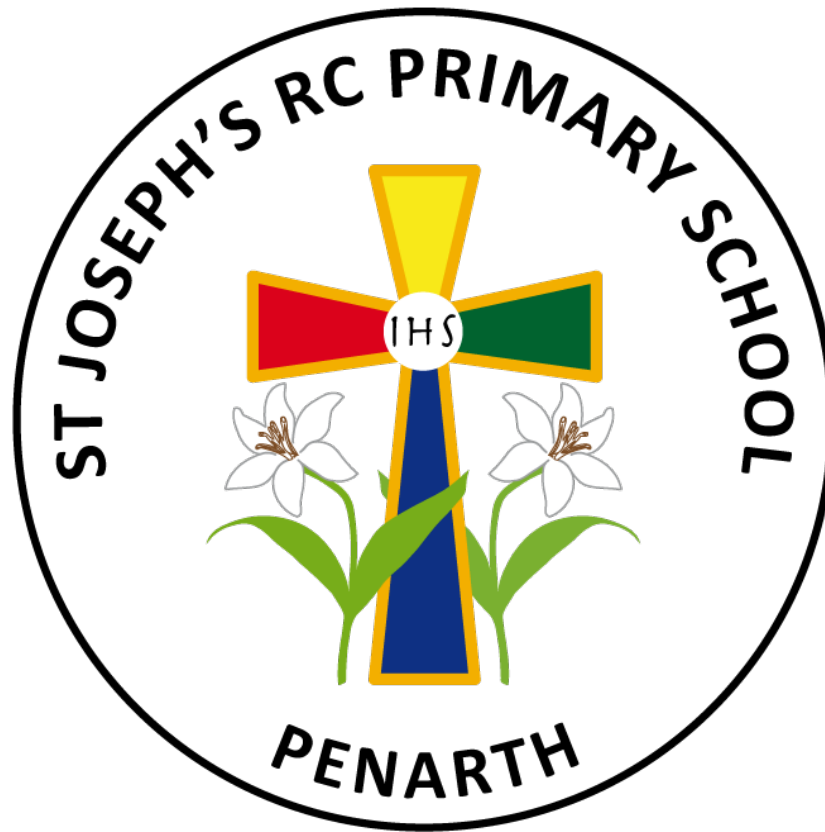


St Joseph's RC Primary School

Admission Policy 2025 - 2027



Date Reviewed	Date Approved by Governing Body
17 th May 2022	19 th May 2022
September 2024	February 2025

St Joseph's RC Primary School

Admission Policy

The Governing Body has sole responsibility for admissions to the school. (This policy does not relate to St Joseph's Nursery Class.)

The Vale of Glamorgan Council coordinates admission for St Joseph's RC Primary School but the Governing Body remain the Admissions Authority. In the first instance, parents and carers apply through Vale of Glamorgan admissions online application service. Following the closing date, parents and carers will be notified by the Vale of Glamorgan of the results, approximately three months later, and are asked to accept the place. A timetable for the application process can be found on the Vale of Glamorgan Admissions website. Following receipt of acceptance, parents and carers will be contacted by St Joseph's RC Primary School to complete a more detailed school application form and provide all necessary supporting evidence as detailed below.

The school has a 30 place Reception class. The minimum age of entry of pupils to the Reception class will be 5 years of age between 1st September and 31st August.

Section 86 of the Schools Standards and Framework Act 1998, Section , gives parents the right to express a preference as to which school their children attend. If the number of applications received for September matches or is below our indicative admissions number then places will be allocated to all applicants.

This policy takes due regard of the Welsh Government Admission Code 2013.

If the applications for places exceed the school's indicative admissions number the following Oversubscription Criteria will be applied:

Over subscription criteria: The Governing Body will give priority of admission as follows:

1. Children who are Looked After by a Local Authority (CLA) in accordance with Section 74 of the Social Services and Wellbeing (Wales) Act 2014 or section 22 of the Children act 1989 in each category. Equal priority will also be given to previously Looked after Children (Code 2.32)
2. Children with a Statement of Special Educational Needs (SEN) or an Individual Development Plan which names St Joseph's RC Primary School. (Code 3.51).
3. Baptised Catholic children residing in the Parishes of St Joseph's, Penarth and St Mary's Dinas Powys. (Parish boundaries are in accordance with the Vale of Glamorgan's County Borough boundaries of Penarth and Dinas Powys).
4. Baptised Roman Catholic children with a brother or sister currently in the school
5. Baptised Roman Catholic children living outside of the Parishes of St Joseph's Penarth and St Mary's, Dinas Powys.

