

St Joseph's College London Road Trent Vale Stoke-on-Trent ST4 5NT	
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### **Admission Arrangements for 2017/18**

St Joseph's College is a co-educational selective Catholic School for boys and girls between the ages of 11 and 18. The college is an academy school, part of the Edmund Rice family of schools, founded by the Christian Brothers and following the charism of Blessed Edmund Rice.

The admissions process is part of the Stoke-on-Trent LA co-ordinated scheme.

The Admission Policy of the Governing Body of St Joseph's College is as follows:

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Governing Body as part of the Catholic Church in accordance with the Christian Brothers as Trustees and seeks at all times to be a witness to Jesus Christ. We ask all parent(s) and guardians applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parent(s) and guardians who are not of the faith of this academy to apply for and be considered for a place here.

The Academy's Admission Number for the academic year 2017/18 is 150

St Joseph's College has no designated catchment area and the governing body considers applications regardless of which local authority area a pupil lives in.

For a pupil to be considered for admission in September 2017, parent(s) and guardians must comply with both of the following:

- a) Apply to the school by 16<sup>th</sup> September 2016 for their child to take the entrance test. The application form for the entrance test will be available from the school from 4<sup>th</sup> July 2016 and at the open evening to be held at the school on 14<sup>th</sup> September 2016.

And in addition to completing and returning the above form, parent(s) and guardians must

- b) Complete and return their local authority secondary school application form by 31<sup>st</sup> October 2016 naming St Joseph's College as one of their preferred schools. The appropriate form will be available from pupils' current primary schools or the home local authority and should be returned directly to them as directed on that form. Local authority forms are not available from St Joseph's College and should not be returned directly to the school

Applications will be deemed as incomplete if both of the above application forms are not submitted as required. Incomplete applications will not be considered for admission by the Governing Body.

#### **Stage One – The Entrance Test**

The entrance test will take place on 23<sup>rd</sup> and 24<sup>th</sup> September 2016. Parent(s) and guardians will be informed of the arrangements for the test ahead of these dates and be given samples of questions. Parent(s) and guardians will be advised by 7<sup>th</sup> October 2016 whether or not their child has reached the required mark of 105 in order for parent(s) and guardians to know the outcome before the deadline to submit their local authority secondary school application form of 31<sup>st</sup> October 2016. Parent(s) and guardians will also be advised of how many pupils have reached the required mark of 105 in the test so that an assessment can be made of the

likelihood of a child being allocated a place at the college using the oversubscription criteria listed in Stage Two of this policy.

To reach the required standard, pupils must achieve an age adjusted score of 105, based on the average of the tests taken. To help clarify the standard required to pass the entrance test, 95% of pupils who pass the entrance test will be expected to achieve at least an average level 4 in their Key Stage Two SATs. All entrance test papers will be marked anonymously and markers will not be able to identify any individual child.

Pupils who do not achieve the required score of 105, but achieve a score of 104 or 103 will have their paper re-marked.

Parent(s) or guardians who consider that their child has a disability and/or a Special Educational Need which could disadvantage them during the entrance test process should provide further written information and evidence of the disability or Special Educational Need to the Governing Body at the time of applying for their child to take the test. Evidence would be required from qualified educational or medical practitioners confirming the nature of the child's disability or Special Educational Need. Consideration will then be given to making any reasonable adjustments or other practical arrangements for them taking the test to ensure that no pupil is placed at a disadvantage.

If the number of pupils who achieve the required score is less than 150, then places at St Joseph's College will be offered to every one of those pupils.

The parent(s) and guardians of pupils who have not achieved the required score of 105 will be notified of this in writing and their applications will not proceed to Stage Two of the admissions process.

### **Stage Two – Oversubscription Criteria**

If the number of pupils who have achieved 105 or more in the entrance test exceeds the admission number of 150, their parent(s) and guardians will be sent a Religious Practice Form with their letter advising them of the outcome. This form must be returned, completed, to St Joseph's College by 4<sup>th</sup> November 2016. The Governing Body will then give priority to applications in accordance with the criteria listed below. If a child has achieved a score of 105 or more in the entrance test and the parent(s) or guardians do not return the Religious Practice Form, then the child will be placed into oversubscription criterion 9 or 11 below as appropriate. No further reference to academic performance or scores achieved in the entrance test will be made with relation to offering places in the line with the oversubscription criteria.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children (see Note 2 below) who have will have a brother or sister attending St Joseph's College in September 2017 (see Note 4 below)
3. Baptised Catholic children (see Note 2 below) of a member of staff of the school at the time of application (see Note 6)
4. Other Baptised Catholic children (see Note 2 below) limited to 125 to include categories 1, 2 and 3 above
5. Non-Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
6. Christian children (see Note 3 below) who will have a brother or sister attending St Joseph's College in September 2017 (See Note 4 below)

