



St Joseph's College  
London Road  
Trent Vale  
Stoke-on-Trent  
ST4 5NT

[www.stjosephstrentvale.com](http://www.stjosephstrentvale.com)

## Admission Arrangements for 2019/20

St Joseph's College is a co-educational selective Catholic School for boys and girls between the ages of 11 and 18. The college is an academy school, part of the Edmund Rice family of schools, founded by the Christian Brothers and following the charism of Blessed Edmund Rice.

The admissions process for St Joseph's College is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme.

The Admission Policy of the Governing Body of St Joseph's College is as follows:

The ethos of this academy is Catholic. The academy was founded by the Christian Brothers to provide education for children of Catholic families. The academy is conducted by its Governing Body as part of the Catholic Church in accordance with the Christian Brothers as Trustees and seeks at all times to be a witness to Jesus Christ. We ask all parent(s) and guardians applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parent(s) and guardians who are not of the faith of this academy to apply for and be considered for a place here.

To apply for a place at St Joseph's College in the normal admissions round (excluding admission to Year 12), an application must be made using the school admission application process of the local authority in which you live naming St Joseph's College on the application form. Applications need to be made by 31<sup>st</sup> October 2018. **A Supplementary Information Form (SIF) must also be completed. The SIF must be returned directly to the school by 2<sup>nd</sup> November 2018 (see note 3 and 5 below).**

The Academy's Admission Number for the academic year 2019/20 is 150

St Joseph's College has no designated catchment area and the governing body considers applications regardless of which local authority area a pupil lives in.

For a pupil to be considered for admission in September 2019, parent(s) and guardians must comply with both of the following:

- a) Apply to the school by 14<sup>th</sup> September 2018 for their child to take the entrance test. The application form for the entrance test will be available from the school from 2<sup>nd</sup> July 2018 and at the open evening to be held at the school on 13<sup>th</sup> September 2018.

And in addition to completing and returning the above form, parent(s) and guardians must

- b) Complete and return their local authority secondary school application form by 31<sup>st</sup> October 2018 naming St Joseph's College as one of their preferred schools. The appropriate form will be available from pupils' current primary schools or the home local authority and should be returned directly to them as directed on that form. Local authority forms are not available from St Joseph's College and should not be returned directly to the school

Applications will be deemed as incomplete if both of the above application forms are not submitted as required. Incomplete applications will not be considered for admission by the Governing Body.

## **Stage One – The Entrance Test**

The entrance test will take place on 21<sup>st</sup> and 22<sup>nd</sup> September 2018. Parent(s) and guardians will be informed of the arrangements for the test ahead of these dates and be given samples of questions. Parent(s) and guardians will be advised by 5<sup>th</sup> October 2018 whether or not their child has reached the required mark of 105 in order for parent(s) and guardians to know the outcome before the deadline to submit their local authority secondary school application form of 31<sup>st</sup> October 2018. Parent(s) and guardians will also be advised of how many pupils have reached the required mark of 105 in the test so that an assessment can be made of the likelihood of a child being allocated a place at the college using the oversubscription criteria listed in Stage Two of this policy.

To reach the required standard, pupils must achieve an age adjusted score of 105, based on the average of the tests taken. To help clarify the standard required to pass the entrance test, 95% of pupils who pass the entrance test will be expected to achieve at least an average level 4 in their Key Stage Two SATs. All entrance test papers will be marked anonymously and markers will not be able to identify any individual child.

Pupils who do not achieve the required score of 105, but achieve a score of 104 or 103 will have their paper re-marked.

Parent(s) or guardians who consider that their child has a disability and/or a Special Educational Need which could disadvantage them during the entrance test process should provide further written information and evidence of the disability or Special Educational Need to the Governing Body at the time of applying for their child to take the test. Evidence would be required from qualified educational or medical practitioners confirming the nature of the child's disability or Special Educational Need. Consideration will then be given to making any reasonable adjustments or other practical arrangements for them taking the test to ensure that no pupil is placed at a disadvantage.

If the number of pupils who achieve the required score is less than 150, then places at St Joseph's College will be offered to every one of those pupils.

The parent(s) and guardians of pupils who have not achieved the required score of 105 will be notified of this in writing and their applications will not proceed to Stage Two of the admissions process.

## **Stage Two – Oversubscription Criteria**

If the number of pupils who have achieved 105 or more in the entrance test exceeds the admission number of 150, their parent(s) and guardians will be sent a Supplementary Information Form (SIF) with their letter advising them of the outcome. The relevant form must be returned, completed, to St Joseph's College by 2<sup>nd</sup> November 2018. The Governing Body will then give priority to applications in accordance with the criteria listed below. If a child has achieved a score of 105 or more in the entrance test and the parent(s) or guardians do not return the SIF, then the child will be considered to be a non Christian. No further reference to academic performance or scores achieved in the entrance test will be made with relation to offering places in the line with the oversubscription criteria.

