



Diocese of Westminster



St. Joseph's Catholic Primary School Waltham Cross, Herts.

Governors' Admission Policy for Nursery 2018 – 2019

At St. Joseph's we live, love and learn by the example of Jesus.

Applications are invited for September 2017 from families with children born between 1st September 2014 and 31st August 2015.

St. Joseph's is a Catholic voluntary aided primary school maintained by Hertfordshire local authority. It was founded by and is part of the Catholic Church. The school is to be conducted as a Catholic school in accordance with the canon law and teachings of the Catholic Church and in accordance with the trust deed of the Diocese of Westminster.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore to give their full, unreserved and positive support for the aims and ethos of the school.

The responsibility for the admission of pupils rests solely with the governing body of the school, who will give priority to children from practising Catholic families.

The attendance of a child in the nursery class does not guarantee a place in the reception class. Therefore parents of children admitted to nursery must make a separate application for a place at the school. Because the children attend part-time in two sessions per day, the governors are able to accommodate up to 52 children in the nursery, but only 30 in the reception. The governors must also allow for families who choose not to take a nursery place (since nursery education is not compulsory) and for Catholic families who move into the area after the nursery places have been allocated.

Oversubscription Criteria

Wherever there are more applications than places available, priority will be given to Catholic applicants in accordance with the over-subscription criteria listed below.

These criteria need to be read in conjunction with the notes which are given below.

- Category 1:** Catholic looked after children and previously looked after children, and Catholic children who have been adopted or made subject to Child Arrangements Orders or special guardianship orders immediately after having been looked after.
- Category 2:** Baptised Catholic children with a Certificate of Catholic Practice who have a sibling at St. Joseph's school at the time of proposed admission.
- Category 3:** Baptised Catholic children with a Certificate of Catholic Practice for whom St. Joseph's is the nearest Catholic school.
- Category 4:** Other baptised Catholic children.
- Category 5:** Other looked after children and previously looked after children, and children who have been adopted or made subject to Child Arrangements Order or special guardianship orders immediately after having been looked after.
- Category 6:** Children of catechumens and members of an Eastern Christian church.
- Category 7:** Christians of other denominations whose application is supported by their Minister of Religion/Faith Leader in the form of a letter confirming membership of the faith community.
- Category 8:** Any other applicants.

Notes (these notes form part of the admissions criteria)

Looked after children

A "child looked after" 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 (section 22(1) of the Children Act 1989) e.g. with foster parents.

Adopted – under the terms of the Adoption and Children Act 2002 (section 46)

Child Arrangements Order – A Child Arrangements Order is an order under the terms of the Children's Act 1989 (Section 8) settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

Special Guardianship Order – under 14A of the Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

Sibling is each of two or more children or offspring having one or both parents in common, and in every case living in the same house. ('Sibling' means brother or sister, to include adopted brothers and sisters, half, step or foster brothers and sisters. A sibling relationship does not apply when the older child will leave before the younger one starts').

Parent is the person or persons who have legal responsibility for the child. ("Parents" in this context includes adoptive parents),

Home address – The address provided must be the child’s current permanent address at the closing date for applications. ‘Permanent’ means that the child has lived at that address for at least a year. Documentation to evidence the address will be required in the form of a current Child Benefit/Child Tax Credit statement. In the absence of either of these, alternative documentation will be required in the form of a Council Tax bill, a Tenancy Agreement or a utilities bill demonstrating 12 months residence.

Nearest Catholic School – is determined by distance information provided by Hertfordshire County Council.

Catholic – means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic church or a certificate of reception into the full communion of the Catholic Church.

Catechumen – means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

Christian – is defined as a member of a church which belongs to ‘Churches Together in Britain and Ireland’.

Eastern Christian Church – includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

Pupils with an Education Health and Care Plan (EHC)

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted.

Certificate Of Catholic Practice

Applicants applying under criteria [2 and 3] must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest’s reference form) is available from the school or from the diocesan website. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent’s duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

Application Procedures and Timetable:

Applications must be submitted to Hertfordshire County Council on their Common Application Form (either online or on paper) by 17th March 2017. If you do not reside in Hertfordshire, you must apply for primary places on your home LA’s application form. Parents/carers are also requested to complete the attached Supplementary Information Form and submit it to the school by the same date. The Certificate Of Catholic Practice is also required from those wishing to be considered as practising Catholics and is available from your Parish Priest and from the Diocesan website at www.rcdow.org.uk.

Allocation details will be sent out on Monday 23rd April 2018.

Continuing Interest List – You may ask the school to put your child’s name on a waiting list which will be maintained in the order of the oversubscription criteria and not in the order that requests are received. This list will be maintained until the end of the academic year.

Tie Break – Where the offer of places to applicants in any of the categories listed above would lead to over-subscription, places will be allocated in that category on the basis of geographical proximity. Distance from home to school is carried out using the straight line distance measurement provided by Hertfordshire County Council.

In the unlikely event of families living equidistant from the school, where only one place is available, admission will be decided by an independently witnessed lottery.

In the event of fraudulent or misleading information being supplied the governors reserve the right to withdraw the allocation of a place even if the child has already started in the school.

Applicants are advised to note that if they do not complete BOTH forms described above and return them by the closing date, the governing body may be unable to consider the application fully in this admission round which may result in their application being given a lower priority.