7. Christian children (see Note 3 below) of a member of staff of the academy at the time of application (see Note 6)
8. Other Christian children (See Note 3 below) limited to 18 which includes other Christians at categories 5, 6 and 7 above
9. Non-Christian children who will have a brother or sister attending St Joseph's College in September 2017 (See Note 4 below)
10. Non-Christian children of a member of staff of the academy at the time of application (see Note 6)
11. Other children who are of another faith, other than Catholic or Christian or of no faith which includes categories 5, 9 and 10 above

### **OVER-SUBSCRIPTION**

If there is over-subscription within the category, the Governing Body will give priority to children on the basis of the number of points awarded as calculated by the information declared by parent(s) and guardian(s) on the Religious Practice Form with the highest priority being given to the children awarded the highest number of points, followed by the next highest, and so on.

Where children with the same number of points tie for the final places to be offered within a category, the Governing Body will give priority to children living closest to the college, determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant's home address and the front gate of the academy. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system (See Note 5).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are 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 college 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 legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. As an exception, the Governing Body will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places

#### **Note 1**

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants.

#### **Note 2**

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest.

Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

#### **Note 3**

For a child to be considered as Christian, they will need to provide evidence that they have been baptised by a church officially recognised by the Catholic Church. Evidence of this baptism will be required. Those who face difficulties in producing written evidence of Christian baptism should contact their minister.

Failure to provide evidence of Christian baptism may affect the criterion the child's name is placed in.

**Note 4**

For an applicant to be given priority as a brother or sister, the brother or sister already attending St Joseph's College needs to be in Years 7 to 11 in September 2017 or, if in Years 12 or 13, have attended the school since at least the start of the academic year beginning September 2013.

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household

**Note 5**

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name the address where Child Benefit is registered, to be used for the purpose of allocating a place

**Note 6**

This criteria will be applied in the case of a member of staff who has either:

- a) Been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) Been recruited to fill a vacant post for which there is a demonstrable skill shortage.

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

If parent(s) and guardians wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parent(s) and guardians must then submit a formal request to the Governing Body. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Governing Body will consider requests submitted and advise the parent(s) and guardians of the outcome of that request before the national offer day, having taken into account the information provided by the parent(s) and guardians, the child's best interests and the views of the Headteacher.

If parent(s) or guardians 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>

**APPEALS**

Parent(s) or guardians who wish to appeal against the decision of the Governing Body to refuse their child a place in the academy may apply in writing to the Governing Body at the Academy address. Appeals will be heard by an independent panel.

**REPEAT APPLICATIONS**

Any parent or guardian can apply for a place for their child at any time outside the admissions round. Parent(s) and guardians do not have the right to a second appeal in respect of the same academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent(s) or guardians, child or academy but still refused admission.

## **LATE APPLICATIONS**

Applications to sit the entrance test received between 23<sup>rd</sup> September 2016 and 31<sup>st</sup> October 2016 will be accepted, subject to arrangements being made for the pupil to sit the test on an alternative date and achieving the required mark of 105 or more.

If an application is received to sit the entrance test after 31<sup>st</sup> October 2016, it will be considered in line with the local authority's policy on late applications and where appropriate, arrangements will be made for the pupils to sit the test on an alternative date.

## **APPLICATIONS OTHER THAN THE NORMAL INTAKE TO Y7 (In-year applications)**

An application should be made directly to the Governing Body at the academy.

## **WAITING LISTS**

Waiting lists for admission will remain open until the end of December 2017 and will then be transferred to an in year waiting list which will be held until the end of the academic year. The waiting list will be kept by the Governing Body in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

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

## **IN YEAR FAIR ACCESS POLICY**

Refer to the agreed policy with the LA for admission of previously excluded or hard to place children. There is no charge or cost related to the admission of a child to this College.

**Further Information for Parent(s) and Guardians**  
**regarding the Religious Practice Form**

The evidence for assessing practice of faith will be gathered from the Religious Practice form which includes a declaration of the pattern of religious practice to be completed by the parent or guardian. A robust audit of these declarations will be carried out by the school who will contact the applicant's family priest(s) or minister(s) of religion to confirm the pattern of religious practice.

The most simple and common understanding of practice for a Catholic is to observe the Church's precept fulfilling their weekly obligation to attend Sunday Mass. This would also include attending the Saturday evening vigil Mass as an acceptable alternative to Sunday Mass. A practicing Catholic family is generally understood as one for whom weekly Sunday Mass attendance is a central commitment in addition to family prayer and living in accordance to Catholic teaching. The Religious Practice form sets out a simple points system which give highest priority to pupils from families who attend Sunday Mass every or most weeks over a period of at least three years.

