



ST. JOSEPH'S  
CATHOLIC COLLEGE

# Admissions Policy and Supplementary form 2017-18

## Monitoring

By	Review period	Method
Governing body	Annual	Meeting

Ownership: Admissions Officer

## Revision History

Review	Changes	Next review date
February 2016	Changes to reflect the Admissions code December 2014	October 2016

St Joseph's Catholic College  
Octotal Way  
Swindon  
SN3 3LR  
Principal – Paul Hughes  
[www.stjosephs.swindon.sch.uk](http://www.stjosephs.swindon.sch.uk)  
[info@stjosephs.swindon.sch.uk](mailto:info@stjosephs.swindon.sch.uk)

## **Introduction**

St Joseph's is a vibrant Catholic academy in the centre of Swindon. It admits students between the ages of 11 and 19. The Governing Body is the admitting authority on behalf of the Trustees and Bishop of the Clifton Diocese. The College encourages all students to reach their full potential and strongly promotes faith and moral values.

The parent or carer are encouraged to contact the College for more information about the College before applying for a place.

## **Vision**

Our College Vision statement states that:

“Our Catholic College seeks to be a community in which all are valued, where the life and the relationships of the College are permeated by Gospel values and in which the individual is seen as unique, with infinite potential for growth towards wholeness. The College, in active partnership with home, parish and the wider community, endeavours to prepare all its members for a future in which they will be able to make a positive contribution and take up the challenge of their faith.”

This policy supports this vision by clearly stating the number of places available and how they are allocated if there more applicants than places.

## **Year 7-11 Admissions Policy**

The Published Admission Number for year 7 entry for 2017 is 232. If fewer applications are received than places available, all applicants will be offered a place. If the College is oversubscribed with applications the places will be allocated using the oversubscription criteria given below. Evidence to support the criteria 1 to 7 is required. Children who have an education health care plan or statement of special educational needs which names St Joseph's will be admitted before the criteria is applied to all other children.

### **Oversubscription criteria in order of priority**

1. Looked after and previously looked after children who are baptised Catholics
2. Baptised Catholic children who attend a feeder school at the time of consideration and who have a sibling who is expected to attend the College at the time of admission
3. Baptised Catholic children who attend a feeder school at the time of consideration
4. Baptised Catholic children who have a sibling who is expected to attend the College at the time of admission
5. Baptised Catholic Children
6. Looked after and previously looked after children
7. Children who attend a feeder school
8. Children who do not fall into the criteria listed above.

### **Main Year 7 applications**

Students are admitted at the age of eleven without any reference to ability or aptitude. The academic year will start on 1 September 2017 although the child's first day may be different to this.

The parent or carer **must** complete the common application form which is available from the local authority in which the child resides (this is known as the home local authority). This should be completed and returned to that local authority. The Governing Body also requests that the parent or carer complete the supplementary form if applying on faith grounds.

Both forms should be submitted by 31 October 2016 to be considered in the first round of allocations. The Governing Body will consider all on time applications against the oversubscription criteria given above and provide a ranked list to the Swindon local authority. The child's home local authority will then inform the parent or carer whether or not a place will be offered on 01 March 2017 for those who applied by the closing date.

Applications submitted after 31 October 2016 will be processed in accordance with the coordinated admission scheme of the child's home local authority.

### **Summer born children.**

In accordance with the DfE guidance on "summer born children" a parent or carer may request for a child to be admitted to a year group later than that of their natural cohort. This applies to children born between 1 April and 31 August. The College will take into consideration the individual circumstances of the case to determine whether the request can be granted. Where the request is granted, the parent or carer will be required to reapply during the normal admission round of the following intake in order to ensure they are fairly considered against the oversubscription criteria. The parent or carer should make the request in sufficient time to allow the College to determine whether such a request can be granted.

### **Requests for a place outside of the child's normal age group**

The Governing body will consider requests for places outside of the normal age group. They will take into account the parent or carer's views as well as information about the child's academic, social and emotional development and where relevant their medical history. To be considered, the parent or carer should put their request in writing to the College along with any additional relevant evidence.

### **In year applications**

The Governing Body Admission panel meet regularly to consider applications. They allocate vacant places as soon as possible after they become available. The oversubscription criteria apply as detailed above. Parents and carers should complete the in year common application form and the St Joseph's Catholic College supplementary form if applying on faith grounds.

### **Supporting evidence**

In order to establish which oversubscription criteria applies the following evidence is required:

A copy of the child's baptism certificate is required for all applications who wish to be considered in criteria 1-5. See "interpretations" below for further information.

- Where the child is looked after or previously looked after the College may seek evidence of this such as a certificate of adoption, a child arrangement order or a

special guardianship order, if this has not been confirmed by the home local authority.

