



St Joseph's College
Mathematics and Computing Specialist College
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Admissions Policy for Entry to Year 7 for 2017

Admissions Policy for Entry to Year 7 in September 2017

St Joseph's College (Mathematics & Computing Specialist College) is an 11-18, all ability, Roman Catholic school for boys (girls in the 6th form). The College converted to Academy status in 2012. The Governing Body, acting through its Admissions Committee, will admit a maximum of 180 pupils each year at age 11.

St. Joseph's College, following in the Lasallian tradition for over 150 years, gives "a human and Christian education to the young".

St Joseph's College is a Catholic school, however we do welcome applications from children of other faiths and give such applications priority as described in the oversubscription criteria and notes in this policy. We ask all applicants and candidates applying for a place at the school to respect the college's ethos and its importance to the college's community, especially by participating in activities central to the ethos of the College.

In this policy, the expression "*Roman Catholic*" means those who have been baptised in accordance with the Rite of the Roman Catholic Church or in accordance with the Rite of another Church that is in full communion with the See of Rome (appendix1). The term "*candidate*" refers to the child named in the application, and "*applicant*" refers to the parent / guardian / carer making the application.

Admission Procedure

The school is usually heavily oversubscribed. In addition to completing the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form (SIF), available from the College and the Local Authority, should also be completed by applicants and returned to the College by the closing date given on the SIF. If the governors do not receive a completed SIF they will not be able to apply their oversubscription criteria and the application will be considered under the "Other children" category. Please read the form carefully and complete all of the sections appropriate to the candidate and applicant. Offers of places will be sent to applicants on the common offer date, as notified by the Local Authority.

St Joseph's College is a Specialist School and 10% of the intake will be awarded on the basis of performance in our aptitude test in Information Technology. This is a short, online test, lasting up to about 80 minutes (depending on how quickly candidates work through the on screen instructions), which gives the College an indication of whether candidates have an aptitude in IT. Applicants who want a candidate to sit the aptitude test must tick the appropriate box on the SIF. Dates of the test will be sent to applicants. The 10% of places awarded under category 2 will go to the children achieving the highest scores in the aptitude test

After the allocation of places to candidates with a Statement of Special Education Needs which names the School and where candidates exceed the number of places available, priority will be given as follows:

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| 1st category | Looked after children and previously looked after children (see note 1 below). |
| 2nd category | Those children who have been successful in the aptitude test (see above). |
| 3rd category | Practising Roman Catholic children (see note 1 below). |
| 4th category | Children who would have a brother or sister in the College at time of admission. ("Brother" means a boy who lives as a brother, including natural brothers, adopted siblings, step-brothers and foster brothers. "Sister" means a girl who lives as a sister, including natural sisters, adopted siblings, step-sisters and foster sisters.) |
| 5th category | Children practising other faiths, who provide evidence from their place of worship that they are practising their faith (see note 2 below). |
| 6th category | Baptised Roman Catholic children, who are not practising (see note 1 below). |
| 7th category | Children of other faiths, who are not practising (see note 2 below). |
| 8th category | Other children applying to the school. |

Where, *within any category*, the number of candidates exceeds the number of places available, tiebreaking criteria will be applied, as set out below, to decide the order in which offers of places should be made.

Note 1 (for 1st and 3rd and 6th category candidates)

Looked after children are defined as children in public care at the date on which the application is made. **Previously looked after children** are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked after. If an application is made under the ‘looked after’ criterion, it must be supported by a letter from the relevant Local Authority Children’s Services Department. If applying under the previously looked after criterion a copy of the adoption or special guardianship order must also be supplied.

Candidates will be ranked according to the degree of religious commitment and practice of both the candidate and the applicant and that ranking will determine the order in which offers are made. **Please see appendix 2 for the notes which explain the points system which is used to rank candidates by their religious commitment and practice.**

Practising Roman Catholic children are those where the total points score for the candidate plus applicant is 40 points. Where more than one candidate has the same score, their ranking will be determined by the tiebreaking criteria below.

The degree of religious commitment and practice will be determined from information submitted by the applicant in the SIF and from the reference provided by the priest. This seeks information on when the candidate was baptised, if they made their first Holy Communion and the frequency of the Mass attendance by the candidate and applicant. It will be used to establish the extent to which the candidate is a committed and practising Roman Catholic, and whether the applicant is committed to raising the candidate in the Roman Catholic faith.

