



***St Joseph's
Catholic and Anglican
High School***

***Admission Policy
& Oversubscription Policy***

Adopted By the Full Governing Body 20th March 2017

Applying for a place at St Joseph's Catholic and Anglican High School

Primary to Secondary School Admissions

When applying for a place at St Joseph's School parents should ensure they complete both of the following steps:

- **St Joseph's School Application Pack** – this is obtained from the school or via the school website www.st-joseph.wrexham.sch.uk The pack consists of two separate forms. The first is an Application Form which should be completed by the parent or the guardian. The second form is a Supporting Information Form which should be completed by your Minister at your place of worship. If you do not have access to a Minister or Religious Leader please disregard this Form. These documents should be **returned to St Joseph's Catholic and Anglican High School by Friday 10th November 2017.**

AND

- Local Authority Application Process – the Local Authority operates an on-line application process and details of this can be found on the Wrexham County Council website, www.wrexham.gov.uk Alternatively, parents may apply to the Contact Wrexham Centre directly for Local Authority application forms.

It is important that **BOTH** these processes are completed and that the Application Form for St Joseph's school is returned to the school and not the Local Authority. The information received on these documents will assist the Admission Panel.

Mid Phase Transfers

Where parents wish to transfer their child from a secondary school to St Joseph's they are advised to contact the school directly.

Admission Policy

In recognition of the spirit of harmony and partnership that has characterised the growth of this shared school, it has been agreed that there will be one Admissions Panel set up to deal with all admissions. Representatives from both denominations will form this Panel.

The school's admission number is 145 for each Year group.

The Governing Body proposes to admit 145 pupils. St Joseph's is a fully inclusive school with Resource Provision available. There is no selection on grounds of ability or aptitude.

The Governors will consider applications, and allocate 145 places, in accordance with the evidence of commitment by parents and children to the comprehensive denominational education offered at St. Joseph's. Places will be allocated according to the basic ratio established at the foundation of the school: up to 60% of pupils admitted will be from the Catholic tradition and up to 40% of pupils admitted will be from the Anglican tradition. The Governors recognise that members of other Christian denominations and other faith communities have been, and continue to be, part of the life of St. Joseph's and they are committed to maintaining this within the constraints of the actual numbers applying to the school in any given year.

If the Governing Body receives 145 applications or less from pupils they will all be offered places at the school.

First priority is given to applications received by the published closing date which is **Friday 10th November 2017.** Late applications will be considered using the same published criteria, however, if the school is over subscribed any late applications will be considered after those received by the

published closing date. Consideration will be given to applications received after this date where an exceptional reason for failing to meet the deadline can be proven beyond reasonable doubt.

When the number of applications exceeds the number of places available, applications for the 145 places available are considered by the Governors in the order of priority stated below.

Over Subscription Criteria

All applications received by the closing date which express parental preference for comprehensive Christian denominational education at St. Joseph’s on the common application form will be considered in the following order of priority.

Evidence and information must be supplied by the parents / guardians on the application form. Where possible, copies of Baptismal certificates should be supplied. Supporting information and evidence from the family Priest / Minister / Religious Leader (if applicable) must be recorded by the Minister on the Supporting Information Form supplied with the application form. When considering applications those children who have been attending for the greatest number of years will be awarded priority.

1. **Looked After Children and previously Looked After Children** (*Please see Page 6 for definition of Looked After Children*)

2. **Children from the Catholic and Church in Wales Traditions**
 Once places to Looked After Children and previously Looked After Children have been allocated the remaining places will be allocated according to the basic ratio established at the foundation of the school: up to 60% of pupils admitted will be from the Catholic tradition and up to 40% of pupils admitted will be from the Anglican tradition. If there have been no applications received from Looked After Children or previously Looked After Children the 145 places will be split using the same 60% / 40% ratio. This will equate to 87 children of the Catholic tradition and 58 children from the Anglican tradition

| Catholic | Church in Wales |
|---|---|
| <p>(a) Baptised Catholic children in Catholic primaries within Wrexham Local Authority.</p> <p>(b) Baptised Catholic children registered with a Parish within the Diocesan catchment area of the school.</p> <p>(c) Other children who attend Catholic primary schools.</p> <p><i>Should the numbers exceed the number of places available in each category, the criteria below will be applied in the following order, to determine who can be admitted;</i></p> <ol style="list-style-type: none"> 1. <i>Evidence of sacramental involvement by the child and by the family.</i> 2. <i>Evidence of active involvement in the church community by the child and by the family.</i> 3. <i>The number of years the child has attended a Catholic feeder school.</i> | <p>a. Baptised children whose families attend an Anglican Church within the Wrexham Local Authority area. NB this does not mean school based worship</p> <p>b. Children who attend a Church in Wales Primary school</p> <p><i>Should the numbers exceed the number of places available, the criteria below will be applied, in the following order, to determine who can be admitted;</i></p> <ol style="list-style-type: none"> 1. <i>Supporting evidence from the Vicar / Minister about the active involvement by the child and family in the church they attend.</i> 2. <i>Supporting evidence from the Vicar / Minister about the child and family’s attendance at church.</i> 3. <i>The number of years the child has attended a Church in Wales Primary School.</i> |

Following the allocation of places under 1 & 2, if any places remain they will be combined and allocated to pupils using the following oversubscription criteria as listed in order of priority.

