



*In the Light of Jesus  
we Learn to Shine*

# St Joseph's Catholic Primary School, Luton

## Admissions Policy September 2021

### Basic Information:

1. St Joseph's Catholic Primary School is promoted by the Diocese of Northampton and is maintained by the Luton Local Authority (LA).
2. The Governing Body of St. Joseph's Catholic Primary School is responsible for determining and administering the policy relating to the admission of pupils to the school. The Governing Body is guided in that responsibility by the requirements of the law, by the advice of the Diocesan Trustee, and its duty to the school and the Catholic community.
3. In accordance with the provisions of Regulation 49 of the Education (School Government) Regulations 1999, the Governing Body has delegated responsibility for determining admissions to its Admissions Committee, with regard to the school.
4. The ethos of St. Joseph's Catholic Primary School is based on Christian Gospel values and the teachings of the Roman Catholic Church. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the rights of an applicant who is not Catholic to apply for and be admitted to a place in accordance with the admission arrangements.
5. The school primarily serves the parishes of St. Joseph the Worker, St John the Apostle, Holy Family and Holy Ghost Parish in the Luton Pastoral Area (St Alban).
6. To fulfil the requirements of the law and having consulted with the LA and other local admission authorities, the Governing Body has set a planned admission number of 120.
7. Parents wishing to apply for a place in Reception Year for September 2021 must complete the LA co-ordinated admission form and the supplementary form for Catholic Schools in Luton and return same to the Luton Local Authority by no later than 15 January 2021, the date specified in the LA 'How to Apply for a School Place' Booklet. These forms are available from the Admissions Manager, Children, Families and Education Directorate, Town Hall, Luton, LU1 2BQ. It must be carefully noted that all applications must be submitted on the LA form or made on-line and all applications will be considered at the same time. Allocation letters will be issued on the offer date set out in the co-ordinated admission scheme, for September 2021 admissions this will be 16 April 2021. The co-ordinated admission scheme will be published on the Council's website on the school admissions pages, the scheme will be updated on an annual basis.
8. Children with a statement of Special Educational Need or Education, Health and Care Plan, naming the school will be admitted. The school also supports the In-Year Fair Access Protocol. On occasion pupils will be admitted to the school using Luton's In-Year Fair Access Protocol for primary schools. Such placements override the normal admission arrangements; this includes admitting children above published admission number.

9. The Admissions Committee of the Governing Body will consider **all applications on equal preference basis** (see additional information) according to the criteria set out below without reference to the ability or aptitude of any child.

### **Admissions Criteria**

The criteria below reflect the primary duty of our school to provide for children of Catholic families who attend their parish regularly, and if places permit, to serve others who support the aims of our school. In the case of over subscription, the Governors will give priority to children in the following order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to an adoption, a child arrangement order or special guardianship order<sup>1</sup>.
2. Children who appear to the Governors of St Joseph's Catholic Primary School to have been in state care outside of England and ceased to be in state care as a result of being adopted.<sup>2</sup>
3. Baptised Catholic children with siblings\* attending St. Joseph's Catholic Primary School at the time of proposed admission. The original Baptismal Certificate must be provided.
4. Baptised Catholic children from the parishes of St. Joseph the Worker, St John the Apostle, Holy Family and Holy Ghost, in the Luton Pastoral Area (St. Alban). The original Baptismal Certificate must be provided.
5. Other baptised Catholic children. The original Baptismal Certificate must be provided.
6. Siblings\* other than Catholic attending St. Joseph's Catholic Primary School at the time of proposed admission.
7. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader.
8. Children of staff currently at St. Joseph's Catholic Primary School at the time of proposed admission.
9. Other children.

### **Note**

In any situation where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie break will be distance from the school, measured in a straight line, using a computerised mapping system, as approved by Luton (or relevant) Borough Council. Those living closer to the school will be accorded the higher priority. The home address will be measured from a point at the address identified in the Local Land and Property Gazetteer, to the main entrance of the School site on Gardenia Avenue determined by the Governing Body of the school as the main entrance – KS2. Priority is not given within each criterion to children who meet other criteria.

Where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion.

---

<sup>1</sup> A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

<sup>2</sup> A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

This approach will also apply to siblings in the same year group who live together at the same address.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

Further details regarding the application procedures are given in the Local Authority's booklet.

### **Additional Information**

The Governors operate an equal preference system which means all applications are considered against each of the above criteria, regardless of any indicated preference ranking.

1. All parents/carers whose application was successful or unsuccessful will be informed in writing of the outcome of their starting school (Year R) application on the offer date set out in the co-ordinated admission scheme, for September 2021. The co-ordinated admission scheme will be published on the Council's website on the school admissions pages, the scheme will be updated on an annual basis.
2. The decision of the Admissions Committee and its reasons for not offering a place (Year R), will be explained along with the parent's/carer's right to lodge an appeal against the decision including detail of how and to whom such appeal should be lodged.
3. The Admissions Committee will keep a 'waiting list' of those children who have not been offered a place. For the new Reception intake the names will be held on the waiting lists until 31 July 2022, however, applications received in the summer term 2022 will remain on the waiting list until July 2023. Parents will need to reapply for a place at their preferred school after this date if they wish their child's name to be carried forward on the waiting list.

For all other year groups, unsuccessful applications received from the start of the autumn term 2021 until the end of the spring term 2022 will be placed on a waiting list until 31 July 2022. Applications received from the start of the summer term 2022 to the end of the academic year will be placed on a waiting list until 31 July 2023. Waiting lists are organised in the order of priority of the School's admissions criteria. Waiting lists are **not** based on the date the application was added to the list.