## **Waiting list**

If an application is unsuccessful the applicant will be placed on the waiting list for four calendar months from the date of refusal for in year applications and four calendar months from the start of the autumn term for applications for the key entry point to the College which is year 7. This will be up to 31 December.

The waiting list may change as applications are received, applicants are offered places, applicants provide evidence of religious affiliation or the applicants have been on the waiting list for four months. After four months applicants will be removed from the waiting list and will need to re-apply for a place using the in year application form.

The waiting list is considered regularly by the Governors Body Admissions panel. Any vacant places will be filled in accordance with the oversubscription criteria. Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria.

## **Appeal**

If a child is not offered a place, the parent or carer have the right to appeal to an independent panel. The parent or carer should write to the Admission Officer or contact the College for a form to complete. There are timescales for the appeal process which must be adhered to.

This is detailed in the appeals timetable which is available on the College website or College reception.

## **Process of allocating places**

Where there are more applications than places the Governing body will allocate places according to the oversubscription criteria provided above. Priority within a criteria will be determined by random allocation i.e. a ballot. Applicants will be allocated a random number and these will be pulled out of a vessel randomly. This process will be supervised by an individual independent of the College. A minimum of three Governors will meet to allocate places. Notes of all meetings are taken by the Admission Officer. The College complies with the local authority fair access protocol subject to agreement with the Diocese trust deed.

## **Interpretation**

Catholic – this means those baptised as Catholic who can produce a baptism or First Holy Communion certificate or letter from a Priest or Deacon of the parish confirming their child is entered on the Parish Baptismal Register or a statement from a Priest or Deacon of the parish confirming that the person has (or in their opinion has) been baptised or received into the Roman Catholic church.. Applications with supporting evidence of membership of churches in full communion with Rome (as defined by the Catholic Education Services guidance October 2007) 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 can be a copy of the child's first Holy Communion certificate although other evidence of being received into the Catholic Church is acceptable. These children will be treated as if they have a Catholic baptism certificate for the purpose of the oversubscription criteria.

Criteria – admission criteria will be allocated at the time of consideration of the application according to the information and evidence available to the governing body at that time.

Feeder school - St Joseph's designated Catholic feeder schools in Swindon are: Holy Rood Catholic Primary, Holy Cross Catholic Primary, Holy Family Catholic Primary, St Catherine's Catholic Primary and St Mary's Catholic Primary, For main year 7 intake application being considered after the first round of consideration the feeder school will be taken into account for the allocation of oversubscription criteria until 31 August 2016.

Looked after children - Children who are in the care of a local authority or being provided with accommodation by a local council in the exercise of their social service functions as defined by Section 22(1) 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 College.

Multi-birth children – Where one child of a multiple birth qualifies for a place, the other child(ren) will also be offered a place, even if the College has to exceed the Published Admission Number.

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 arrangements order or special guardianship order) immediately following having been looked after. 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)

- child arrangement orders are defined as section 8 of the Children Act 1989, as amended by Section 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.

- in accordance with section 14A of the Children Act 1989, a Special Guardianship order or defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Summer born children – This applies to children born between 1 April and 31 August

Sibling – this means children who share at least one natural parent or carer, or a step brother or step sister, or share an adopted or fostered brother or sister

### **Supplementary Form for Admission in the Academic Year 2017-18**

The Governing body the College are the Admission Authority. They request that the parent or carer complete this supplementary form and provide the necessary evidence

of faith if applying on faith grounds. The supplementary form can be found on the following page.

In addition to this form the **Common Application Form** for applying to school which is available from the home Local Authority has to be completed. Without this form the College will be unable to consider the application. This form should be returned to the home Local Authority.

## Supplementary Form

The completion of this form does not imply acceptance by the Governing Body of the College. Full consideration will be given and acceptance will be subject to the oversubscription criteria.

All applicants will be advised of the Governing Body's decision in writing. The home Local Authority admission department will write to the parent or carer for the main allocation and the College will write to the parent or carer for all applications at other times.

The Governing Body reserve the right to withdraw the offer of a place if it is based on fraudulent or intentionally misleading information provided by the parent or carer. The parent or carer is asked to complete both the Local Authority common application form and this supplementary form. The closing date for admissions to year 7 is 31 October 2016.

Child's Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Forename(s): \_\_\_\_\_

Home telephone number: \_\_\_\_\_ Mobile contact number: \_\_\_\_\_

E mail address for parent or carer: \_\_\_\_\_

Please circle to indicate your answer.

