

# St Joseph's RC Middle School



Striving for Excellence

# Admissions Policy 2016-17

<b>Date:</b>	<b>May 2016</b>
<b>Review Date:</b>	<b>May 2017</b>
<b>Headteacher - Mrs F Conley</b>	<i>Mrs F Conley</i>
<b>Chair of Governors - Dr Howard Forrest</b>	<i>Dr H Forrest</i>

## **ADMISSION POLICY 2016-17**

This admissions policy has been formally adopted by the governing body of St Joseph's RC Middle School, Hexham. The governing body is the Admissions Authority and is responsible for determining the school's admissions arrangements.

The Published Admission Number (PAN) for the school is 84.

St Joseph's RC Middle School serves the parishes of St Mary's Hexham, St John of Beverley Haydon Bridge, St Oswald's Bellingham, St Wilfrid's Haltwhistle, St Elizabeth's Minsteracres.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

### **How and When to apply**

Applications must be made on the Northumberland County Council's common application form (CAF). All forms must be returned by the closing date set by Northumberland County Council.

### **Late Applications**

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

### **Children with an Education, Health and Care plan or a statement of Special Educational Need**

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

### **Oversubscription Criteria**

If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

*(First priority in categories 2 and 3 will be given to children who will have older siblings attending the school in September 2016).*

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Catholic children whose home address is within the parish(es) served by the school.
3. Catholic children whose home address is outside of the parish(es) served by the school.
4. Children who will have an older sibling attending the school in September 2016.
5. Children, who are baptised or dedicated members of other Christian churches.
6. Children of other faith traditions.
7. Other children.

## ADDITIONAL NOTES

### 1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church.

All applicants seeking admission under criteria 2 or 3 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

### 2. Definition of a Looked After Child

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):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under section 12 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

### 3. Definition of Sibling

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling, step sibling 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.

### 4. Other Christian Churches

If applicants are seeking admission under criteria 5, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader.

### 5. Children of Other Faiths

If applicants are seeking admission under criteria 6, they must provide a letter of support to confirm their faith membership from their minister or faith leader.

### 6. Tie-breaker

Should it prove necessary, because places are limited, to distinguish between pupils in any given category priority will be given to those who live nearest to the school, measured in a direct line ('as the crow flies') from the front door of the home to the main gate of the school. The distance checker is contained within the EMS school admissions software using GIS data. Distance checking is an integral function within the school admissions software ensuring consistency in measurement.

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

### **Home Address**

It is the primary parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

### **Waiting Lists**

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31 December 2016.

### **Catchment Area**

The catchment area for the school is the parish boundaries of St Mary's Hexham, St John of Beverley Haydon Bridge, St Oswald's Bellingham, St Wilfrid's Haltwhistle, St Elizabeth's Minsteracres.

### **Application Information**

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications"). Parents will be notified as to whether or not their child has been allocated a place on 16 April 2016.

Please note: This policy should be read in conjunction with Northumberland County Council's School Admission Guide for Parents which can be found at [www.northumberland.gov.uk](http://www.northumberland.gov.uk) or by telephoning 0845 600 6400.