St Joseph’s Catholic Primary School

Admissions Policy 2027/28

Policy produced by School

Academic year 2027/28

Updated November 2025

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2027 - 2028

St. Joseph's Catholic Primary School provides a high quality education, founded on Catholic principles, recognising the needs of each individual and valuing the contribution of our whole community. 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 be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The **governing body** is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **30** pupils to be admitted to the reception year in the school year which begins in September, 20**27**.

Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2026 and 31st August 2027.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

In this Policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of places available, places will be offered according to the following order of priority: -

1. Catholic 'looked after' children and Catholic previously looked after children.

2. Baptised Catholic children whose applications are supported by a Certificate of Catholic Practice and who are resident in the parishes of:

   St. Anselm and St. Cecilia - Lincoln's Inn Fields (WC2)
   Corpus Christi - Maiden Lane (WC2)
   St. Ethelreda - Ely Place (EC1)
   St. Patrick's - Soho Square (W1)

   (Maps of parish boundaries are attached)

3. Other baptised Catholic children from other parishes whose applications are supported by a Certificate of Catholic Practice.

4. Other baptised Catholic children.

5. Other looked after children and children who have been previously looked after.

6. Children who are catechumens and members of an Eastern/Orthodox Church.

7. Christians of other denominations whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.

8. Children of other faiths whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.

9. Any other child or children.

EDUCATION, HEALTH AND CARE PLANS (EHC)
The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. 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 to the school.

SIBLINGS
The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each and every category.

STAFF MEMBERS
Priority will be given within a category to children of teaching staff, where the staff member has been employed at the school for at least two years at the time of application.

MULTIPLE APPLICATIONS
The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN..

TIE BREAK
Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured by the Local Authority (LA).

FAIR ACCESS PROTOCOL

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

IN-YEAR ADMISSIONS

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will re-rank the list, in accordance with the oversubscription criteria, and make an offer.

RECEPTION YEAR DEFERRED ENTRY
Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2028.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer-born children)

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence.

SUMMER BORN CHILDREN

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

APPLICATION PROCEDURE 2027 - 2028

In order to make an application, you **must** complete an application via the e-admissions system. Go on-line to www.eadmissions.org.uk and complete the online form (Common Application Form or CAF.) All applications must be submitted by the deadline of 15th January 2027. If you wish to apply for an oversubscription criteria, you should also complete the **School's Supplementary Information Form (SIF).** The form is available from the school office or the school website. The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to St. Joseph's School, Macklin Street, London WC2B 5NA together with all other relevant paperwork required for your application.

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 is available from the priest in the parish where the family normally worships or from the diocesan website. 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.

If you do not provide the information required within the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 4 or 6 to 8, and this may affect your child's chance of being offered a place

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or around 16th April 2027.

NURSERY CHILDREN.

Attendance at the nursery does not guarantee a place in Reception class. Parents of children attending St. Joseph's must make a fresh application for Reception class.

ADMISSION APPEALS

If parents and carers wish to appeal against the decision not to offer a place at their school of choice , they can do so by filling in the appeals form on www.camden.gov.uk. They can also phone the Camden Admissions Team on 0207 974 1625 or email the team admissions@camden.gov.uk for further advice.. The appeal should be submitted within 21 days of your refusal letter. An independent panel will consider all such appeals, and its decision is binding for all parties concerned (Further details of appeal arrangements are set out in the Camden School Admissions Appeals Code which can be found at www.camden.gov.uk/appeal-against-schools-admissions-decision)

WAITING LIST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the Policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request to remain on the list.

CHANGE OF DETAILS

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

NOTES (these notes form part of the oversubscription criteria)

A '**looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

'Adopted'. An adopted child is a child who has been formally adopted and whose parent/guardian can give proof of adoption.

'Child Arrangements Order'. A Child Arrangements order is an order under the terms of the Children Act 1989 s.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'. A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s). Priority will be given to children who were looked after up until this order was made.