1. Has your child been baptised or received into the Catholic Church? Yes/No

If yes, the Governing Body require a copy of the certificate or a confirmation of entry into the baptismal register authorised by the Parish Priest or Deacon for the above named child. It must be presented to the College at the time of application. If the child has been received into the Catholic Church, confirmation of this is required in the form of a Holy Communion Certificate or a statement which asserts that the child is Catholic (see paragraph on "interpretations")

2. Have you enclosed your child's baptismal certificate or First Holy Communion certificate (or other evidence of being received into the Catholic Church) if applicable? Yes/No

Please note the first Holy Communion certificate is only required if the child has converted to Catholicism.

Have you completed the **Local Authority common application form** for year 7-11? Yes/No

Signed by parent or carer: \_\_\_\_\_

## **Admissions Policy for year 12 and 13**

### **At Age 16 and Over**

St Joseph's Catholic College is an independent Academy within the Clifton Diocese. The Governing body is the admissions authority.

The Governors of St Joseph's are pleased to accept applications to the Sixth Form from students of all denominations and faiths and those from none. . We do expect all applicants to respect the Catholic ethos of the College. If fewer applications are received than places are available all applicants will be offered a place who meet the entry requirements for the courses available. If the College receives more applications than the number of places available the oversubscription criteria set out below will be applied.

After you apply, you will be invited to an informal meeting to talk about your subject choices and entry requirements. .

Prior attainment requirements at GCSE or equivalent are required for entry to curriculum pathways. Our minimum entry requirements are at least 5 C grades at GCSE (or equivalent). Certain subjects may only accept students who have achieved a GCSE grade B or above in their subject area. This information can be found in the College Sixth form courses booklet.

We have a range of subjects at Level 3 (advanced) available to study. It is necessary to study at least three level 3 courses at Sixth Form unless there are exceptional circumstances that the Head of Sixth Form would consider.

**Other pathways may be offered if available if students do not have the entry requirements as stated above.**

The published Admission number for year 12 is 10 for external candidates although further places may be allocated if available. There is capacity for 150 students between year 12 and year 13 over the two year groups. This will only be applied after applicants meet the minimum entry requirements.

### **Oversubscription Criteria in order of priority**

1. Looked after and previously looked after children who are baptised Catholic's
2. Baptised Catholic children who have a sibling who is expected to attend the College at the time of admission
3. Baptised Catholic Children
4. Looked after and previously looked after children
5. Children who do not fall into the criteria listed above.



## **Supporting evidence**

In order to establish which oversubscription criteria applies the following evidence is required (for those applying under criteria 1 to 4 only).

- For Catholic applicants - a copy of the applicant's baptism certificate is required for criteria 1-3.
- Where the child is looked after or previously looked after the College will seek reasonable evidence of this such as a certificate of adoption, a child arrangements or a special guardianship order. This is required for criteria 1 and 4.

## **Waiting List**

The College will maintain a waiting list until 31 December for year 12 and 13. Any vacant places will be filled in accordance with the oversubscription criteria. Each added individual to the list will require the list to be ranked again in line with the above published oversubscription criteria.

## **Process of allocating places**

Where there are more applications than places the Governing Body will allocate places according to the oversubscription criteria provided above. Priority within a criteria will be determined by random allocation i.e. drawing lots. Applicants will be allocated a random number and these will be pulled out of a vessel randomly. This process will be supervised by an individual who is independent of the management of the College. A minimum of three Governors will meet to allocate places. Notes of all meetings are taken by the Admission Officer.

## **Eligibility for places**

Entrance into the Sixth Form is subject to the regulations regarding nationality, residency status and eligibility for study in UK school sixth forms that apply at the time. Currently, students can be admitted into the Sixth Form if:

Chris

- They are British Citizens and / or EU nationals.
- Non-EU nationals can be admitted into the sixth form if, for example:
- they have 'Exceptional' or 'Indefinite Leave to Remain' in this country;
- they have refugee status;
- their residency is a condition of their parent or carer legal employment status in this country.

Students who are classified as 'Overseas Learners' or who have 'Student Visas' cannot be admitted to the Sixth Form for funding reasons. The St Joseph's Catholic College Sixth Form is unable to accept students on a fee-paying basis.

## **Timetable**

The closing date for applications to year 12 is 16 December 2016. Offers which are conditional upon the applicant achieving the entry requirements for the course applied for will be made in March 2017. Further details regarding the entry level for individual courses is available on the College website.

The final offers which are based on GCSE achievement will be made after the national GCSE offer date which is 24 August 2017.

Late applications are welcome and should be directed to the Head of Sixth form.

**Interpretations**

The definitions of Catholic, sibling, looked after and previously looked after are the same as the interpretation included in the admissions policy for year 7-11.