



# **St Joseph's Catholic and Anglican High School**

## **Admission Policy & Oversubscription Policy**

Adopted by the Full Governing Body  
3<sup>rd</sup> July 2019

*St Joseph's is a Catholic and Anglican High School, and as such is truly unique as a shared church school in Wales. The Bishops' of the Dioceses of Wrexham and St. Asaph ensure that the school exists to serve the Catholic and Church in Wales communities of Wrexham. As a school, we welcome young people from all backgrounds, who would prefer a faith-based education for their child. We ask that all parents applying for a place here to recognise and respect the distinctive ethos and education the school provides and its importance to the school community. This does not affect the right of the parents who are neither Catholic nor Anglican to apply for a place here and we seek to promote inclusivity to all. However, our over-subscription criteria makes clear in fulfilling our Christian mission, that those members of the Catholic and Church in Wales communities will be given precedence in allocation of places and this criteria will be applied should there be more applications for places than the published admission number.*

## **Applying for a place at St Joseph's Catholic and Anglican High School**

### **Primary to Secondary School Admissions**

When applying for a place at St Joseph's School parents **must** ensure they complete **both** of the following steps:

### **Step 1 – Completion of School Application Process\* - to be returned to the school.**

- **School Application Form** – to be completed by Parent or Guardian
- **Supporting Information Form** – to be completed by your Priest / Minister /Religious Leader at your place of worship. If you have no religious affiliation please return the form and indicating this.
- **Evidence of Sacraments Received** – include photocopies of any signed certificates or documentation. The contact details of the parish / establishment involved must also be included

### **Step 2 – Completion of Local Authority Application Process**

- The Local Authority operates an **on-line application process** and details of this can be found on the Wrexham County Council website, [www.wrexham.gov.uk](http://www.wrexham.gov.uk) Alternatively, parents may apply to the Contact Wrexham Centre directly for Local Authority application forms.

**The Admission Panel will only consider Applications where both of the above processes have been completed. The closing date for applications is Friday 8<sup>th</sup> November.** The Governing Body of St Joseph's Catholic and Anglican High School is the admitting authority.

### **Mid Phase Transfers**

Where parents wish to transfer their child from a secondary school to St Joseph's they are advised to contact the school directly.

\*Application Packs are available from the school or via the school website: [www.stjosephs.wales](http://www.stjosephs.wales)

## Admission Policy

In recognition of the spirit of harmony and partnership that has characterised the growth of this shared school, it has been agreed that there will be one Admissions Panel set up to deal with all admissions. Representatives from both denominations will form this Panel.

The school's admission number is 137 for each Year group.

The Governing Body proposes to admit 137 pupils. St Joseph's is a fully inclusive school with Resource Provision available. There is no selection on grounds of ability or aptitude. All applications, including those seeking Resource Provision, will be considered using the same criteria detailed below.

The Governors will consider applications, and allocate 137 places, in accordance with the evidence of commitment by parents and children to the comprehensive denominational education offered at St. Joseph's. Places will be allocated according to the basic ratio established at the foundation of the school: up to 60% of pupils admitted will be from the Catholic tradition and up to 40% of pupils admitted will be from the Anglican tradition. The Governors recognise that members of other Christian denominations and other faith communities have been, and continue to be, part of the life of St. Joseph's and they are committed to maintaining this within the constraints of the actual numbers applying to the school in any given year.

If the Governing Body receives 137 applications or less from pupils they will all be offered places at the school.

First priority is given to applications received by the published closing date which is 8<sup>th</sup> November 2019. Late applications will be considered using the same published criteria, however, if the school is oversubscribed any late applications will be considered after those received by the published closing date. Consideration will be given to applications received after this date where an exceptional reason for failing to meet the deadline can be proven beyond reasonable doubt.

When the number of applications exceeds the number of places available, applications for the 137 places available are considered by the Governors in the order of priority stated below.

### Over Subscription Criteria

All applications received by the closing date which express parental preference for comprehensive Christian denominational education at St. Joseph's on the common application form will be considered in the following order of priority.

Evidence and information must be supplied by the parents / guardians on the application form. Photo copies of copies of Baptismal certificates should be supplied. Applications must be accompanied by a Supporting Information Form. Supporting information and evidence from the family Priest / Minister / Religious Leader (if applicable) must be recorded by the Minister and not the parent / carer on the Supporting Information Form supplied with the application form. When considering applications those children who have been attending for the greatest number of years will be awarded priority.

