

# **ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL** **CHRISTCHURCH**



## **ADMISSION ARRANGEMENTS FOR SCHOOL YEAR 2025-2026**

St. Joseph's is a Voluntary Aided School under the auspices of the Catholic Diocese of Portsmouth and maintained by BCP Council which is the Local Authority (LA). Through the shared religious commitment of parents, parish and school community, it offers the benefit of an education based on Gospel values. The Governing Body is the Admission Authority. The decision to admit, or otherwise, is the responsibility of the Governing Body.

The LA operates a timetabled co-ordinated admission procedure for all schools in line with Government legislation and will administer the process on behalf of the governing body of the school according to the scheme published in the Authority's Admission Booklet, but it is the Governing Body as the Admission Authority for the school who will allocate the available places in line with this policy.

This policy takes account of the Equality Act 2010 and the Human Rights Act 1998. The governing body will administer its policy fairly and impartially.

The information given herein is correct for the school year shown above, but it could be altered for future years. We advise you to check with the school that no changes have occurred.

In September 2025 the Governing Body will admit to the reception class up to its published admission number (PAN) of 30, children who attain their fifth birthday between 1<sup>st</sup> September 2025 and 31<sup>st</sup> August 2026.

The transition from KS1 to KS2 marks a separate point of entry in the school. A further 2 places are provided for within the Governors' Planned Admission Number, i.e. 32 per class. Therefore, Governors will admit a further two pupils in Year 3. The Governing Body will consider in the main admission round, applications received by the published deadline of midnight on 15<sup>th</sup> January 2025, together with those applicants already on our waiting list for the additional Year 3 places. Allocation of places will be made in accordance with our Admission Policy and on the basis of the over-subscription criteria.

If the school is named on an Education Health Care Plan, the child will be admitted to the school. The admission of children with an EHCP will count towards the School's Admission Number.

### **OVERSUBSCRIPTION CRITERIA**

If the number of applications exceeds the Admission Number, the following criteria will be used to allocate places:

- Category 1** "Looked After" Catholic Children and "previously Looked After" Catholic Children. (See \* below).
- Category 2** Baptised Catholic children living within the Catholic Parish boundaries of St. Joseph's Christchurch, Holy Redeemer Highcliffe, and Our Lady of Lourdes New Milton

- Category 3** Baptised Catholic children from Catholic Parishes other than those in category 2
- Category 4** Other “Looked After” Children and “previously Looked After” Children. (See \* below).
- Category 5** Un-baptised children of a baptised Catholic parent
- Category 6** Children of staff members (See \*\* below).
- Category 7** Children of families who are members of other Christian denominations (See \*\*\* below).
- Category 8** Children of other Faith Traditions
- Category 9** All other children

**Explanatory notes:**

For the purposes of these admission arrangements, a baptised Catholic means a person baptised in a church which is in communion with the See of Rome or a person received into full communion with the Catholic Church.

\* A ‘Looked After Child’ is a child who is (a) in the care of the Local Authority or (b) being provided with accommodation by a local authority in the exercise of its social services function in accordance with Section 22(1) of the Children Act 1989 at the time of making an application to the school.

A “Previously Looked After” Child is a child who was looked after, but ceased to be so because he/she was adopted or became subject to a child arrangements or special guardianship order. Previously looked-after children also include 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.

\*\* The School Admission Code 2021 allows for Children of Staff where the Staff member has been employed by the school for two or more years at the time at which the application for admission to the school is made.

\*\*\* “Children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

**Should there be more applications than places available in any of the above categories, priority will be given to:**

- a) A child who, at the time of application already has a sibling on the school roll who will still be on the roll at the time of the applicant’s admission. A sibling is defined as a

full, adopted, half or step sister or brother, or the child of the parent's/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.

- b) A child who lives nearest to the school as calculated by the distance measurement method used by the Local Authority and as clarified in their publication. (See [www.bcpCouncil.gov.uk/schooladmissions](http://www.bcpCouncil.gov.uk/schooladmissions) "Starting School for the first time/Admission Guidance"). Currently, BCP LA calculates the distance between the child's home and preferred school by the shortest straight-line measurement using the LA's geographical information system Servelec Synergy. The home address where a child lives is a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence to verify addresses and/or other details provided. It is at the discretion of the school what evidence is required (evidence may include, but is not limited to, child benefit, GP (general practitioner) registration, evidence of home ownership/tenancy etc.). The final decision on the home address will be made by the school. If any information supplied by the applicant is judged by the school to be fraudulent or intentionally misleading, the school may refuse to offer a place, or if already offered, may withdraw the offer.

Where an application for multiple birth children would take the admission number above the PAN, legislation now allows for this to be an "excepted pupil" for the whole of KS1, thus allowing families to keep their children together in the same school. In such cases the governors will admit children of multiple births. However, no further admissions are allowed until the cohort falls below the PAN again.

