



# St Joseph's

Roman Catholic High School  
& Sports College

## Admissions Policy

Admissions for  
September 2019

*Our school is a community where Jesus Christ is our role model and his message the guiding principle behind all we do.*

*Every member of our community is responsible for creating an environment that is caring, fair and respectful of each individual.*

*We develop our potential, celebrate our talents and go forward together in faith.*

Approved by Governors:

Date for Review: February 2019

Reviewed & Approved Admissions Committee:

Signed Chair of Governors:

Signed Headteacher: T McCabe

Governors Committee: Admission Committee February 2018

## Version Control

Current version	Previous version	Summary of changes made
October 2017	February 2017	Added note explaining what happens in the absence of baptism certificate. Included 'Education' before Health care plan. With reference to EHCP applications "The governing board must be consulted and allowed to make representations before the school is named."
February 2017	March 2016	Age range: 11 - 16 Admission number September 2017: 180 For 2018 the governors have agreed in principle to increasing the PAN to 210, but this is subject to obtaining approval of the Local Authority and the necessary funding to accommodate the additional pupils. Point 2 addition of [see note (ii)] and removal of 'and who attend one of the associated primary schools.' Reverse point 5 and point 6 Amended point v) Sibling is defined as a brother or sister, half brother or sister, adopted or foster brother or sister. Alternatively a child may be considered to be a sibling if they are the step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
	February 2015	
	Annually	

Policy Impact Statement	
<b>Policy:</b>	
<b>This Policy has been implemented:</b>	
Fully	√
Partially	
Occasionally	
Not at all (give reasons why)	

<b>What revisions need to be made:</b>	
To the Policy?	
To its implementation?	

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**Headteacher: Mr A McCabe**

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**Age range: 11 - 16 Admission number September 2019: 180**

### **Admission criteria**

St Joseph's RC High School and Sports College is an 11-16 co-education Roman Catholic Secondary School under the trusteeship of the Diocese of Salford. It is maintained by the Bolton Local Authority (LA). As a Voluntary Aided School the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

**From 2018 the governors have agreed in principle to increasing the PAN to 210, but this is subject to obtaining approval of the Local Authority and the necessary funding to accommodate the additional pupils. If Approved this will be for 2019 as well.**

The Governing Body recognises that the first responsibility of the school is to serve the Roman Catholic community for which it has been established. This is focused on designated parish communities and the Roman Catholic primary schools that are partners in providing education for those communities. As a consequence St Joseph's ethos is distinctly Roman Catholic and we ask all parents applying for a place and pupils attending here to respect this ethos and its importance to the St Joseph's community. (This does not affect the right of parents who are not of the Roman Catholic faith to apply for and be considered for a place at St. Joseph's).

In establishing their over subscription criteria the Governing Body has also taken full account of the Code of Practice produced by the Department for Education, and the emphasis placed on supporting children in public care. All applications will be considered without reference to the order in which the school is expressed as a preference.

### **The parish communities served by the school are: [See note (iv)]**

- Holy Family, New Springs
- Our Lady's, Aspull
- Sacred Heart, Westhoughton
- St Joseph's, Anderton
- St Mary's, Horwich

### **The associated primary schools are:**

- Holy Family, New Springs
- Our Lady's, Aspull

- Sacred Heart, Westhoughton
- St Bernard's, Ladybridge
- St Joseph's, Anderton
- St Mary's, Horwich

Admissions to the school will be made by the Governing Body. All children whose statement of special educational needs or Education Health Care Plan names the school will be admitted. The governing board must be consulted and allowed to make representations before the school is named. All preferences for St. Joseph's listed on the Local Authority Preference Form will be considered on an equal basis with the following set of admission criteria forming a priority order where there are more applications for admissions than the school has places available:

1) Looked After [See note (i)] Children who are, or were previously, in the care of the Local Authority.

2) Roman Catholic children [See note (ii)] whose principal residential home address [See note (iii)] is in one of the parish communities [See note (iv)] named previously.

3) Roman Catholic children whose principal residential home address is not in one of the parish communities named previously but who attend one of the associated primary schools.

4) Roman Catholic children who have a brother or sister [See note (v)] attending the school at the time the admission would take effect.

5) Other Roman Catholic children.

6) Children of staff in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

7) Children with proven and exceptional medical and/or social needs where these needs can only be met by this school (see note vi)

8) Non-Catholic children attending one of the associated primary schools.

9) Non Catholic children who have a brother or sister (see note v) attending the school at the time admission will take effect

10) Any other children.

- Decisions on admission to the school for Year 7 in September 2018 will be made in accordance with the above criteria at a meeting of the Admissions Panel of the Governing Body. All applicants will be considered at the same time and after the closing date for admissions provided by the Local Authority. The meeting will consider all applications and information received by that date. Any subsequent applications, or applications referred to the Governors at a later date, will be considered by the Governors according to the Admissions Criteria, but in the light of whether any places remain available.

- If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to apartment blocks) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for two or more applicants where this distance would be the last place/s to be allocated, a random lottery will be carried out in a public place. All the applicant names will be entered into a hat and the required number of names will be drawn out.
- Parents who change address before their child takes up the place allocated and who would consequently prefer a different school should inform the Children's Services Department of the LA immediately. An applicant who is to change address before taking up a place allocated which would consequently alter the order of priority, should support any application with supporting evidence such as a solicitor's letter or a letter from the Housing Department.

### **Notes:**

i) 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 [under section 22(1) of the Children Act 1989]. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

ii) 'Catholic' means either holding a certificate of baptism signed by a priest of the Latin Catholic Church or holding a certificate of reception of baptised Christians into the Latin Catholic Church. The Governors reserve the right to require an original baptismal certificate. Those who 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 the parish priest who, after consulting with the [appropriate diocesan authority] 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.

(iii) The 'principal residential home address' will be considered to be the address at which the child resides. Where a child lives with parents with shared responsibility each for part of the week, the 'principal residential home address' will be considered to be the address named in any residence order, or where no such order exists the address at which the child resides for the majority of the week.

iv) Parents should check carefully whether they are resident within the parish boundary of one of the parishes named previously. (Maps illustrating these boundaries are available from the associated primary schools and at St Joseph's).

v) Sibling is defined as a brother or sister, half brother or sister, adopted or foster brother or sister. Alternatively a child may be considered to be a sibling if they are the step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

vi) It is essential that applicants under Criteria 7 submit professional supporting evidence from for example a doctor, psychologist, social worker or other qualified professional setting out the particular reasons why St Joseph's is the most suitable school for those difficulties. This

must satisfy the Governing Body that admission to St. Joseph's would best support the child's needs.

vii) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel within 20 days according to procedures laid down by the Local Authority.

viii) A waiting list for children who have not been offered a place will be kept and will be ranked according to the admissions criteria. It will operate until the end of the Autumn Term of the admitting year.

ix) If 'in-year' applications are received outside the normal admissions round and places are available then children qualifying under the published criteria will be admitted. 'In-year' applications can now be made direct to the school.

x) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections, place of residence, school attended or the exceptional medical and/or social needs as claimed.