1. **Looked After Children and previously Looked After Children** (*Please see Page 6 for definition of Looked After Children*)

**2. Children from the Catholic and Church in Wales Traditions**

Once places to Looked After Children and previously Looked After Children have been allocated the remaining places will be allocated according to the basic ratio established at the foundation of the school: up to 60% of pupils admitted will be from the Catholic tradition and up to 40% of pupils admitted will be from the Anglican tradition. If there have been no applications received from Looked After Children or previously Looked After Children the 137 places will be split using the same 60% / 40% ratio. This will equate to 82 children of the Catholic tradition and 55 children from the Anglican tradition

<b>Catholic</b>	<b>Church in Wales</b>
<p>(a) Baptised Catholic children in Catholic primaries within Wrexham Local Authority.</p> <p>(b) Other Baptised Catholic children</p> <p>(c) Other children who attend Catholic primary schools.</p> <p><i>Should the numbers exceed the number of places available in each category, the criteria below will be applied in the following order, to determine who can be admitted;</i></p> <ol style="list-style-type: none"> <li>1. <i>Supporting evidence from the Priest of sacramental involvement by the child and by the family.</i></li> <li>2. <i>Supporting evidence from the Priest of active involvement in the church community by the child and by the family.</i></li> <li>3. <i>The number of years the child has attended a Catholic feeder school.</i></li> </ol>	<p>a. Baptised children whose families attend an Anglican Church within the Wrexham Local Authority area. NB this does not mean school based worship</p> <p>b. Other Baptised Anglican children</p> <p>c. Other children who attend a Church in Wales Primary school</p> <p><i>Should the numbers exceed the number of places available, the criteria below will be applied, in the following order, to determine who can be admitted;</i></p> <ol style="list-style-type: none"> <li>1. <i>Supporting evidence from the Vicar / Minister about the active involvement by the child and family in the church they attend.</i></li> <li>2. <i>Supporting evidence from the Vicar / Minister about the child and family's attendance at church.</i></li> <li>3. <i>The number of years the child has attended a Church in Wales Primary School.</i></li> </ol>
<p><b>Where Catholic or Church in Wales places are unfilled, the places become available to the other oversubscribed denomination.</b></p>	

Following the allocation of places under 1 & 2, if any places remain they will be combined and allocated to pupils using the following oversubscription criteria as listed in order of priority.

**3. Children of families who are actively involved in local church communities of other Christian denominations and who are Category “A” members of CYTUN (Churches Together in Wales). For a full list of these member please go to Appendix A on page 8**

*For available places the following criteria will be applied, in order, to decide who can be admitted;*

- a. *Evidence of significant active involvement by the child and the family in the supporting church, such as weekly attendance at worship and other involvement*
- b. *Evidence of some active involvement by the child and the family in the supporting church, such as monthly or less regular attendance at worship*
- c. *The number of years the child and the family has been involved with the supporting church*

#### **4. Children of other faith communities.**

*For available places the following criteria will be applied, in order, to decide who can be admitted;*

- a. *Evidence of significant active involvement by the child and the family in the supporting place or worship*
- b. *Evidence of some active involvement by the child and the family in the supporting place of worship*
- c. *Evidence of commitment to a faith community by the child and the family*

#### **5. Children of families who are members, but not active members, of local faith communities.**

*For available places the following criteria will be applied, in order, to decide who can be admitted;*

- a. *Evidence of some involvement in the supporting church by the child and the family*
- b. *Number of years the child and the family has been involved with the supporting church*

#### **6. Children who are not able to be admitted under categories 1 – 5, but who have a sibling\* attending at the time of admission.**

*For available places the following criteria will be applied;*

*The greater the number of years the siblings would be together, as part of the school community, will be the deciding factor.*

\*Please see page 6 for Definition of Sibling

**7. Children who are not able to be admitted under categories 1 – 6, who have not provided any evidence from their Priest/Minister/Religious Leader regarding their faith commitment, or who have declared no faith commitment, but who have indicated they would like a place at St Josephs.**

#### **Tie Breaker**

In the event of a tie breaker being required, the Governors will admit those applicants who live nearest to the school. If equal preference is accorded to two or more applicants under any one criterion then the tie breaker will be applied, with the child living closest to the school being afforded priority. Proximity will be measured by the Governing Body Admissions Panel using the Local Authorities GIS mapping system. Measurements will be from the home to the nearest school gate, using the shortest, safe walking route. In the case of equal distances, such as a flat in a block of dwellings, the ground floor flats would be regarded as nearer than flats on higher floors.

