



Admissions Policy

2022-23

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Approved by Diocese of Chichester Academy Trust

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1	27 Feb 2019	L Hardy	Core Executive Group	
2	28 Jan 2020	L Hardy	Core Executive Group	No changes – review in October for Consultation
3	25 Feb 2021	Jo Saunders	Core Executive Group / Trust Board	Consultation completed

School	St. Joseph's CE Junior School
LGB ratified date	February 2021 <i>Updated July 2021 to comply with the Admissions Code 2021</i>

Type of Policy	Tick ✓
DCAT Statutory Policy	✓
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	
Local Authority Policy	

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St. Joseph's CE Junior School

1. Introduction

These admission arrangements are based on:

- The school admissions code 2021
- The school admission appeals code 2012

The school is required by its funding agreement to comply with these codes and with the law relating to admissions as set out in the Schools Standards and Framework Act, 1988.

The arrangements for admissions comply with the trust's funding agreement and articles of association.

St. Joseph's CE Junior School is part of the Diocese of Chichester Academy Trust (DCAT). The trust is the admission authority for the school, responsible for all decisions in connection with admitting pupils and for the review and publication of admission arrangements which explain how the admissions process will be applied. The responsibility for admissions are delegated by the trust to the local governing body (LGB) of the school according to the scheme of delegation between the trust and the school LGB.

St. Joseph's CE Junior School is an inclusive school with a vibrant Christian ethos that welcomes children from all backgrounds, faiths and abilities. Our school motto 'together growing in learning, knowledge, life skills and love' is underpinned by the verse from John 13v 34-35 "Love one another as I have loved you". These support the overall DCAT Academy vision, "helping every child achieve their God-given potential".

2. How to apply for a place

For a child to start at the school in September 2022, the parent/carer must complete the Common Application Form (CAF) available from the home local authority, that is the authority in which the child resides. For West Sussex, applications can be made on line at : www.westsussex.gov.uk/admissions

When you submit your application you will receive an email containing the information on your application as confirmation that your application has been received.

In order for an application to be considered as "on time" it must be submitted to the authority by published 15th January 2022 deadline. Please see West Sussex County Council website for details

If you have no option but to apply on a paper form, please telephone 03330 142 903 to request one. Please note that it is your responsibility to ensure that a completed form is returned to the school by the end of the school day on the published deadline. West Sussex does not encourage parents to return their paper forms directly to the Pupil Admissions Team unless they use Recorded Delivery post.

Late applications

Late applications, i.e. those submitted after the closing date, without good reason, will be ranked using the oversubscription criteria but follow those submitted on time.

If an application is submitted late but

- i. it is submitted before 12th February 2022 and
- ii. there is a good reason (e.g. an application from a family who have moved into the area)

the application will be considered as if on time assuming independent supporting evidence (e.g. in the case of a house move, a solicitor's letter confirming exchange of contracts, or a signed tenancy agreement clearly showing the move took place after the closing date) is provided to show why the application was submitted late. If there is no proof, or the admissions panel does not consider the reason valid, the application will be treated as late. There is no separate right of appeal against a decision which deems an application as on time or late.

3. Allocation of places

Planned Admission Number

The school has an agreed and published admission number (PAN) of 90 pupils for entry in Year 3.

Oversubscription criteria

A place will be provided for a child who has an Education Health and Care Plan (EHCP) (agreed at the time of application, which names St. Joseph's CE Junior School as the education provider. This place will be allocated within the PAN before the consideration of any other applications, or above the PAN if places have already been offered at that time.

If a child is the subject of an EHCP, which names a particular school, his/her parents should consult the local authority that issued the EHCP before applying for the child to change school.

When the school receives more applications than there are places available, we will admit pupils according to the following criteria, which are listed in order of priority below:

- 1) 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 special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 (see the definition in Section 22(1) of the Children Act 1989).

- 2) Other children who have a sibling in the school or at St. Joseph's Infant school at the time of admission.
- 3) Other children who live in the Parishes of Chichester and whose parents/carers are regular worshipping members of a Christian church.
For families who have recently moved into the area, documented evidence of attendance is accepted from their previous church.
- 4) Children who are on roll in year 2 at St. Joseph's Infant School.
- 5) Children of staff who are employed at St. Joseph's CE Junior School or St. Joseph's Infant School for
 - i. two or more years at the time at which the application for admission to the school is made, or
 - ii. have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 6) Other children who live in the Parishes of Chichester.
- 7) Other children who live in the Deanery of Chichester, and whose parents/carers are regular worshipping members of a Christian church. *For families who have recently moved into the area, documented evidence of attendance is accepted from their previous church.*
- 8) Children whose parent/carer regularly and verifiably attends at least once a month for at least one year preceding the date of application who are, regular worshippers at a place of worship at a Christian or another major world faith which is a member body of the UK Inter-Faith Network². *For families who have recently moved into the area, documented evidence of attendance is accepted from their previous church.*
- 9) Other children who live in the Deanery of Chichester.

