



**OLSJ**  
OUR LADY + ST JOSEPH  
CATHOLIC PRIMARY SCHOOL

## **Admissions Policy 2023/ 24**

### **Our Lady and St Joseph Catholic Primary School**

Prepared by: P Devereux  
Approved by: Governing Body  
Date: May 2022  
Review Date: February 2023  
Checked DPO: February 2018

Governing Body of Our Lady and St Joseph Catholic Primary School

Diocese of Westminster

**Admissions Policy for the 2023/2024 academic year**

Our Lady and St Joseph Catholic Primary School is a Catholic school founded by the Catholic Church to provide education for the 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 of 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 the School and intends to admit 60 children (Published Admissions Number “PAN”) to the Reception and Nursery Class in the school year beginning September 2023. 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: ..... 2022

**Applications are invited for our Reception Class for September 2023 from families whose child attains 4 years of age between 01/09/2023 and 31/08/2024. 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 either by a certificate of baptism or 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, with priority given to children with siblings at the school at the time of admission.

**Children must have been baptised before the closing date for applications in order to qualify for this criteria, future Baptism dates will not be considered (even with supporting evidence from the Parish Priest).**

### **EXCEPTIONAL NEED**

The Governing Body will give top priority within each criterion, 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** is required.

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

### **MULTIPLE APPLICATIONS**

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.

### **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 LA and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the PAN.

## **APPLICATION PROCEDURE 2023-24**

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.

Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice by the closing date. This Certificate is available from the priest at the parish where the family normally worships or from the diocesan website at [www.rcdow.org.uk/schools/governors/admissions](http://www.rcdow.org.uk/schools/governors/admissions)

The LA will write to parents, or guardians on behalf of the Governing Body with the outcome of their application on 17<sup>th</sup> April 2023. This information will also be available online. Parents, or guardians 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 an application is unsuccessful parents, or guardians may ask the School for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and parents, or guardians will have the right of appeal to an independent panel. Should parents, or guardians wish to appeal please contact the school as soon as possible for an appeal form on which they must list their reasons for making an appeal. You will be notified of the deadline for submission of the appeal.

## **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 LA SEN officer. Children with this school named in their EHC Plan will be admitted.

### **CHANGE OF DETAILS**

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

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Headteacher, Patrick Devereux at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **IN-YEAR ADMISSIONS**

Applications for in-year admissions are made in the same way as for the normal admissions round. Parents or guardians should complete their LA'S e-admissions form on-line and fill in the School's Supplementary Information Form (SIF) which is available in the school office and on the school website, 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 parents or guardians may ask us for the reasons and will be informed of their 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 re-rank the list and make an offer.

**Applicants should be aware that Nursery education is a non-statutory service and that accordingly a child's attendance in the School's Nursery class does not guarantee a future place in Reception. Applicants will have to make a fresh application to Our Lady & St Joseph Reception – resubmitting all documents.**

**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 CYTÛN 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 in April 2023 (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: Mid-Year Admissions** You will be notified as soon as the Governors are able to meet and consider your application.

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

Dear Prospective Parent or Guardian,

***Reception / In Year Applications Year 2023-2024***

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 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 full 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.)
- Any documents providing evidence of any medical, social or pastoral needs (if applicable).

We would be grateful if you could provide any evidence of any Special Educational Need (if applicable), this will not form part of our ranking criteria, but will allow us time to organise any additional support your child may need if they start with us.

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



## Our Lady and St Joseph Catholic Primary School Supplementary Information Form (SIF)

**Admissions to Reception Class 2023-24 - for children born 1<sup>st</sup> September 2018 – 31<sup>st</sup> August 2019**

<i>If English is not your first language and you require help please inform the school office</i>			<i>Office Use only</i>
Child's Christian / Given Name:			
Child's Surname / Family Name:			
Child's Date of Birth			
Name of Parent(s) / Carer(s)			
Address	Postcode		
Telephone Contact	Home:	Mobile	
Child's Religion		Parish	Baptismal Certificate (if applicable) CCP (if applicable)
<i>Other brothers and sisters who will also be in Our Lady and St Joseph in September 2019 (excluding nursery)</i>	Names	Dates of Birth	/

<b>Your child's needs:</b>
<p><i>Special, medical or compassionate needs you may wish the Governors to consider must be attached to this form. Information to support details from a doctor (GP, consultant, specialist), educational psychologist or other relevant professional should be attached.</i></p> <p>- I have attached information about medical / social / pastoral needs <span style="float: right;"><b>Yes No</b></span></p> <p>- Is your child adopted or subject to a child arrangements order, or special guardianship order, having been looked after? <span style="float: right;"><b>Yes No</b></span></p>
<p>I / We certify that the information given on the form is correct. I / We understand that any false information may render this application invalid.</p> <p><b>Signed</b> _____ <b>Printed</b> _____ <b>Parent / Guardian</b> (delete as appropriate)</p> <p style="text-align: right;"><b>Date:</b> _____</p>

**Our Lady and St Joseph Catholic Primary School**  
**Supplementary Information Form (SIF)**  
**In-Year Admissions 2023 - 2024**

<i>If English is not your first language and you require help please inform the school office</i>			<i>Office Use only</i>
Child's Christian / Given Name:			
Child's Surname / Family Name:			
Child's Date of Birth			
Name of Parent(s) / Carer(s)			
Address	Postcode		
Telephone Contact	Home:	Mobile	
Child's Religion		Parish	<b>Baptismal Certificate (if applicable) CCP (if applicable)</b>
<i>Other brothers and sisters who will also be in Our Lady and St Joseph in September 2019 (excluding nursery)</i>	Names	Dates of Birth	/

<b>Your child's needs:</b>
<i>Special, medical or compassionate needs you may wish the Governors to consider must be attached to this form. Information to support details from a doctor (GP, consultant, specialist), educational psychologist or other relevant professional should be attached.</i>
- I have attached information about medical / social / pastoral needs <span style="float: right;"><b>Yes No</b></span>
- Is your child adopted or subject to a child arrangements order, or special guardianship order, having been looked after? <span style="float: right;"><b>Yes No</b></span>
I / We certify that the information given on the form is correct. I / We understand that any false information may render this application invalid.
<b>Signed</b> _____ <b>Printed</b> _____ <b>Parent / Guardian</b> (delete as appropriate)
Date: _____

## **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 3<sup>rd</sup> 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](mailto: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/>