



OLSJ
OUR LADY + ST JOSEPH
CATHOLIC PRIMARY SCHOOL

Admissions Policy 2019 / 20

Our Lady and St Joseph Catholic Primary School

Prepared by: P Devereux
Approved by: Governing Body
Date: February 2018
Review Date: February 2019
Checked DPO: January 2018

Governing Body of Our Lady and St Joseph Catholic Primary School

Diocese of Westminster

Admissions Policy for the 2019/2020 academic year

Our Lady and St Joseph is a Catholic school founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Instrument of Government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school we aim to provide a Catholic education for all our pupils. At a Catholic school Catholic doctrine and practice permeates every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Governing Body is the admissions authority for Our Lady and St Joseph Catholic Primary School and intends to admit 60 children (PAN – Published Admissions Number) to Reception Class in the school year beginning September 2019. If there are more applications than places available priority will always be given to Catholic applicants in accordance with the oversubscription criteria detailed below.

Signed on behalf of the Governing Body

Date: 2018

Date for Review: completed by January 2019

Applications are invited for September 2019 from families whose child attains 4 years of age between 01/09/2019 and 31/08/2020.

Whenever there are more applications than places available priority will always be given to Catholics in accordance with the *oversubscription criteria* listed below.

Oversubscription Criteria

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangement or special guardianship orders, immediately after having been looked after.
2. Baptised Catholic children, with a Certificate of Catholic Practice, who have a sibling at the school at the time of admission.
3. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the parishes of Poplar and Limehouse.
4. Other baptised Catholics.
5. Other 'looked after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders.
6. Children of Catechumens and members of an Eastern Christian Church.
7. Christians of other denominations whose application is supported by a letter from their minister/religious leader confirming membership of the parish/faith community.
8. Children of other faiths whose application is supported by a letter from their minister/religious leader confirming membership of the parish/faith community.
9. Any other children.

EXCEPTIONAL NEED

The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child which can only be met at this school.

The **attendance of a sibling** at the school at the time of enrolment will increase the priority of an application within each category.

For categories 2, 3 and 4 a **baptismal certificate** will be required.

For categories 2 and 3 Certificate of Catholic Practice is required.

MULTIPLE APPLICATIONS

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

APPLICATIONS IN PREVIOUS YEARS

For the past year the governing body has been unable to offer places to any applicants beyond oversubscription criterion. As the school has been oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place.

TIE BREAK

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured by the Local Authority (LA).

FAIR ACCESS

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

IN-YEAR ADMISSIONS

Applications for in-year admissions are made in the same way as for the normal admissions round. Parents should complete their local authority's e-admissions form on-line and fill in the SIF and send or take it to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list and make an offer.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year for which the application is made. Applicants whose children have birthdays in the summer term should be aware that, entry can only be deferred up until 1st April 2020.

SUMMER BORN CHILDREN

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April 2015 – 31st August 2016 being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

APPLICATION PROCEDURE 2019 - 2020

In order to make an application, you **must** complete an e-admission form on the local authority web site <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 [address below] 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 15th January 2019, the Governing Body will be unable to consider your application fully 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.

Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice by the closing date. This form is available from the school or from the diocesan website at www.rcdow.org.uk/schools/governors/admissions

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about 16th April 2019. This information will also be available on line. Parents/carers should accept the place as soon as possible.

NURSERY CHILDREN

Children attending Our Lady & St Joseph Nursery will have no priority and they must make a fresh application to enter the Reception Class.

RIGHT OF APPEAL

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. The deadline for submission of an appeal is 27th May 2019.

WAITING LIST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request in writing to remain on the list.

PUPILS WITH AN EDUCATION HEALTH AND CARE PLAN (EHC)

The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted.

CHANGE OF DETAILS

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

NOTES (these notes form part of the oversubscription criteria)

'Looked after child' has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

'Adopted'. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.

'Child Arrangements Order'. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

'Special Guardianship Order'. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately before the order is made qualify in this category.

'Parent' means the adult or adults with legal responsibility for the child.

'Sibling' means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church. This definition includes a child in the process of adoption by a Catholic family who would have been baptised were it not for their status as a looked-after child.

'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>

'Catechumen' means parent (or a child of 7 years of age or older) who is a member of the Catechumenate.

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

"Christians of other 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.

“**children of other faiths**” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

‘Resident’ – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Parish Boundaries – for the purposes of this Policy, parish boundaries are shown on the attached map.

