relevant professional.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

The Local Authority and/or Admissions Authority must be notified of any change of address during the admissions procedure.

### **Parish**

Parish maps can be found on the following website:

<http://www.achurchnearyou.com/parishfinder.php>

or the school website (address at the top of this document). Alternatively contact the school office for a paper copy.

### **Central Co-ordination of Admissions**

The Governors are the Admission Authority for the school, however they work in conjunction with the Somerset Local Authority (LA), which publishes the admission arrangements and a guide booklet for Somerset parents, which includes Application Forms and a table of relevant dates.

### **Appeal Procedure**

If refused a place, parents have a legal right of appeal to an Independent Appeal Panel. The Appeal hearing will be arranged and conducted as laid out in the School Admission Appeals Code 2012.

### **Statutory School Age**

A child has a legal right to be admitted to school full-time at the start of the school term following their fifth birthday.

### **Admission of Children below compulsory school age**

Where parents are offered a place, their child is entitled to a full-time place at school for their child in the September following their fourth birthday. Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. A child becomes of compulsory school age when they reach the age of five and, where a parent has elected to register their child at school they must start school on a full time basis in the term following their fifth birthday.

### **Deferred Entry for Reception Children**

The Department for Education (DfE) requires all Admission Authorities to offer parents the opportunity to defer their child's entry to school. This means rather than the usual September entry, a parent can choose for their child to start later in the year. You can defer until later in the year if you wish, but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made.

### **Summer Born Children**

Parents of summer born children (1 April – 31 August) may request that they are admitted into reception a year later than their chronological age group. Applications will be considered as set out below (see Retained or Accelerated Entry). Where delayed admission is agreed in principle, the parent will need to complete a home LA Common Application Form for the later year and the oversubscription criteria will be applied as necessary.

### **Retained or Accelerated Entry**

The Governing Body will consider applications for retained or accelerated entry in cases where parents would like their child to be admitted to a year group outside of their child's chronological year group. The reasons for the request must be in writing with any supporting evidence. The Governing Body will make decisions on the basis of the circumstances of each case in the best interests of the child concerned. The Governing Body will set out clearly the reasons for their decision. If the request is refused, the parent will have the right to appeal, but not if a place has been offered in a different year group.

### **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 and providing a baptism certificate if appropriate. A copy of the form can be downloaded from the school website or collected/sent from the school office, or from Somerset Local Authority offices. Decisions will be notified to applicants within 10 school days of application. Applications will not be processed more than six weeks or half a term in advance of being required (except for Children from UK Service Personnel – see below).

### **Waiting List**

St Joseph's School does not hold a waiting list (other than for Reception Intake as described above).

### **Withdrawal of places**

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

- An address used to support an application is subsequently found to be fraudulent or misleading
- A child has not started at the school within 10 school days of an agreed in-year admission start date

### **Multiple birth applications (for example twins)**

In the case of multiple birth applications, where at least one of the siblings could be offered a place, the governors will admit all of the siblings from that birth.

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

### **Fair Access Policy**

All Local Authorities are legally required to operate a Fair Access Protocol across their area – all schools and academies are required to co-operate with that protocol. This ensures that all children who are vulnerable, unable to access an appropriate school place under the standard admission arrangements for the area have an admissions safety net. It is for the LA to consider whether the child should be considered under the LA's Fair Access Protocol. Applicants are advised to read the Local Authority 'Fair Access Protocol' document before completing an in-year application form. This document can be downloaded and/or read on the Somerset County Council website.

### **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 UK address and expected date of arrival in the UK are provided by 15 January for the first round of allocations.

The application can then be considered on this address. If proof of the UK 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 UK are provided by 15 January for the first round of allocations. The application can then be considered on this address. If proof of the UK 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 the UK 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 school endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In-year applications (not reception intake process 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 submitted as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting).

Usually, an in-year place may be allocated prior to actual residency only upon 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 providing the application is accompanied

by an official government letter (e.g. MOD, FCO or GCHQ) declaring relocation date and intended posting. The admissions authority will process the application on that address. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address. An offer of service family accommodation from the housing department is not sufficient to be accepted as proof of address; the signed tenancy agreement would be required.

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;

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/461481/Admission\\_of\\_children\\_of\\_crown\\_servants.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf)

If you require a hard copy of the information relating to the above, please contact the school office.

#### Churches in Communion with the See of Rome

- i. Children/parents who are members of a Church that is in Communion with the See of Rome must be included within the admission arrangements, as appropriate, and considered equally and in the same way as other Catholics. As for Catholics, membership is evidenced by a baptismal certificate. For a list of Churches in full communion with the See of Rome please see below.
- ii. Members of Eastern Orthodox churches  
There are a number of Eastern Orthodox Churches with similar names that are not in union with the See of Rome and so should not be included with the Churches that are (see list below), within over-subscription criteria. The general rule is Eastern Rite Churches in union with the See of Rome will have the word Catholic in their titles. Churches with the word Orthodox in their titles are not in union with the See of Rome.

#### Churches in Communion with Rome

##### Oriental Rite (or Eastern Catholic) Churches in union with Rome

Alexandrian Coptic Catholic Church  
Ethiopian Catholic Church ('Gheez rite') (Includes Eritrean Catholic Church)

Antiochean (West Syrian)  
Syrian Catholic Church  
(Syro-)Maronite Catholic Church  
Syro-Malankar Catholic Church

Armenian  
Armenian Catholic Church

Chaldean (East Syrian)  
Chaldean Catholic Church

Syro-Malabar Catholic Church

Constantinopolitan (Byzantine)

Albanian (Byzantine) Catholic Church

Belarussian Catholic Church

Bulgarian (Byzantine) Catholic Church

Georgian Catholic Church

Greek (Hellenic) Catholic Church

Greek-Melakite Catholic Church

Hungarian (Byzantine) Catholic Church

Italo-Albanian (Byzantine) Catholic Church

Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church)

Macedonian Catholic Church

Romanian (Greek) Catholic Church Russian Catholic Church

Ruthenian (Byzantine) Catholic Church

Slovak (Greek) Catholic Church

Ukrainian (Greek) Catholic Church