3. Children of families who are actively involved in local church communities of other Christian denominations and who are members of CYTUN (Churches Together in Wales)

For available places the following criteria will be applied, in order, to decide who can be admitted;

- a. *Evidence of significant active involvement by the child and the family in the supporting church, such as weekly attendance at worship and other involvement*
- b. *Evidence of some active involvement by the child and the family in the supporting church, such as monthly or less regular attendance at worship*
- c. *The number of years the child and the family has been involved with the supporting church*

4. Children of other faith communities.

For available places the following criteria will be applied, in order, to decide who can be admitted;

- a. *Evidence of significant active involvement by the child and the family in the supporting place or worship*
- b. *Evidence of some active involvement by the child and the family in the supporting place of worship*
- c. *Evidence of commitment to a faith community by the child and the family*

5. Children of families who are members, but not active members, of local faith communities.

For available places the following criteria will be applied, in order, to decide who can be admitted;

- a. *Evidence of some involvement in the supporting church by the child and the family*
- b. *Number of years the child and the family has been involved with the supporting church*

6. Children who are not able to be admitted under categories 1 – 5, but who have a sibling* attending at the time of admission.

For available places the following criteria will be applied;

The greater the number of years the siblings would be together, as part of the school community, will be the deciding factor.

*Please see page 6 for Definition of Sibling

7. Children who are not able to be admitted under categories 1 – 6, who have not provided any evidence from their Priest/Minister/Religious Leader regarding their faith commitment, or who have declared no faith commitment, but who have indicated they would like a place at St Josephs.

Tie Breaker

In the event of a tie breaker being required, the Governors will admit those applicants who live nearest to the school. If equal preference is accorded to two or more applicants under any one criterion then the tie breaker will be applied, with the child living closest to the school being afforded priority. Proximity will be measured by the Governing Body Admissions Panel using the Local Authorities GIS mapping system. Measurements will be from the front door of the home to the nearest school gate, using the shortest safe walking route. In the case of equal distances, such as a flat in a block of dwellings, the ground floor flats would be regarded as nearer than flats on higher floors.

Home Address

The 'Home Address' will be the address used for correspondence and relates to where 'Child Benefit' is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the Governors to confirm the address used on the application form. Home address will be the address that complies with the above at the end of the allocation period set by the Local Authority. Families who are due to move house should provide:

- a) a Solicitor's letter confirming that completion has taken place on the purchase of a property;
or
- b) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- c) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ

Notes:

LOOKED AFTER CHILDREN: A 'Looked After Child' is deemed to be one who is 'Looked After' or has previously been Looked After by a Local Authority in accordance with Section 22 of the children Act. Wrexham County Borough Council follows regulations set by the Welsh Government to ensure that the interests of these most vulnerable children are protected. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Application forms for Looked After Children should be signed by the relevant corporate parent.

SIBLING (brother/sister): The admission arrangements will ensure that multiple birth children are not separated. Brothers and sisters whether full, half, step, foster or adopted will be considered relevant where living together in the same family unit in the same family household and address and where an older child will still be registered at the school when the younger child would be eligible to attend. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

APPEALS: If the Governors send a letter stating that they are unable to offer a place, a parent may appeal. This appeal must be made in writing by a parent / guardian to the Clerk of the Governors of the school and must be received by the closing date indicated in the letter. An independent Appeals Panel, set up on behalf of the Diocese of Wrexham and the Diocese of St. Asaph, will then hear the Appeal.

OTHER YEAR GROUPS: Admissions are subject to places being available and to the same admissions criteria.

WITHDRAWING OFFERS OF PLACES BY THE GOVERNORS: Parents should note that should the Governors find evidence of a fraudulent or intentionally misleading application from a parent, which effectively denied a parent with a stronger claim an offer of a place, the offer could be withdrawn. Where a place is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if the place is refused. This statement is made in accordance with 'School Admissions Code, Statutory Code Document No. 005/2013, page 26 paragraphs 3.40 & 3.41.

WAITING LISTS:

Transition to Secondary School from Junior School

Parents who are unsuccessful in their application can have their child's name added to a waiting list. The waiting list will be kept until 30th September of the year of application. If any places become available before the term starts in September the Admissions Panel will consider those names on the waiting list. If there are more names on the waiting list than there are places available the Governors will use the over-subscription criteria as detailed in this policy. Once this date has been reached the waiting list will be destroyed.

Mid-Phase Transfers

The school does not keep waiting lists for other year groups.