



# **ST. JOSEPH THE WORKER R.C. PRIMARY SCHOOL IRLAM**

## **ADMISSIONS POLICY**

For the academic year **2024-25**

Amended December 2022

**Children in the parish of St Teresa of Avila and St Joseph the Worker and living in the following catchment area:**

## **St Joseph the Worker RC Primary School Catchment Area**

**Please refer to map attached:** St Joseph the Worker RC Primary School Parish boundary map for school admissions

[Parish boundary maps • Salford City Council](#)

### **ST JOSEPH THE WORKER CATHOLIC PRIMARY SCHOOL**

#### **ADMISSION POLICY AND ARRANGEMENTS 2024/2025**

**St Joseph the Worker** is a Roman Catholic Primary School in the trusteeship of the **Diocese of Salford**. It is maintained by **Salford Local Authority** and is a voluntary aided school. The Governing board is the admissions authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the **Local Authority** for our **Reception** and **Nursery** classes.

For the school's year commencing September 2024, the governing board has determined that the number of children to be admitted to **Reception** will be **30**. The governing board has determined that the number of children to be admitted to **Nursery** will be **26**.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the governing board. Parents must complete a Local Authority Preference Form or apply online via the website <https://www.salford.gov.uk/schools-and-learning/schools-admissions/> If you wish to have your application considered against the school's religious criteria then you must **ALSO** complete the supplementary form which is available from the school.

The governors will admit all children who have an Education Health Care Plan in which the school is named.

If there are fewer than **30** applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

1. **Baptised Catholic Cared For Children and Baptised Catholic previously Cared For Children and Baptised Catholic Cared For children adopted from overseas.**
2. Baptised Catholic Children who have a sibling in the school at the time of admission
3. Baptised Catholic children resident in the parish of St Joseph the Worker.
4. **Cared For Children and previously Cared For Children.**
5. Other Children who have a sibling in the school at the time of admission.
6. Other Baptised Catholic Children
7. All remaining applicants

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school measured by the local authority's computerised measuring system with those living nearer to the school having priority.

In the event of distances being the same for 2 or more applicants and only one place left to be allocated, a random lottery will be carried out in a public place. All names will be entered into a hat and the required number of names will be drawn out.

#### **Notes for Applicants:**

- a. All applications will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2025 (primary)/31<sup>st</sup> October 2024 (secondary). Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- b. A Cared For 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 (under section 22(1) of the Children Act 1989. A previously Cared For Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order. **Included in this definition are those children who appear to the governing board to have been in state care outside of England and who ceased to be in state care as a result of being adopted.**
- c. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring 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. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The governing board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the Episcopal Delegate will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with Canon Law.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- e. 'Sibling' is defined in these arrangements as full, half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the admission criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- h. If an application for admission has been turned down by the Governing Board, parents may appeal to an independent appeals panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the appeals panel is binding on the governors.
- i. The governing board reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The governing board may exceed the regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> child admitted. This also applies to in-year applicants who are Cared For/previously Cared For children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- k. If a child is a "summer born child", parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year),

they must discuss this with the school before applying. However, the final decision on this rests with the headteacher.

- I. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

The governing body is the admissions authority. The admissions committee is comprised of the following governors; Chair of governors, two additional governors and headteacher. Each Roman Catholic applicant must produce a baptismal certificate. The criteria of being a baptised Catholic, is that of being baptised on, or before the deadline date for applications in January. Parents should check whether they are residents within the Parish borders (a map is available in the school office, on the school website and can be accessed via the hyperlink [Parish boundary maps • Salford City Council](#) ).

All applicants will be required to follow LA recommendations and provide proof of address, by supplying original proof of residence at the point of application. At the point of offer, you will be asked to provide such information. Governors will comply with class size limits in Keystage 1.

When seeking a place in Nursery, time spent on the request list is not a criterion of admission. **The closing date for the nursery applications is 15<sup>th</sup> January 2025 and places will be allocated on 15<sup>th</sup> April 2025.** Any requests received after that date will be placed on a waiting list, if all nursery places have been allocated. The admission criteria will apply when filling any spare place from the waiting list, the waiting list will be kept until **31<sup>st</sup> December 2025.**

Any application received after the closing date, but before the offer of places, will be deemed late and will be considered after those received on time. Late applications will be considered in accordance with the published admissions criteria. If the school is oversubscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.

**This arrangement also applies to the Reception class. The closing date for applications is 15<sup>th</sup> January 25 and the date when places are allocated is the 15<sup>th</sup> April 2025.** This will be preceded by a confirmation letter to these parents to be sent out on the last day of the spring term.

Pupils on waiting lists for these and other classes will also have to meet the selection criteria, if and when places become available until **31<sup>st</sup> December 2025.**

Useful Numbers:

St Joseph the Worker RC Primary School: 0161 921 1695

Salford Admissions: 0161 909 6508