#### Tie-breaker

If there are insufficient places to accommodate all applicants and it is not possible to distinguish between applications despite applying the priority categories above, applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be an independent individual who has no involvement in the school admissions process.

#### Separated Parents/Carers

The Governors can consider only one application for each child. Where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of the week with parents with shared parental responsibility at more than one address, only one address can be used. This must be the one at which the child spends most of his/her time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the school what evidence is required (this may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address will be made by the school. If any information supplied by the applicant is judged by the school to be fraudulent or intentionally misleading, the school may refuse to offer a place, or if already offered, may withdraw the offer.

## Deferred Entry:

A child reaches compulsory school age on the prescribed day following his/her 5th birthday (or on the 5th birthday if it falls on a prescribed day). The prescribed days are 31st December, 31st March and 31st August. Children usually start school in the September following their 4th birthday. However, parents have the right to choose a part-time start or choose entry be deferred – For children born between 1 April and 31 August, parents can delay their child's start date; but not beyond the beginning of the final term of the school year (i.e., the term that starts after the Easter/Spring holidays). All children admitted to the reception class will be full-time from the beginning of the autumn term unless a parent requests part time attendance until the child reaches statutory school age.

Requests for a place in a Year Group different to that determined by Date of Birth, including requests for Summer Born Children

Parents may wish to request to delay entry to reception until the September after the 5th birthday. Any such request should be discussed in the first instance with the head teacher.

Requests for children to be educated in a year group different to that determined by their date of birth, including delayed admission to reception for summer born children, will be considered on their individual merits by the governing body.

**Parents are advised to make an application as part of the main admission round for the year group that their child would normally be admitted to school, until a decision on the request has been reached by the governing body.** (See Section 2.18; 2.19 and 2.20 of the School Admission Code 2021 for details). **If a parental request to delay entry is allowed, a further application must be made in the following year.**

**If the application for a child is being made for Y1, parents need to be aware that places may not be available if the school is fully subscribed.**

## HOW TO APPLY

### 1 Local Authority Form

You **must** complete **your** LA application form. Make sure this is done on time and submitted to the right place. Details of dates are in your LA Admission Booklet including a timetable for late and subsequent applications. The application may be completed on-line or in paper form by midnight on the 15<sup>th</sup> January 2025. **The National Offer date is 16<sup>th</sup> April.** Full details are in the Authority's Admissions Pack or on-line at <https://bcp.cloud.servelecsynergy.com/parentportal>. If you are not a Bournemouth, Christchurch, or Poole resident please refer to **your own** Local Authority's Admission Pack and website.

For a place in year 3, parents **must** complete the Local Authority application form and return it to the Local Authority by the closing date above. In addition, parents are requested to complete the SIF if applicable and return it to the school by the same closing date. Offer dates will apply as set out in the LA handbook and website and applications should be made direct to the LA.

### 2 Supplementary Information: (SIF)

Parents are requested to complete a Supplementary Information Form (SIF) – see below.

Whilst there is no statutory requirement to submit a SIF, without one the Governors can only consider applications based on the information supplied on the Local Authority Form. The Supplementary Information Form is available on our website at [www.stjosephs.dorset.sch.uk](http://www.stjosephs.dorset.sch.uk) and on [www.bcpCouncil.gov.uk](http://www.bcpCouncil.gov.uk) or from the school. It should be submitted to the school not later than the closing date set out by the LA for school applications. *As it is a paper form which needs to be signed and a receipt obtained, we regret submission on-line is not an option.*

## SUPPORTING DOCUMENTATION

Applicants in **Categories 1, 2, 3 and 5** are requested to fill out a SIF and submit it to the Governing Body at the school together with a copy of the child's or parent's Baptism Certificate.

Applicants in **Category 7** are requested to fill out a SIF and submit it to the Governing Body at the school together with a copy of the child's Baptism/Dedication Certificate. Where no certificate is issued a statement of membership from the relevant Church Minister/Leader should be submitted.

Applicants in **Category 8** are requested to submit to the Governing Body at the school a letter from the Leader of the relevant Faith Community to which the family belongs confirming membership.

## Admission Appeals

If you are unsuccessful in gaining a place for your child at this school you will be informed by the LA in writing, be given the reasons and advised of your right to an independent appeal against the decision.

## In Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. BCP LA co-ordinates applications (including in-year applications) on behalf of the governors. An application should be made by completing the in-year admissions application form available on the BCP website [www.bcpCouncil.gov.uk/schooladmissions](http://www.bcpCouncil.gov.uk/schooladmissions). A SIF can be downloaded from both the BCP website or the school website [www.stjosephs.dorset.sch.uk](http://www.stjosephs.dorset.sch.uk) and must be returned directly to the school so that the governors can place the applicant in the correct category according to their admissions policy. Please see our admissions policy for any supporting documentation required.