We strongly encourage applicants to use the box in part 4 of the SIF to *explain* any information about religious commitment or practice that has given eg the age at which the sacrament of Baptism was received, or explaining why frequency of mass is less than weekly, or explaining why the first Holy Communion has not been made. If applicants submit in section C, part 4 of the SIF, any factors or special circumstances which have affected the candidate’s or applicant’s participation in and practice of the Catholic faith, which are deemed by the Admission committee to be mitigating, then full points may be awarded.

Where the information supplied is incomplete, inconsistent or requires verification, the Admissions Committee will contact the applicant. Support for applications will be required from the Parish Priest or another Roman Catholic priest nominated by the applicant who must be able to confirm that he knows the practice and commitment of the candidate and applicant.

Commitment and practice will be demonstrated by the following:

- The candidate’s and applicant’s religious commitment and practice as shown in the SIF and any other information supplied.
- Full adherence to the Sacramental life of the Roman Catholic Church, ie;
 - **Mass Attendance** – “On Sundays and other holidays of obligation, the faithful are obliged to participate in the Mass”. (**Canon 1247**)
 - **Baptism** – “Parents are obliged to see that their infants are baptised within the first few weeks. As soon as possible after birth, indeed even before it, they are to approach the parish priest to ask for the sacrament for their child, and to be themselves duly prepared for it”. (**Canon 867**)
 - **First Holy Communion**- “It is primarily the duty of parents and those who take their place, as it is the duty of the parish priest, to ensure that children who have reached the age of reason are properly prepared and, having made their sacramental confession, are nourished by the divine food as soon as possible”. (**Canon 914**)
 - The age of reason is presumed to occur on completion of the seventh year of age (**Canon 97**) and, therefore, the normal age for the first Holy Communion will be seven years.
 - The candidate’s and applicant’s religious practice as shown in the SIF and by the Priest’s reference.

The Admissions Committee will take into account any factors or circumstances which might have made the degree of the candidate’s and applicants’ religious commitment or practice less than they would have wished. Applicants should make sure that these factors or circumstances are mentioned in the SIF and that details are given.

Note 2 (for 5th and 7th category candidates)

Candidates will be ranked according to the degree of religious commitment and practice of both the candidate and the applicant relevant to their faith, and that ranking will determine the order in which offers are made. Where more than one applicant has the same score, their ranking will be determined by the tiebreaker criteria below.

The degree of religious commitment and practice will be determined from information submitted by the applicant in the SIF and by the reference from their religious leader. This seeks information on the candidate’s and applicant’s adherence to their particular religious practice, the consistency of the candidate’s and applicant’s religious practice and involvement in their faith.

- **See Appendix 3 for the notes which explain the points system which is used to rank candidates by their religious commitment and practice.**

If applicants submit in section D, part 6 of the SIF, any factors or special circumstances which have affected the candidate’s or applicant’s participation in and practice of their faith, which are deemed by the Admission Committee to be mitigating, then full points may be awarded. Please use the box in part 6 to explain any information about religious commitment or practice you have given eg the frequency worship or the date of initiation into the faith.

Where the Governing Body considers that the information supplied is insufficient to indicate the degree of religious commitment and practice, or where the information supplied requires verification, clarification will be sought from the applicant in order to obtain such further information as may be required. This will always be done in writing.

Tiebreaking criteria - to be used where, *within any category*, the number of candidates exceeds the number of places available or where, in a ranking order, more than one applicant has the same score.

1st priority: Medical or other special reasons why the candidate should be admitted to the School and not to any other school for which the candidate may be eligible. Supporting evidence from a doctor, social worker or educational welfare officer must be supplied at the time of application or subsequently, but before the closing date for applications. Although the Admissions Committee may, at its discretion, make enquiries to satisfy itself as to the matters referred to in the material supplied, it will not be required to make any independent investigation and it will be entitled to rely entirely on the material supplied by the applicants.

2nd priority: Admission will be based on the distance from home to school measured by a straight line from the centre of the home building to the main gate of the school. This will be done using Croydon Education Authority's measuring system.

Where, in a tiebreaking situation based on distance, the distance from the centre of the home building to school is the same, allocation of places will be decided by the drawing of lots. This process will be independently verified.

Late applications

Applications received after the closing date will be deemed to be late and will not be considered for a place. Applicants who are deemed to be late can appeal against the decision not to award a place. Appeals will be heard at the same time as all other appeals against decisions.

