St Joseph's Catholic Primary School, Droitwich

Admission Arrangements for the academic year 2025/2026

The admissions process for St Joseph's Catholic Primary School is part of the Worcestershire Local Authority co-ordinated admissions scheme. To apply for a place at St Joseph's Catholic Primary School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Joseph's Catholic Primary School on the application form. Applications need to be made by 15th January 2025. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2025, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with these admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The governing body has set its Published Admission Number ("PAN") at 30 pupils to be admitted to the Reception class in the school year which begins in September 2025. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at https://www.birminghamdiocese.org.uk/boundary-map and will be applied to the admission arrangements for the academic year 2025/2026.
A parish boundary map is attached to this policy and is also available on the school website.

Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).

2. Baptised Catholic children (see Note 2 below) living in the parish of The Sacred Heart and St Catherine of Alexandria, Droitwich who have a brother or sister (see Note 4 below) attending St Joseph's Catholic Primary School, Droitwich at the time of admission.

3. Baptised Catholic children (see Note 2 below) living in the parish of The Sacred Heart and St Catherine of Alexandria, Droitwich

4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Joseph's Catholic Primary School, Droitwich at the time of admission.

5. Other Baptised Catholic children (see note 2 below).

6. Non-Catholic children who are looked after or previously looked after (See Note 3 below).

7. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Joseph's Catholic Primary School, Droitwich at the time of admission.

8. Non-Catholic children.

Note 1
The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.
An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

Note 2
In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.
Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this may affect the criteria that your child is placed into, which may affect your child's chance of being offered a place at this school.
For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 3
A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the

exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 4
For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household

Note 5
Distances are measured in a straight line using the GeoCode Points for each property and the GeoCode point for the school. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the coordinates that are used to plot an address within this system.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.
For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Governing Body, allocate the final place by random selection (lottery). Someone totally independent of Worcestershire's Children's Services will supervise this process.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer, will be the address provided in the Local Authority's Common Application Form and is either:

- Owned by the child's parent(s)
- Leased to or rented by the child's parent(s) under lease or written rental agreement

Evidence of ownership or rental agreement may be required.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.
Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

SCHOOL ENTRY

Parents must, by law, ensure that their child is receiving suitable full-time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2026.
A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.
Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2025/2026 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2026.

APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2026 then the original application is withdrawn and the parents must submit a fresh application for Reception 2026 when applications open in the autumn term of 2025. Please note that parents only have the right to re-apply for a place. Where the Governing Body agrees to consider

an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:
https://www.gov.uk/government/publications/summer-born-children-school-admission

APPLICATIONS FROM CHILDREN CURRENTLY ATTENDING ST JOSEPH'S PRE-SCHOOL

Attendance at St Joseph's Catholic Primary School's Pre-School does not automatically guarantee that a place will be offered in the Reception class of St Joseph's Catholic Primary School, Droitwich. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Pre-School. All applications will be considered against the oversubscription criteria by the Governing Body in the same way regardless of whether the child does or does not attend the Pre-School at the time of application.

APPEALS

Parents who wish to appeal against the decision of the Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of Governors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Governing Body have offered a place in the normal age group instead.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

LATE APPLICATIONS

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications received between 16th January 2025 and 28th February 2025 will be considered as being submitted on time only in the following circumstances:

a) Where a family have just moved address.
b) Where it is agreed that individual circumstances apply and the delay was reasonable given the circumstances of the case.

In each case independent supporting documentary evidence will need to be submitted with the application. In all other circumstances, or if the application is not received until after 28th February 2025, late applications (including late changes to on time applications), will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.
You are encouraged to ensure that your application is received on time.

CHANGE IN PREFERENCE

Once parents have submitted their preference, they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is

submitted for an oversubscribed school, without an exceptional change in circumstances, then the application will be refused.

WAITING LIST

In addition to their right to appeal, children who have not been offered a place at St Joseph's Catholic Primary School, Droitwich but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2026 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

IN YEAR FAIR ACCESS PROTOCOL

The Governing Body of St Joseph's Catholic Primary School, Droitwich is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Governing Body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (IN-YEAR ADMISSIONS)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at https://www.stjosephsdroitwich.co.uk/admissions/

St Joseph's Catholic Primary School, Droitwich is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the governors. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via http://www.worcestershire.gov.uk/inyearapplications

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Governor's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

APPENDIX

DEFINITION OF A "BAPTISED CATHOLIC"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church.* Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

Archdiocese of Birmingham Education Service	St Joseph's Catholic Primary School, Droitwich Admission Arrangements for the academic year 2025/2026	

Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname:	
Child's First Name(s):	
Address:	
Contact number:	

Please tick the appropriate boxes below:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*		No	
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes		No*	

*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Governing Body to give the correct priority to an application.
Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Governing Body to rank applicants using the published oversubscription criteria:
This Supplementary Information Form must be returned directly to St Joseph's Catholic Primary School, Droitwich at St Joseph's Close, Ombersley Way, Droitwich Spa, Worcestershire WR9 0RY by 15th January 2025.

Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Information Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are St Joseph's Catholic Primary School, Droitwich at St Joseph's Close, Ombersley Way, Droitwich Spa, Worcestershire WR9 0RY

2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.

3. The person responsible for data protection within our school is Richard Morley and you can contact them with questions relating to our handling of the data. You can contact them by email at GDPR@SchoolPro.uk

4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.

5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).

6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.

7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).

8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.

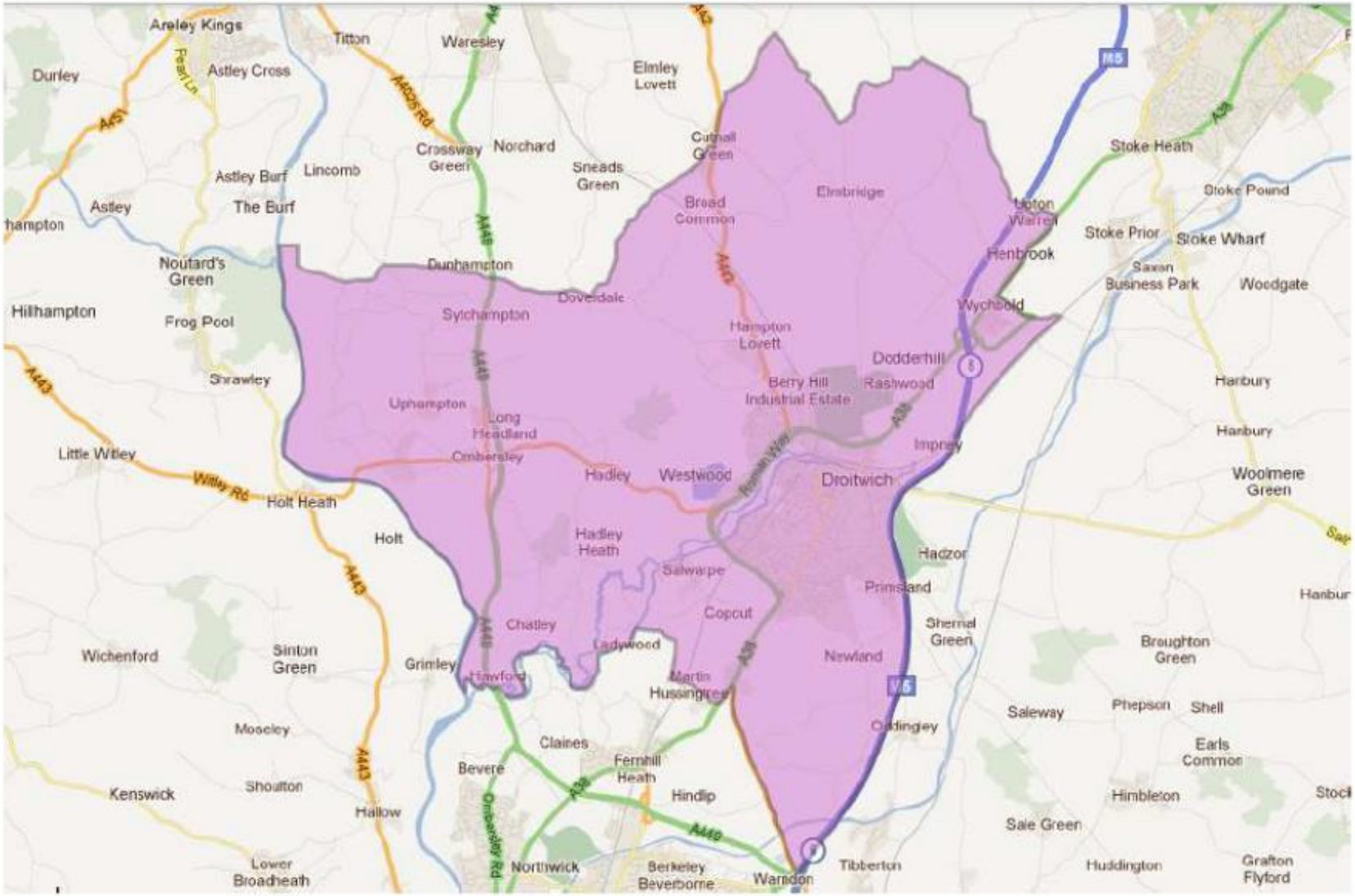
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.

10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.

11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting our DPO Richard Morley (see 3 above). If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at ico.org.uk

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.

Signed …… Date……

Print Name ……

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