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admission arrangements for the current academic year will be applied. The admission policy is available on both the school website [www.stjosephs.dorset.sch.uk](http://www.stjosephs.dorset.sch.uk) and on the Local Authority website [www.bcpCouncil.gov.uk/schooladmissions](http://www.bcpCouncil.gov.uk/schooladmissions). Parents are advised to read the admission arrangements carefully before making their application.

If there are no places available, the child can be added to the waiting list which is the responsibility of the governing body. Please see the admission arrangements for more details.

You will be advised of the outcome of your application in writing as soon as possible **but not later than 15 school days from receipt.**

You have the right to appeal to an independent appeal panel if your application is unsuccessful.

If you have any questions in relation to in-year admissions please contact the school office on 01202 485976. You may also wish to discuss in-year applications with the local authority ([www.bcpCouncil.gov.uk/schooladmissions](http://www.bcpCouncil.gov.uk/schooladmissions)).

### **Children of UK service personnel (In-year applications)**

The governing body **may** admit above the PAN up to a maximum of two children of UK service personnel or children of crown servants returning from overseas to live in the area, subject to proof of posting and a relocation date. **The decision made will be based on all the circumstances relating to the family and child and the impact on the school including the provision of efficient education and the efficient use of resources (as described in the LA guidance about mid-year applications).**

### **Waiting List**

A waiting list will be maintained for places in all year groups. Parents who wish their child to be placed on the waiting list **must** inform the LA in writing. Any places that become available will be allocated by the Governing Body according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. In-Year Fair Access will take priority over the waiting list. (See below about In-Year Fair Access placements).

The waiting list is the responsibility of the governing board and will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list.
- When a child's changed circumstances will affect her/his priority on the list

Waiting lists for all year groups will cease at the end of the academic year. At the end of each school year a fresh application **must** be submitted should a parent wish a child's name to remain on the waiting list. Applications for the following academic year can be submitted to

BCP Council from 1st June 2026.

### **In-Year Fair Access placements by the LA**

The LA must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the LA, or a local placement panel on behalf of the LA, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of any protocol approved by Admission Authorities, based on legislation and government guidance. If any admission through In-Year Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

**St. Josephs' Catholic Primary School, Christchurch**

**SUPPLEMENTARY INFORMATION FORM FOR APPLICATION TO THE SCHOOL**

1. CHILD'S NAME: Forename(s) \_\_\_\_\_ Surname \_\_\_\_\_

2. ADDRESS: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

3. CHILD'S DATE OF BIRTH: \_\_\_\_\_

4. RELIGIOUS DENOMINATION OF CHILD: \_\_\_\_\_

5. HAS CHILD BEEN BAPTISED OR CHRISTENED?      YES    NO

a. DATE OF BAPTISM/CHRISTENING: \_\_\_\_\_

b. PLACE OF BAPTISM/CHRISTENING: \_\_\_\_\_

6. FOR CHILDREN WHO ARE 'FELLOW CHRISTIANS' (AS DEFINED IN OUR ADMISSION POLICY) AND WHO HAVE NOT BEEN BAPTISED/CHRISTENED

Please obtain a signature (below) from the relevant minister/leader:

'I confirm that \_\_\_\_\_ (child's name) is a member of this church community.

\_\_\_\_\_ (name of church)'.  
\_\_\_\_\_

Signed: \_\_\_\_\_ Name \_\_\_\_\_

Position: \_\_\_\_\_ Contact No \_\_\_\_\_

7. ANSWER Q7 ONLY IF CHILD IS UNBAPTISED AND ONE OR BOTH PARENTS ARE BAPTISED CATHOLIC(S): (See Schools Admission Policy)

Which parent is baptised Catholic?      MOTHER      FATHER

**NB:** For Parents in this category, proof of the parent's baptism will be requested to be shown with this application.

.....

**ALL APPLICANTS PLEASE SIGN AND DATE THIS FORM**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please note a Baptism/Christening Certificate must be provided where applicable.

**FOR SCHOOL USE ONLY (During COVID email/postal confirmation of receipt will be sent)**

**Child's Baptism/Christening Certificate seen: Yes/No Signature of Parent/Carer:**

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**For Catholic Parents(s) of un-baptised child:**

Details of parent/s baptism seen: Yes/No

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

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 you to provide on this form.

1. We are St. Joseph's Catholic Primary School, Dorset Road, Christchurch, Dorset, BH23 3DA. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
2. The person responsible for data protection for our organisation is Mrs A Flack and you can contact them with questions relating to our handling of the data. You can contact them at [a.flack@stjosephs.dorset.sch.uk](mailto:a.flack@stjosephs.dorset.sch.uk) or 01202 485976.
3. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
4. 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).
5. 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.
6. 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).
7. If the application is successful, the information you have provided on this form 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.
8. 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.
9. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
10. 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 following the complaints policy on the school website: <http://www.stjosephs.dorset.sch.uk/>. 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](http://ico.org.uk).