4. A Catholic child is a child baptised according to the rites of the Roman Catholic Church and possesses an original Baptismal Certificate. A child enrolled in a catechumenate programme is also accepted as a Catholic, if they are supported by a letter from their parish priest confirming their enrolment and attendance, on the programme (for starting school admissions in 2021 this means a child needs to be enrolled and attending the catechumenate programme before the deadline for applications on 15 January 2021).
5. Children in Care means: A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or a 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 (section 22(1) of the Children Act 1989). *A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*
6. A sibling\* is defined as brothers and sisters living in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters. That sibling must be in school (Year 1 – 6) at the time of proposed admission (i.e. the sibling will be at St. Joseph's Catholic Primary School in the Academic year 2021-22) to fit into the Admissions Criteria.

7. Children of staff are defined as the children of those who are employed directly by the school in any capacity, on a permanent contract, whether full or part time. The member of staff must be working at the school at the time of application. Children are defined as those for whom the member of staff has legal responsibility whether they are biological children, step children, adopted or fostered.
8. A pupil's home address will be regarded as the address of the parent(s) or carer(s) with parental responsibility with whom the pupil usually lives. This will not usually include grandparents, aunts or uncles. Where a pupil spends time with parents at more than one address, the address used will be the one at which the pupil is ordinarily resident and where the pupil spends the majority of the school week (Monday to Friday) including nights. If there is any query on the home address this will be checked against official documentation.
9. If a pupil moves into the admissions area outside the normal admissions round (e.g. after the year group has been admitted to the school in September or after the allocation process has been completed) there can be no guarantee of a place at the school if this would mean exceeding the admissions number. All applicants in this category will be considered against the admissions criteria set out above. Parents should apply directly to the school; this also applies to all in-year admissions.
10. Overriding priority will be given to pupils who have a statement of Special Educational Needs/Education and Health Care Plan which names the school. Priority may also be given to the admission of "hard to place" pupils in accordance with Luton's In-Year Fair Access Protocol for Primary Schools.
11. A Christian is defined as 'all members of Churches Together in England and CYTŪN and all other churches and ecclesial communities that are in membership of any Churches Together Group (by whatever title) on the above basis at the time when admission decisions are made. Proof of church membership must be provided by the appropriate church leader.
12. An equal preference system means that all first, second and third preference applications are considered equally against the school's admissions criteria.
13. Applications received after the closing date will not be considered in the initial allocation of places, except in very exceptional circumstances. Where parents have submitted an application form before the closing date, but then seek to change their preference after the closing date, this late expression of preference will be treated as a 'late' application and will not be considered in the initial allocation of places. Late applications and late changes of preference will be processed as soon as possible after the offer date. Late applications for a place at St. Joseph's Catholic Primary School should be routed through Luton Local Authority in accordance with coordinated admission arrangements.
14. Appeals: Any pupil refused the offer of a place has the right of appeal to an independent appeals panel. Parents can lodge an appeal by writing to the Admissions Clerk at the Local Authority. Appeals, in the normal admission round for Year R, will be heard within 40 school days of the deadline for lodging appeals. For late applications or in-year admissions, appeals will be heard within 30 school days of the appeal being lodged. The Independent Appeals Panel will decide on:
  - Whether the school's admission arrangements comply with the School Admissions Code and Part 3 of the School Standards and Framework Act 1998.
  - Whether the arrangements were correctly applied.
  - Whether the admission of another student would prejudice the efficient education and use of resources within the school.

The panel exercises its discretion balancing the degree of prejudice to the school against the appellant's case for the child being admitted, before arriving at a decision.

Restricted grounds for allowing infant (KS1) class size appeals only apply when class size limits have been reached. For such appeals, the Panel may only uphold the appeal where:

- It finds that the admission of additional children would not breach the infant class size limit; or
- It finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- It decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

15. School Transport:

Information on eligibility for assistance with transport can be found in the LA 'How to Apply for a School Place for September 2021' produced by LBC. Eligibility criteria are also set out in the Council's Home to School Transport Policy.

16. Deferred Entry:

The School admits children into Reception classes in the September prior to the child's fifth birthday. Parents/carers can choose to defer their child's entry to school or take up the place part-time, until he or she is of compulsory school age, providing this place is taken up within the same academic year and they are not on roll at an alternative school.

Therefore:

Children born between 1/9/16 – 31/12/16 can defer their place until January 2022.

Children born between 1/1/17 - 31/8/17 can defer their place until April 2022.

Parents/carers cannot defer their child's entry beyond the dates given above.

Parents/carers of children born between 1/4/17 - 31/8/17, who would like their child to start school in September 2022 would need to reapply for admission at a later date. These applications would be treated as an 'in-year' admission request and a place would only be offered if there were vacancies in the year group.

This example relates to pupils due to join the Reception Year in academic year commencing September 2021.

Parents/carers wishing to defer their child's entry to school must put their request in writing to the Head teacher, ideally within 21 days of being offered a place by the Council.

17. Admission of children outside of their normal age group:

Parents seeking a place for their child outside of the chronological age group should submit their written case to the Admissions Committee. Parents should include information regarding the child's academic, social and emotional development and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application. Applications relating to the Starting School (Year R) admissions round will also be discussed with relevant local authority professionals. Decisions will be made based on the circumstances of each case and parents will be informed of the reasons for the decision in writing.