



ST. JOSEPH'S R.C PRIMARY SCHOOL

ADMISSION POLICY 2025/26

In partnership together families, school and parish we are working to meet our mission which is to:

Love Protect Educate Nurture

St Joseph's is a loving school where all children are known, valued and cared for. Our family includes staff who are dedicated and experienced, parents who are loving and encouraging, Governors who support wholeheartedly and are a guiding presence.

Everyone wishes to do their best for the children in everything we say and do, to set an example through good citizenship based on Gospel values so that our children too will aspire to be like our patron St Joseph.

St-Joseph's RCP is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Bolton local authority and is a voluntary aided School. The Governing Body 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 the school's year commencing September 2025, the Governing Body has determined that the number of children to be admitted to each year will be 30.

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 Body. **Parents must apply online via the Local Authority portal** which is available at the following website <https://www.bolton.gov.uk/admissions/apply-online-school-place>

The Governing Board will admit children having an Education Health and Care Plan (EHCP) in which St. Joseph's RCP is named.





If there are more applications than the number of places available, the following oversubscription criteria will be applied:

1. All Looked After Children including; Baptised Catholic Looked After Children, and Baptised Catholic previously Looked After Children (including international Looked After Children and those adopted overseas).
2. Baptised Catholic children resident in the former parish of St-Joseph's (A map of the Parish boundary can be accessed from the school or via the school website).
3. Baptised Catholic children who have a sibling in the school at the time of the admission.
4. Other children who have a sibling in the school at the time of admission.
5. Other baptised Catholic children.
6. Baptised Catholic children of staff at the school may be conferred priority where the member of staff has been employed at the school for two or more years at the time of the application is made or the member of staff is recruited to fill a vacant post where there is demonstrable skill shortage.
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 google maps between the pupil's home address and school. In the event of distances being the same for two or more applicants and where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place and the required number of names will be drawn out.

The admission of a non-Catholic child in a year when there are vacancies remaining after the demand from Catholics is met does not guarantee a place for a sibling in a year where the Catholic demand is greater.

'Catholic' means

- Holding a certificate of baptism signed by a priest of the Latin Catholic Church;
- Holding a certificate of reception of baptism Christians into the Latin Catholic Church.

Notes for Applicants:

- a. All applications will be considered at the same time and after the closing date for admissions which is 15th January 2025 (primary)/31st 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 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 (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.





- 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 copy of this certificate will be requested by the school.** 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 **Director of Education or officers of the DDFE** will decide 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.

- 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 **requiring a Reception place for the September intake** who have not been offered a place will be **automatically placed on the waiting list. The waiting list will be maintained only for the statutory period (until 31 December).** 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. **Should any places become available they will be allocated in accordance with the published admission criteria. After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.**
- g. For 'in-year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. **In-year applications may apply using the Local Authority portal. A waiting list for children who have not been offered a place will be held for one term:**





Term 1: 1 September to 31 December

Term 2: 1 January to 12 April

Term 3: 13 April to 31 August.

Parents will need to request for their child to be placed on an in year waiting list. Should any places become available they will be allocated in accordance with the published admission criteria. After a waiting list ends on 31 December, 12 April or 31 August, if a parent wishes their child to continue to be considered for a school place in the next school term, they will need to reapply for a place.

- h. Looked after children, previously looked after children and children who come under the Fair Access Protocol will take precedence over those on the waiting list.
- i. All waiting lists will be maintained by the Local Authority.
- j. 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.
- k. The governing board reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- l. 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 30th child admitted. This also applies to in-year applicants who are looked after/previously looked after children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- m. 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.
- n. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

