

Admissions Policy 2023-2024

St. Joseph's is a Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Cheshire West and Chester Local Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. Cheshire West and Chester Local Authority manage all admissions on behalf of the Governing Board.

For the school year commencing September 2023, the Governing Body has set its admissions number at 45.

Admissions to the school will be made by the Governing Body in accordance with the stated parental preference subject to the following set admissions criteria forming a priority order where there are more applicants for admission than the school has places available.

Admissions Criteria

1. Looked after children – a 'looked after child' is a child who is in the care of the local authority or provided with accommodation by that authority (as defined in section 22(1) of the Children Act 1989) and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school or a child who has been previously looked after but ceased to be so because they were adopted or became subject to a child arrangements 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.
2. Baptised Catholic children from the parish of St. Joseph's, Winsford.
3. Baptised Catholic children who have attended St Joseph's Nursery.
4. Baptised Catholic children from other parishes.
5. Children who have attended St Joseph's Nursery.
6. Children with special medical or social circumstances for whom this school is deemed the most appropriate.
7. Non-Catholic children whose parents wish them to have a Catholic education.

Within each of the categories listed above, the following provision will be applied.

i. The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in admission criteria 1.

Notes:

- a. All applications will be considered at the same time and after the closing date for admissions.
- b. All Catholic applicants will be required to produce baptismal certificates.
- c. It is the duty of Governors to comply with class size limits at Key Stage 1.
- d. Siblings are defined all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not

they are living at the same address; and the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

- e. A parent is any person who has parental responsibility or care of the child.
- f. If category 2 is oversubscribed, children who satisfy 2 and 3 will have priority over children who satisfy 2 only. Subsequently if in this or any other category there are more applications than places available, priority will be given on the basis of distance from home to school. Distances are measured using Ordnance Survey mapping in conjunction with Local Land and Property Gazetteer (LLPG) to identify each property and each school. A straight line measurement in miles is taken from the place of residence to the preferred school to calculate the distance. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- g. The Governing Board reserve the right to admit children with proven and exceptional medical or social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence or reports from a doctor or social worker.
- h. For occasional application received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- i. If an application for admission has been turned down by the Governing Board parents can request for their child to be placed on a waiting list. If places become available but there are more applicants on the waiting list than places then the published oversubscription criteria will be applied.
- i. If an application for admission has been turned down by the Governing Board, parents can appeal to an Independent Appeals Panel. This Appeal must be in writing to the Clerk to the Governors at the school within 14 days (10 working days) of refusal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

Children with Educational Health and Care Plans

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Educational Health and Care Plan that names their school.

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. Application should be made through Cheshire West and Chester, [In Year Transfer](#).

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

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

You will be advised of the outcome of your application by Cheshire West and Chester, and you have the right of appeal to an independent appeal panel.