‘Distance from school’ means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to a point at the school. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

Outcomes of Applications

A: Reception Class You will be advised of the outcome of your application on 16th April 2019 (national offer day) initially by letter on our behalf. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria and you have the right of appeal to an independent appeal panel.

B: Nursery Class You will be notified by the school towards the middle of May 2019 for admissions to nursery in the academic year 2019-2020.

C: Mid-Year Admissions You will be notified as soon as the Governors able to meet and consider your application.

You will be asked to confirm, within a given timescale, acceptance of any place offered.

Our Lady and St Joseph Catholic Primary School

Wade's Place,
LONDON E14 0DE
Tel: 020 3764 8860
Headteacher - Mr P Devereux

Dear Prospective Parent or Guardian,

Reception Class Application Year 2019-2020

I am pleased that you are considering Our Lady and St Joseph Catholic Primary school for your child. We believe it is a special place in which we can support the growth, learning and development of all our pupils.

The application process for Reception Class place allocation takes place in conjunction with the London Borough of Tower Hamlets. It is important that you read the contents of the information pack carefully and ask us if there is anything about which you are not sure. You will also have a Guidance booklet from Tower Hamlets which you should also read carefully. You will be required to complete an e-admission form on the local authority web site, paper forms are available from the LA on request. If you are applying from other boroughs you will need to complete an online form from your own borough.

As Our Lady & St Joseph is a voluntary aided school the Governors, who allocate places, require additional information. This means you should complete the **Supplementary Information Form** which is attached to this letter. Also attached is the Admissions Policy. If the school receives more applications than there are places, 'Oversubscription Criteria' are applied by the Admissions Panel. These are detailed in the policy. If you are applying under criteria 2 or 3 your Parish Priest will need to sign and stamp the Certificate of Catholic Practice. Please give him plenty of time and don't leave this to the last minute.

When you have completed the Supplementary Information Form please bring it into school to hand in at the office or send it by post. At the same time you must bring with you or send:

- your child's birth certificate.
- your child's Baptismal certificate and Certificate of Catholic Practice.
- proof of address – 2 recent utility bills for example.
- Any other relevant documents (eg those indicating change of name since birth registration or other legal information of which the school should be aware.)

In due course you will be notified of the Governors' decision. Should the Governors not be able to offer your child a place you have the right to appeal. If this happens details of the Appeals procedure will be given to you at the time.

The Governors look forward to receiving your application.

Yours sincerely,

Mr Patrick Devereux
Headteacher

Privacy Notice Pupil Data

Our Lady & St Joseph Catholic Primary School as a body corporate is known as the Data Controller under the General Data Protection Regulation and the Governors are therefore ultimately responsible for implementation. However, the Designated Data Controllers and Data Protection Officer will deal with day to day matters. The Headteacher is the schools Designated Data Controller.

Pupil Information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous schools, local authority and/or the Department for Education (DfE).

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

What we do with pupil data

All the personal data we process is processed by our admin staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers in Ireland. No 3rd parties have access to pupil personal data unless the law allows them to do so. We will not collect any personal data from you we do not need. We use this personal data to:

- Support our pupils' learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess the quality of our services

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your child that we hold, please contact:

Mrs Lucy Henderson
Data Protection Officer
Our Lady and St Joseph Catholic Primary School
Wades Place
E14 0DE
Tel: 0203 764 8860
office@olsj.co.uk

We are required, by law, to pass certain information about our pupils to our local authority (LA), the Department for Education (DfE), and any other schools the pupil may move to. Pupil data is also regularly automatically exchanged with the LA. This is to enable the LA to provide services to schools and pupils. The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the General Data Protection Regulation.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of data.

For more information on how this sharing process works, please visit:
<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit the DfE website at:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

We have a Data Protection regime in place to oversee the effective and secure processing of pupils personal data. More information can be found via our policies section on our website

<https://www.olsj.towerhamlets.sch.uk>

How long we keep pupil data

We are required by law to retain different types of pupil data for various periods of time. Full retention periods on all data held can be found via our policies section on our website.

<https://www.olsj.towerhamlets.sch.uk>

What are your rights

If at any point you believe the information we process on your child is incorrect you can request in writing to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your child's personal data, you can contact our Data Protection Officer to have the matter investigated.

If you are not satisfied with our response or believe we are processing your child's personal data not in accordance with the law you can complain to the Information Commissioner's Office

<https://ico.org.uk/>