6. Brothers or sisters of children already in the school
7. Children whose parents are Baptised Catholics
8. Baptised children from other Christian denominations
9. Non-Catholic children where the parents understand and accept that their child/children will be educated in an environment that reflects Christian values. An accompanying letter to be written to the Governing Body clearly stating this aim will be required.

In the event of two or more applicants applying for one place and the Governing Body being unable to separate them using the above oversubscription criteria, the place will be allocated on the basis of proximity to the school, determined by the Strategic Planning and Performance Department of the Local Authority. An independent Geographical System (GIS) carried out by the local authority is used to calculate home to school distances. This is determined from the applicant's home address to the school gate on Sully Road.

Unsuccessful applicants have the statutory right of appeal. Any such appeal will come before an Independent Appeals Panel the decision of which will be binding on both parties. Details of the appeal process are available upon request from the School Administration Officer: **School Administration Officer, St. Joseph's RC Primary School, Sully Road, Penarth, Vale of Glamorgan. CF64 2TQ**

Attendance at the Nursery Class

Attendance at the Nursery Class at St Joseph's does not automatically entitle a child to a Reception Class place in the same school. A separate application must be made by the published closing date if the application is to be considered in the first round of allocations.

Admissions Application forms for the Reception Class for September 2024 / 2025 will be available from the Vale of Glamorgan Admission site and the school office.

School Admission Number

All maintained schools must admit pupils up to the published admission number. The admission number for St Joseph's RC Primary School is 30.

The published admission number has been calculated in accordance with the Welsh Government's school capacity calculation methodology 'Measuring the Capacity of schools in Wales (MCSW)'.

Infant Class Size Regulations

The Government introduced a policy to reduce class sizes for children aged five-, six- and seven-year-olds as part of its overall aim to improve educational standards in schools.

Section 1 of the Schools Standards and Framework Act 1998 and the Education (Infant Class Sizes) (Wales) Regulations 2013 placed a duty upon Local Authorities and school governing bodies to limit to 30 the size of classes for 5,6- and 7-year-olds, i.e., children in Reception, Year 1 and Year 2 classes. Therefore, no Foundation Phase class will contain more than 30 pupils, except where permitted exceptions apply.

Admission authorities are not required to admit a child to an infant class where to do so would be incompatible with the duty to meet infant class size limits, because the admission would require measures to be taken to comply with those limits which would cause prejudice to efficient education or efficient use of resources. The school can only refuse admission on the basis of infant class size prejudice if the admission number has already been reached.

Supporting Evidence

To apply for a place at St Joseph's Primary School, a parent/ guardian must provide the following documentation:

- Admission application form (available from the school)
- Birth certificate
- Proof of residency. The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekend (i.e. nights out of 7).
- If you have indicated that your child is a Baptised Roman Catholic or has been received into the Roman Catholic Church, evidence is required to be submitted with the application. Evidence may include a Baptismal Certificate or written confirmation from a priest.

Siblings

For admission purposes, a sibling is a child who is the brother/ sister, half-brother/ half-sister (children who share one common parent), step brother/ step sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address. Any sibling connection must be stated in the application.

Late Applications

Only applications received by the published closing date will be considered in the initial round of application of places. Application forms received after the published closing date will be processed in the same way but will be considered only after all the applications received on time. This could mean that there may not be a place available at the school. In

exceptional circumstances a late application may be considered by the governing body at the same time as the initial round of applications. (Code 3.15)

Waiting List

Where a place has been refused, the applicant will be placed on a waiting list. Applications received in the annual allocation of places will remain on the waiting list until the 30th September in the year of admission.

Applications received outside of the annual allocation of places for the year admissions will remain on the waiting list until the 30th September after the application was received. After this time the parents will be expected to make a further application for admission if they wish to remain on the waiting list.

Equality Statement

St Joseph's is committed to equality and we do not discriminate, either directly or indirectly, against anyone on the grounds of their gender, race, colour, ethnic origin, religion, ability, disability or any aspect of their social/cultural background. Furthermore, we strive to be an anti-racist school. All the practices and procedures detailed in this policy are designed to be inclusive and we have considered equality implications as part of our obligations under the public sector equality duty when preparing it. The School's Strategic Equality plan can be found here <https://www.stjosephsrc.com/policies-1/>

Right of Appeal

Details of the procedure in accordance with the Education (Admission Appeals Arrangements) (Wales) Regulations 2005 are followed if an appeal against any decision from the Governing Body on admission is contemplated, information may be obtained from the Admissions Appeal Committee:

C/O Clerk to the Governing Body
St Joseph's RC Primary School
Sully Road
Penarth
CF64 2TQ

stjosephsps@valeofglamorgan.gov.uk