

School name	<b>St Joseph's Catholic Primary School, Sutton Coldfield</b>		
School address	Little Sutton Lane, Sutton Coldfield, West Midlands B75 6PB		
Headteacher	Mr Gerry O'Hara	Tel no:	0121 354 6270
Admission Number:	30		

Admissions Criteria	<p>The admissions process is part of the Birmingham local authority co-ordinated scheme. The Admission Policy of the Governors of St Joseph's Catholic Primary School is as follows:</p> <p>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.</p> <p>The School's Admission Number for the school year beginning in September 2010 is 30</p> <p>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). If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by shortest distance (see Note 4).</p> <p>A map of the parish boundary is available at the school and parish.</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)
	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.
	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.
	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 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)
	11 Non- Catholic children with siblings in the school at the time of admission.
	12 Non- Catholic children.
	<p><b>Note 1</b> Children with a Statement of Special Educational Needs that names the school must be admitted. This will reduce the number of places available to applicants.</p> <p><b>Note 2</b> 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 baptism should contact their Parish Priest.</p> <p>Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF). Failure to complete the SIF may affect the criterion the child's name is placed in.</p> <p><b>Note 3</b> For Catholic and non-Catholic children the definition of a brother or sister is:</p> <ul style="list-style-type: none"> <li>• A brother or sister sharing the same parents;</li> <li>• Half-brother or half-sister, where two children share one common parent;</li> <li>• Step-brother or step-sister, where two children are related by a parent's marriage;</li> <li>• Adopted or fostered children.</li> </ul> <p><b>Note 4</b> Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the front door of Holy Trinity Church or Sacred Heart Church, depending which parish the home address falls within. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply 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 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.</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. 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><b>SCHOOL ENTRY</b> Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the head teacher.</p> <p><b>NURSERY</b> Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not</p>

automatically guarantee that a place will be offered in main school.

**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 Clerk to the 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 LA co-ordinated scheme.

**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 2010 and will then be discarded. Parents may apply for their child's name to be reinstated.

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.

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.

**APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS**

Changes in Regulations propose that an application should be made to the local authority who will need to consult with the governors.

There is no charge or cost related to the admission of a child to this school.

## APPENDIX

### DEFINITION OF A “BAPTISED CATHOLIC”

(For use in the Criteria of Admission to Catholic Schools in the Archdiocese of Birmingham)

*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 who formulate and apply the criteria for admissions.*

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 Vicar General, 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.)

This policy will be implemented for all applications from 1st September 2010 and will be subject to annual review