



20.10.2023

Consultation on Proposal to Change Admission Arrangements

Dear Sir/Madam,

The Governing Body of Our Lady and St Joseph Catholic Primary School is currently reviewing proposed admission arrangements for admissions to the School in September 2025.

As determined by the School Admissions Code, we are required to consult on these arrangements, and are inviting comments on the proposed changes.

The proposed revised Admissions Policy is attached to the email relating to this matter. If you require a hard copy of the proposed policy please contact the School directly.

The Governing Body is proposing the following amendments to the Admissions arrangements:

1. Current Admissions Policy

Oversubscription Criteria

From the current oversubscription criteria:

Baptised Catholic children, with a Certificate of Catholic Practice, who have a sibling at the school at the time of admission.

Baptised Catholic children with a Certificate of Catholic Practice who are resident in the parishes of Poplar and Limehouse.

Children of Catechumens and members of an Eastern Christian Church

Proposed change:

Baptised Catholic children

Catechumens and members of an Eastern Christian Church



Multiple Applications

From the multiple applications section:

Where a final place is offered to a child, and that child has other siblings applying for a place in the same school year, those siblings will also be offered a place.

Proposed change:

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Application Procedure 2025 - 26

From the application procedure section:

In order to make an application, parents, or guardians **must** complete an e-admission form on the LA website <https://www.eadmissions.org.uk/eAdmissions/app> paper forms are available from the LA on request. You **should** also complete the **School's Supplementary Information Form (SIF)**. The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by the published Nursery and Reception deadlines, the Governing Body will be unable to consider your application fully against the oversubscription criteria and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

Proposed Change:

To apply for a place at this school in the normal admission round, you must complete the LA'S e-admissions form on-line in the LA in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria . The Supplementary Information Form should be returned to Linda Wilson at Our Lady and St Joseph by (TBC)

You will be advised of the outcome of your application on ---- April (TBC) or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the



oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1-6 and this may affect your child's chance of being offered a place.

Waiting List

The school has amended this area by adding:

The waiting list will be held open until the last day of the Summer term. Inclusion in the school's waiting list does not mean that a place will eventually become available

Pupils with an EHCP

The school has amended this area by adding:

Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

We have also updated our Supplementary Information Form:

The changes are as follows:

1. SIF - The school will adopt the Diocese of Westminster's model Supplementary Information Form.
2. SIF - Removal of requirement for 2 proofs of address, only 1 proof required

The consultation period is from 19 October to 5 December 2023

Please address any comments to the School Business Manager, Sheila McCabe, by email to sbm@olsj.co.uk

Yours sincerely,

The Governing Body (Admissions Committee)
Our Lady and St Joseph Catholic Primary School