For the purposes of the Religious Practice Form a family is normally to be regarded as a practicing Catholic family where at least one parent or guardian is a practising Catholic and is doing his or her best to hand on the faith to his or her child. Sometimes a different pattern of practice may be judged to be equivalent, for example a grandparent or other appropriate extended family member may take on the responsibility to hand on the faith to the child.

A child and a parent or guardian who are or who have gone through the process of Rite of Christian Initiation for Children (RCIC) or Rite of Christian Initiation for Adults (RCIA), and have been accepted into the Catholic Church on or before the date of 31<sup>st</sup> October 2016 will be treated as Catholic. Supportive documentary evidence needs to be received from the Parish Priest to confirm this.

For applicants from other faiths, practice will also be assessed according to frequency of attendance at their place of worship.

Highest priority will be given to families from all faith groups whose frequency of attendance at Mass or place of worship is every or most weeks.

Practice of faith, therefore, will be judged by reference to:

- a) Frequency of attendance at the vigil Mass on Saturday or Sunday Mass for Catholics
- b) Frequency of attendance at their place of worship for non-Catholics

Parent(s) and guardians are required to sign a declaration that:

- i. The information given on the religious practice form is a true reflection of the family's religious practice.
- ii. They agree that the school may contact their priest or minister identified on the form to confirm the pattern of religious practice declared.

**False or misleading declarations will result in the application being disqualified.**

## 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 (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church*, 1203). 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 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.)*

## St Joseph's College - Religious Practice Form

Pupil's Surname:	Pupil's First/Christian Name(s):
Date of Birth:	
Address:	
	Post Code:

- 1. Name(s) of brothers or sisters who are currently attending St Joseph's College either in Years 7 to 11 and who will still be attending in September 2017 or who will be in Years 12 or 13 and have attended St Joseph's College since at least the start of the Academic year beginning September 2013.**

- 2. Details of Child's Catholic or Christian Baptism or Reception into the Catholic Church**

Has your child been Baptised or received into full communion with the Catholic Church? (please state Yes or No)	
Has your child been Baptised into another Christian faith? (please state Yes or No)	
Name of parish or place where Baptism was celebrated:	Date of Baptism:
Please tick this box if your child has not been baptised in any faith:	

**IF YOU HAVE ANSWERED YES TO EITHER OF THE FIRST TWO QUESTIONS ABOVE, YOU SHOULD PROVIDE A WRITTEN COPY OF EVIDENCE OF BAPTISM. THOSE WHO FACE DIFFICULTY IN PROVIDING EVIDENCE OF BAPTISM SHOULD CONTACT THEIR PASH PRIEST OR MINISTER.**

**FAILURE TO PROVIDE EVIDENCE OF BAPTISM MAY AFFECT THE OVERSUBSCRIPTION CRITERIA THAT YOUR CHILD IS PLACED INTO.**

**It is important that all applicants declare their practice of faith by answering the following questions. In the event of oversubscription this information will be used to prioritise the allocation of places.**

**PLEASE PRINT CAREFULLY**

**Which parish, church or place of worship do you attend regularly?**



Please give the name and address of a priest or minister of religion who knows you and can confirm the regularity of practice.

Name:	
Address:	Postcode:

If you regularly worship at another parish, church or place of worship in addition to the above, please provide the details of this on a separate sheet of paper and securely attach it to this form.

Please indicate the family's frequency of attendance at Mass or religious services by ticking one box.

	Family Attendance ie, child and at least one parent/guardian or grandparent
Every or most weeks (3 out of 4) for the previous 3 years (from 1 September 2013)	
Every or most weeks (3 out of 4) for less than 3 years (from 1 September 2013)	
Occasionally (2 weeks out of 4) for at least 3 years (from 1 September 2013)	
Occasionally (2 weeks out of 4) for less than 3 years (from 1 September 2013)	
Rarely	

### PARENT/GUARDIAN DECLARATION

I confirm that the information given on this form is a true reflection of our family's religious practice.

I agree to the school contacting our parish priest(s) or minister(s) of religion to confirm the pattern of religious practice declared on this form.

I understand that providing false or misleading information will result in my child's application being disqualified.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Date \_\_\_\_\_

**Completed forms should be returned by 4<sup>th</sup> November 2016 to:**

**Mrs Fiona Uschmann  
Clerk to the Admissions Committee  
St Joseph's College  
London Road  
Trent Vale  
Stoke-on-Trent  
ST4 5NT**

**All information provided will be treated in confidence, in accordance with the Data Protection Act 1998 and used for the purposes of fulfilling the school's statutory and operational needs in relation to the school's admissions.**