The Parishes of Chichester are:

- a) St George in Donnington
- b) St George in Whyke
- c) St Pancras,
- d) St Paul
- e) St Wilfrid
- f) and the Cathedral Close.

Maps showing the boundary of the Parishes of Chichester and the Deanery of Chichester can be inspected in the school.

These aren't tiebreakers, they are part of the admissions criteria. A tiebreaker is usually random allocation for a place ties on all other grounds. When deciding between applicants who have equal entitlement under the above criteria, the following priorities will be used:

- Exceptional social or medical need. The trust defines serious medical and social needs as any social need or serious medical condition which can only be met by attendance at St. Joseph's CE Junior School, such as loss of a parent, carer responsibilities, disability of parent or child impacting on travel to school. Supporting evidence, from professionals independent of the family, must be provided which provided a reasoned and unequivocal opinion that the child would suffer a significant detriment specifically by not being admitted to the school.
- Children who live nearest to the school in a straight line. This will be measured from the school to home address using Ordnance Survey address data. Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Tiebreaker

In the event that applicants cannot be prioritised using distance above because the distance measurements are the same, the school will use random allocation to decide which children will be offered the remaining places. This will be overseen by a person independent of the school and the applicants.

4. Definitions

Note 1: 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 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 Section 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).

Note 2: Reference to parents includes legal guardians and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

Note 3: The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered

with the doctor. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

Note 4: A "sibling" refers to brother or sister, half brother or sister, adopted or fostered brother or sister, step brother or sister, or the child of a 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

Note 5: 'Regular' is defined as attendance at church once a month or more, for one year. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship

Note 6: Christian church is defined as one that is a full member of the Churches Together in Britain and Ireland, or the Evangelical Alliance.

Note 7: This includes all staff (teaching and non-teaching) appointed by the school, including part-time staff with a continuous employment record and any short-term contract staff with a continuous employment record covering at least term time employment, for the 2 years or more prior to admission.

Note 8: Parents applying under categories 3, 7 or 8 must complete a church reference form (Appendix A) giving the name of the church leader to verify that the requirements of this particular category have been met and ensure that the form is returned to the school by the closing date for applications in the main round and at the time of application for in year places.

Note 9: Families of service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Where the family do not yet have an intended address, or do not yet live in the area, the school will use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Parents may request that a Unit or quartering address be used as the child's home address when considering the application against their oversubscription criteria. The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

5. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. You are entitled to appeal to an independent Admission Panel under the provision of the Academy Standards and Framework Act (amended by the Education Act 2002). Appeals in writing should be sent to Clerk to the LGBl, via the school, within 21 days from the notification of the decision not to admit.

You can find details of the school's appeals timetable on the school website which is published by 28 February each year.

6. In-year applications

Requests for places should be made direct to the school.

The in-year form may be submitted at any time but will only be admitted during school term time and within six weeks of the place being required.

Applications for children from Service families or Crown servants returning from overseas will be considered further in advance if an official letter is provided with the application which confirms a relocation date and a unit postal or quartering area address.

7. Waiting List

The school maintains waiting lists for each oversubscribed year. Children who are refused admission can, at their parents' request, be placed on a waiting list, which will be maintained and ranked in order according to the oversubscription criteria. Each time a name is added, the waiting list will be re-ranked. If a place becomes available, it will be offered to the highest ranked child at that time. Waiting lists will be shut down at the end of the academic year, parents need to notify the school if they wish their child's name to be included on the waiting list for the following academic year.

8. Children with Special Educational Needs and Disabilities

We request that parents inform the school of any known educational, physical, medical or social needs when expressing a preference for their child to attend St. Joseph's CE Junior School. This will help staff to plan a smooth transition to the school where a place can be offered.

9. Contact for further information

Nikki O'Donovan

01243 783709 office@stjosephscejunior.school

10. Monitoring arrangements

This policy will be reviewed and approved by the Local Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Local Governing Body will publicly consult on these changes.





Appendix 1: Supplementary Information Form

ST. JOSEPH'S CE JUNIOR SCHOOL
SUPPLEMENTARY INFORMATION FORM FOR GOVERNORS

To be filled in by all applicants where any of sections 3, 7 or 8 apply

CHILD'S LEGAL SURNAME.....

KNOWN AS (if different).....

CHILD'S LEGAL FORENAME.....

CHILD'S DATE OF BIRTH

CHILD'S ADDRESS
.....

POSTCODE

HOME PHONE NO.....

This Section to be completed by those wishing to apply on basis of being regular worshippers

RELIGIOUS BACKGROUND (for applications under category 3, 7 or 8)

Have you attended Church once a month, or more, for the last year? YES/NO

“In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship”.

Please ask your Parish Priest or Minister to sign and verify this information.

Signature (Clergy) Name
.....

Name of Church Contact No.
.....

Date

All Applicants should sign and date (below) and ensure the form is returned to the school by the close of application deadline.

Parental Signature Name.....

Date.....