#### **Home Address**

The 'Home Address' will be the address used for correspondence and relates to where 'Child Benefit'\* is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the Governors to confirm the address used on the application form. Home address will be the address that complies with the above at the end of the allocation period set by the Local Authority. Families who are due to move house should provide:

*\*Child Benefit – or the person who would be entitled to the payment of child benefit if they met the income threshold as set by HMRC*

- a) a Solicitor's letter confirming that completion has taken place on the purchase of a property;  
or
- b) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- c) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ

**Notes:**

**LOOKED AFTER CHILDREN:** A 'Looked After Child' is deemed to be one who is 'Looked After' or has previously been Looked After by a Local Authority in accordance with Section 22 of the children Act. Wrexham County Borough Council follows regulations set by the Welsh Government to ensure that the interests of these most vulnerable children are protected. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Application forms for Looked After Children should be signed by the relevant corporate parent.

**DEFINITION OF PARENTS**

Parents include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit\* is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

**PARENTAL RESPONSIBILITY**

Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on 1st December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through a residency order; being appointed a guardian; being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person's welfare); or by adoption.

In case of dispute between parents, where more than one parent has parental responsibility and they do not agree to an application being made to a particular school, a temporary school place will be offered until any dispute is resolved by both parents as a personal matter.

**SIBLING (brother/sister):** The admission arrangements will ensure that multiple birth children are not separated. Brothers and sisters whether full, half, step, foster or adopted will be considered relevant where living together in the same family unit in the same family household and address and where an older child will still be registered at the school when the younger child would be eligible to attend. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

*\*Child Benefit – or the person who would be entitled to the payment of child benefit if they met the income threshold as set by HMRC*

**APPEALS:** If the Governors send a letter stating that they are unable to offer a place, a parent may appeal. This appeal must be made in writing by a parent / guardian to the Clerk of the Governors of the school and must be received by the closing date indicated in the letter. An independent Appeals Panel, set up on behalf of the Diocese of Wrexham and the Diocese of St. Asaph, will then hear the Appeal.

**OTHER YEAR GROUPS:** Admissions are subject to places being available and to the same admissions criteria.

**WITHDRAWING OFFERS OF PLACES BY THE GOVERNORS:** Parents should note that should the Governors find evidence of a fraudulent or intentionally misleading application from a parent, which effectively denied a parent with a stronger claim an offer of a place, the offer could be withdrawn. Where a place is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if the place is refused. This statement is made in accordance with 'School Admissions Code, Statutory Code Document No. 005/2013, page 26 paragraphs 3.40 & 3.41.

#### **WAITING LISTS:**

##### **Transition to Secondary School from Junior School**

Parents who are unsuccessful in their application can have their child's name added to a waiting list. The waiting list will be kept until 30<sup>th</sup> September of the year of application. If any places become available before the term starts in September the Admissions Panel will consider those names on the waiting list. If there are more names on the waiting list than there are places available the Governors will use the over-subscription criteria as detailed in this policy. Once this date has been reached the waiting list will be destroyed.

##### **Mid-Phase Transfers**

Waiting lists for other year groups are kept. The over-subscription criteria will be applied should any vacancies arise.

## Appendix A

### CYTUN – Category “A” Members\*

All churches and denominations in Wales which subscribe to the Basis and have a spread of congregations in Wales and which have their own national organisation and ecclesial identity:

The Baptist Union of Wales

South Wales Baptist Association

The Methodist Church

The Church in Wales

The German Speaking Lutheran Church

The Salvation Army

The United Reformed Church

The Roman Catholic Church

The Union of Welsh Independents

The Congregational Federation

The Presbyterian Church of Wales

The Indian Orthodox Church (link: St Mary's Indian Orthodox Church, Bristol)

The Church of Pentecost - UK (Cardiff District)

B) Those churches, which have a spread of congregations in Wales, and which on principle, have no creedal statements in their traditions and therefore cannot formally subscribe to the basis, but which are committed to the aims and purposes of the Charity:

Religious Society of Friends

*details from CYTUN website on 4/7/19* <http://www.cytun.co.uk/hafan/en/who-we-are/>

This appendix may become out of date and therefore the online version of the category of membership will always be the version used by the Panel