



*Saint Joseph's*  
CATHOLIC SCHOOL

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Diocese of Clifton

**St. Joseph's Catholic Voluntary Aided School (11–16)**  
**Admissions Policy 2022/2023**

ST JOSEPH'S CATHOLIC SCHOOL  
CHURCH ROAD  
LAVERSTOCK  
SALISBURY  
SP1 1QY



## Diocese of Clifton

### St. Joseph's Catholic Voluntary Aided School (11–16) Admissions Policy 2022/2023

#### INTRODUCTION

St. Joseph's is a voluntary aided Catholic school which was established by the Diocese of Clifton to serve the parishes of the Salisbury deanery and admits children without regard to aptitude, ability or previous attainment.

A map of the parishes/deanery is available for inspection at the school office and is on the school website.

#### YEAR 7 MAIN ADMISSIONS

- The Admission Number for the Year 7 in 2022/2023 is 125. The Governing Body is the admissions authority of the school but works in consultation with the Local Authority (Wiltshire) and the Diocese.
- Applications for a place should be made on the Local Authority's common application form and sent to the **Schools Admission Team, County Hall, Trowbridge, Wiltshire, by midnight on 31st October 2021 to be considered in the first round of allocations.** Alternatively, applications can be made online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk). **Applications for children who live outside of Wiltshire LA should be completed via their home Local Authority.**
- After the closing date for applications the Wiltshire Local Authority will provide the governors with a list of those children who have applied for places at St Joseph's. The governors will consider all applications against its oversubscription criteria and rank them without reference to the order of preference given by the parent/carer. The ranked list will be returned to the Wiltshire Local Authority.
- The child's home Local Authority who will offer places to those who qualify, on behalf of the Governing Body and will send notification of the outcome of applications with letters and/or emails posted on the 1<sup>st</sup> of March 2022. The acceptance date for these offers is 15<sup>th</sup> March 2022.
- Applications which are submitted after the closing, will be considered in accordance with the Coordinated Admissions Scheme of the child's home Local Authority.
- A waiting list of those still seeking a place at the school, including late applications from families moving into the area or who were otherwise unable to apply before the specified date, will be maintained by the school until 31<sup>st</sup> December 2022 and any available places offered in accordance with the usual criteria for over-subscription. Each child added to the list will require the waiting list to be re-ranked in accordance with the criteria.

## **OVERSUBSCRIPTION CRITERIA**

In the event of oversubscription, applications will be ranked in accordance with the following order of priority:

1. Baptised Catholic, Looked After Children or previously Looked After Children (Looked After Children, defined by section 22 of the Children Act 1989).
2. Baptised Catholic children who live in the Salisbury Deanery and who currently attend a partner Catholic school (St. Osmund's, Salisbury; Christ the King, Amesbury; Wardour School, Tisbury).
3. Baptised Catholic children who live in the Salisbury Deanery and who do not currently attend a partner Catholic primary school.
4. Baptised Catholic children who live outside the deanery and who do not have a Catholic secondary school serving their parish.
5. Baptised Catholic children who fall outside categories 1-4
6. Looked After Children, or previously Looked After Children defined by section 22 of the Children Act 1989).
7. Baptised Eastern Christian Church children.
8. School Community – children of School Staff.
9. Children of Baptised Catholic parent/carer who live in the Salisbury Deanery.
10. Children who attend one of the designated Catholic partner schools.
11. Children who have a brother or sister (brother and sister are defined as children who share one natural parent, stepbrother or sister, or have been legally adopted or fostered into the family) attending the school at the time of their proposed admission.
12. Children of UK Service / Armed Forces Personnel relocating to the area (official proof should be provided for inspection by parent/carer).
13. Children who do not fall into the criteria listed above.

**For categories 1-7 and 9, a baptismal certificate should be available for inspection.**

## **OTHER CONSIDERATIONS**

**Children of multiple births** – Where one child of a multi birth qualifies for a place, the other child(ren) will also be offered a place, even if the school has to exceed the Published Admission Number.

**Tiebreaker** – Priority within each oversubscription will be determined by random allocation i.e. the drawing of lots supervised by someone independent of the school.

## **YEAR 7-11 ADMISSIONS**

Admissions outside the normal age group will be individually considered. All children requesting admission outside their normal age group must apply by completing the In Year Transfer Form in line with the Wiltshire Council's Co-ordinated Admission Scheme. Application forms are available on the Wiltshire Council website: <http://www.wiltshire.gov.uk/schools-learning-forms-guides-policies> parents/carers will receive written notification from Wiltshire Council regarding the outcome of an application.

## **SPECIAL EDUCATIONAL NEEDS**

There is a different procedure for children with an Educational Health and Care Plan (EHC). It is administered by the Local Education Authority in whose area the family lives. The LA is responsible for issuing the Plan and consulting parents/carers and the governing body of St. Joseph's, if a preference has been made for the school, before the school is named in the Plan.

## **IN YEAR APPLICATIONS**

Casual applications (those which fall outside the normal admission rounds i.e. in year applications) will be considered by the Admissions Committee and if more applications are received than places available, the criteria listed in our Oversubscription Criteria above will be applied. Additionally the number on roll in the particular year and the effect on the education of other pupils will be considered. Places will be offered or refused through the Wiltshire LA.

The governing body have adopted the Wiltshire LA Fair Access Policy.

## **APPEALS**

Parents/Carers have the right to appeal against a refusal by the governing body to admit their child and should put their appeal in writing to the Clerk to the Governors at the school within at least 21 days of receiving the letter of refusal. Appeals will be arranged and conducted in accordance with the School Admissions Appeal Code.

## **INTERPRETATION**

**Catholic** – this means those baptised as Catholic who can produce a baptism certificate or letter from a Priest confirming their child is entered on the Parish Baptismal Register. Children with a baptism certificate supporting evidence of membership of a church in full communion with Rome (as defined by the Catholic Education Services) will be considered "Catholic". Where a child has been baptised into another Christian faith and received into the Catholic Church, evidence of this is required, this is normally a copy of the child's first Holy Communion certificate or a certificate of reception into the Catholic Church. These children will be treated as if they have a Catholic baptism certificate for the purpose of the oversubscription criteria. There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, contact may be made with the Parish Priest for advice on 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. The Priest/School may seek advice from Clifton Diocese.

**Partner Schools** – St Joseph's designated Catholic partner primary schools are; St Osmund's in Salisbury, Christ the King in Amesbury and Wardour in Tisbury.

**Looked After Children** – Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation “a looked after child” is a child in public care at the time of the application to the school.

**Previously Looked After Children** – Previously Looked After Children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). For children previously Looked After – this includes children who were adopted 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) by s.12 of the Children and Families Act 2014. Child arrangement orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order and in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

**Brother / Sister** – To be considered as a brother or sister a child must be living at the same address for the majority of the time\* as a full, half, step or adoptive brother or sister. Full and adoptive brothers/sisters are defined as children who have the same either biological or adoptive parents. Half-brothers/sisters are defined as children who share only one either biological or adoptive parent. Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time\* at the address considered to be the address of the child for whom the application is made. \*A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.

*A brother or sister must be attending (or is expected by the school and/or the Wiltshire Local Authority to be attending) the school at the time of admission.*

**School Staff** – A member of staff who has been employed by and for the School for one or more years at the time at which the application for admission to the school is made (this will exclude casual workers).

## **CONSULTATION**

- Diocese
- Wiltshire Local Authority
- Catholic Feeder Primary Schools
- Other local Secondary Schools
- Parents at St Joseph’s Catholic School