'Parent' means the adult or adults with legal responsibility for the child**.**

'Sibling' means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

'Catholic' means a member of a Church in full 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. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family). For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests http://rcdow.org.uk/education/governors/admissions/

'Catechumen' means a person who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

‘**Eastern Christian Church**’ includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

“Children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

“**Children of other faiths”** means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

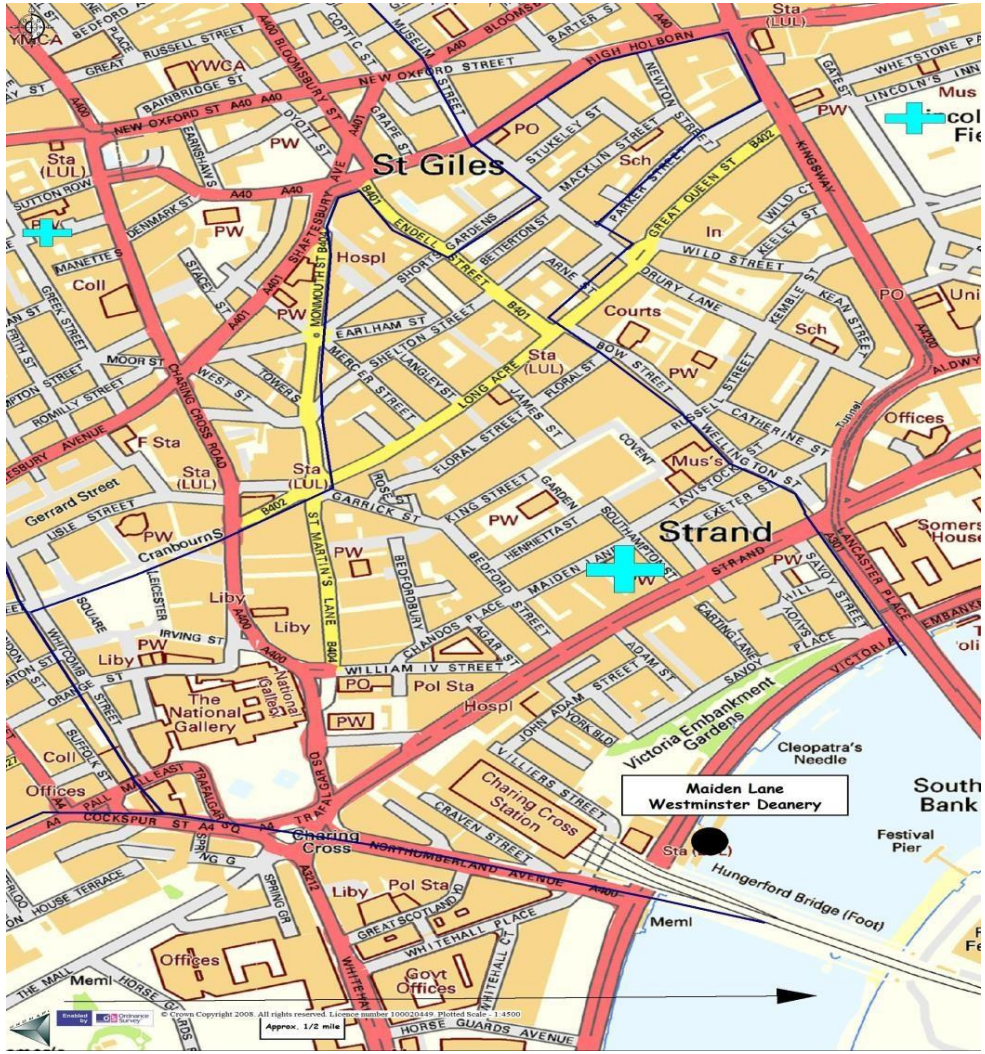
‘Resident’ – A child’s “home address” refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week

Parish Boundaries – for the purposes of this Policy, parish maps are enclosed with this Policy.

‘Distance from school’ means distance as measured by a straight line, from the home address to the school using a computerised mapping system.

Parish Boundaries 1





Parish Boundaries 2