Withdrawal of offer

The Admissions Committee reserves the right to verify any information supplied and to require further evidence including evidence that the address given is the normal weekday address of the candidate. Where fraudulent or deliberately misleading or incorrect information has been supplied and that information has led to a place being offered which would not otherwise have been offered, the Admissions Committee reserves the right to withdraw the offer.

Right of Appeal

If a place at the School is not offered, applicants will be given details of the right of appeal and the procedure to be followed.

In-year (casual) admissions

Applications for a place at the school in-year must be made using the common application form of the local authority (LA) where the child resides. This form must be returned to the LA. The school's supplementary information form (SIF) should also be completed to enable the Governors to rank the application in the event of there being more than one application for a place. The Governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the LA on behalf of the Governors. In the event of the Governors deciding that a place cannot be offered, applicants will be offered the opportunity of placing the candidate's name on the waiting list. This does not prevent applicants from exercising their right to appeal against the decision not to offer a place.

Waiting List

Parents / guardians / carers of candidates who have not been offered a place at the College should contact the College's Admissions Officer if they wish for the candidate's name to be placed on a waiting list. The waiting list will remain active to December 31st each year. Parents/guardians/carers must inform the College before this date each year if they wish to remain on the waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a candidate's name on the waiting list does not guarantee that a place will become available. This does not prevent applicants from exercising their right to appeal against the decision not to offer a place. It is possible that when a candidate is directed under the local authority's fair access protocol that they will take precedence over those candidates already on the list.

St Joseph's College Supplementary Information Form is available from the College and its website and from Croydon Local Authority.

Admission of Children Outside their Normal Age Group

In exceptional circumstances, parents / guardians may request that a child is admitted to the College outside their normal age group. The Governors of St Joseph's College, as the admission authority, will decide whether or not the individual child's circumstances make this appropriate on educational grounds.

It is the expectation that a child is educated alongside his age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with the school through an appropriately differentiated and enriched curriculum.

All requests to educate a child outside their normal year group must include written detailed explanation of why this is necessary and where applicable, evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary.

Decisions will be made on the basis of the circumstances of each case and in the best interest of the child. This includes taking account of the following:

- Parents' / guardians' views
- Information relating to the child's academic, social and emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If the child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the Headteacher and other key members of staff (eg Head of Year 7)

Appendix 1 : CATHOLIC CHURCHES IN COMMUNION WITH THE SEE OF ROME

ALEXANDRIAN: Coptic, Ethiopian

ANTIOCHEAN: Malankarese, Maronite, Syrian

ARMENIAN: Armenian

CONSTANTINOPLE: Albanian, Belarusian, Bulgarian, Georgian, Greek, Hungarian, Italo-Albanian, Krizevci, Macedonian
Melachite, Romanian, Russian, Ruthenian, Slovakian, Ukrainian,

CHALDEAN: Chaldean, Malabar

Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches are not in union with the See of Rome.

Appendix 2 : Points to measure degree of Catholic commitment and practice will be available in the following 2 categories:

1) Sacramental Adherence (Baptism and First Holy Communion)

Baptism	<i>Within 12 Months of birth or after 12 months with mitigating reasons (see SIF Section C part 4)</i>	<i>After 12 Months from birth</i>
	5 pts	2 pts
First Holy Communion	<i>Affirmation that the candidate has made their First Holy Communion</i>	<i>Affirmation that the candidate has not made their First Holy Communion</i>
	5 pts	0 pts

2) Frequency of Mass Attendance during the last 2 years

	<i>Weekly</i>	<i>Fortnightly</i>	<i>Monthly</i>	<i>Less than monthly</i>	<i>Never</i>
Candidate	15 pts	5 pts	2 pts	1 pt	0 pts
Applicant	15 pts	5 pts	2 pts	1 pt	0 pts

Appendix 3 : Points to measure degree of non-Catholic religious commitment and practice will be available in the following 2 categories:

1) Initiation to faith ceremony

Ceremony	<i>Affirmation that the candidate has been initiated into faith</i>	<i>Affirmation that the candidate has not been initiated into faith</i>
	5 pts	0 pts

2) Frequency of practice / attendance at place of worship during the last 2 years

	<i>Weekly</i>	<i>Fortnightly</i>	<i>Monthly</i>	<i>Less than monthly</i>	<i>Never</i>
Candidate	15 pts	5 pts	2 pts	1 pt	0 pts
Applicant	15 pts	5 pts	2 pts	1 pt	0 pts