1. Baptised Catholic children (see Note 3 below) who are looked after or previously looked after (See Note 1 below)
2. Baptised Catholic children (see Note 3 below) who have will have a brother or sister attending St Joseph's College in September 2019 (see Note 6 below)
3. Baptised Catholic children (see Note 3 below) of a member of staff of the school at the time of application (see Note 8)
4. Other Baptised Catholic children (see Note 3 below) limited to 125 to include categories 1, 2 and 3 above
5. Non-Catholic children who are looked after or previously looked after (See Note 1 below)

6. Christian children (see Note 5 below) who will have a brother or sister attending St Joseph's College in September 2019 (See Note 6 below)
7. Christian children (see Note 5 below) of a member of staff of the academy at the time of application (see Note 8)
8. Other Christian children (See Note 5 below) limited to 18 which includes other Christians at categories 5, 6 and 7 above
9. Non-Christian children who will have a brother or sister attending St Joseph's College in September 2019 (See Note 6 below)
10. Non-Christian children of a member of staff of the academy at the time of application (see Note 8)
11. Other non-Christian children or of no faith which includes categories 5, 9 and 10 above

## OVER-SUBSCRIPTION

If there is over-subscription within categories 1 – 4, the Governing Body will give priority to children whose SIF is accompanied by a Certificate of Practice (see note 4 below). Diocesan Education Service's website at <http://www.bdes.org.uk/admissions.html>

**'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://www.bdes.org.uk/admissions.html>"

If there is oversubscription in categories 5 – 11 the Governing Body will give priority to children whose SIF is accompanied by the Religious Practice Form and or a supporting statement from their religious minister evidencing their practice of faith. (See note 5 below).

Where children tie for the final places to be offered within a category, the Governing Body will give priority to children living closest to the college, determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant's home address and the front gate of the academy. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system (See Note 7).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and college is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. As an exception, the Governing Body will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places

### **Note 1**

A “looked after child” has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A “previously looked after child” is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

### **Note 2**

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants.

### **Note 3**

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) for Catholics **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect your child’s chance of being offered a place at St Joseph’s College.

### **Note 4**

The evidence for assessing practice of faith will be gathered from the Supplementary Information Form (SIF), supported by a Certificate of Practice completed by the priest.

A child and a parent or guardian who are or who have gone through the process of Rite of Christian Initiation for Children (RCIC) or Rite of Christian Initiation for Adults (RCIA), and have been accepted into the Catholic Church on or before the date of 31<sup>st</sup> October 2018 will be treated as Catholic. Supportive documentary evidence needs to be received from the Parish Priest to confirm this.

### **Note 5**

For a child to be considered as Christian, they will need to provide evidence that they have been baptised by a church officially recognised by the Catholic Church. Evidence of this baptism will be required. Those who face difficulties in producing written evidence of Christian baptism should contact their minister.

Parents making an application for a Christian or a non-Christian child should also complete a Supplementary Information Form (SIF) for Non-Catholics **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect your child’s chance of being offered a place at St Joseph’s College.

### **Note 6**

For an applicant to be given priority as a brother or sister, the brother or sister already attending St Joseph’s College needs to be in Years 7 to 11 in September 2019 or, if in Years 12 or 13, have attended the school since at least the start of the academic year beginning September 2016.

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents’ marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household

### **Note 7**

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name the address where Child Benefit is registered, to be used for the purpose of allocating a place

### **Note 8**

This criteria will be applied in the case of a member of staff who has either:

- a) Been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) Been recruited to fill a vacant post for which there is a demonstrable skill shortage.

## **APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP**

If parent(s) and guardians wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parent(s) and guardians must then submit a formal request to the Governing Body. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Governing Body will consider requests submitted and advise the parent(s) and guardians of the outcome of that request before the national offer day, having taken into account the information provided by the parent(s) and guardians, the child's best interests and the views of the Headteacher.

If parent(s) or guardians are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

## **APPEALS**

Parent(s) or guardians who wish to appeal against the decision of the Governing Body to refuse their child a place in the academy may apply in writing to the Governing Body at the Academy address. Appeals will be heard by an independent panel.

## **REPEAT APPLICATIONS**

Any parent or guardian can apply for a place for their child at any time outside the admissions round. Parent(s) and guardians do not have the right to a second appeal in respect of the same academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent(s) or guardians, child or academy but still refused admission.

## **LATE APPLICATIONS**

Applications to sit the entrance test received between 22<sup>nd</sup> September 2018 and 31<sup>st</sup> October 2018 will be accepted, subject to arrangements being made for the pupil to sit the test on an alternative date and achieving the required mark of 105 or more.

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;

2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

You are encouraged to ensure that your application is received on time.

### **APPLICATIONS OTHER THAN THE NORMAL INTAKE TO Y7 (In-year applications)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting Mrs Fiona Uschmann on 01782 848008 and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above) provided they have sat and passed the entrance test.

Parents will be advised of the outcome of their application in writing and, where the Governing Body's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

### **WAITING LISTS**

Waiting lists for admission will remain open until the end of December 2019 and will then be transferred to an in year waiting list which will be held until the end of the academic year. The waiting list will be kept by the Governing Body in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

### **IN YEAR FAIR ACCESS POLICY**

Refer to the agreed policy with the LA for admission of previously excluded or hard to place children. There is no charge or cost related to the admission of a child to this College.

## APPENDIX

### DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church*, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church*, 1203). Written evidence\* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law*, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation*, 399).

### WRITTEN EVIDENCE OF BAPTISM

*The Governing Bodies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.*

*Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.*

*Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.*

*Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)*





**St Joseph's College**  
**Supplementary Information Form (SIF)**  
**To be completed by Catholics**

Child's Surname:	
Child's First Name(s):	
Address:	
Contact number:	

1. **Name(s) of brothers or sisters who are currently attending St Joseph's College either in Years 7 to 11 and who will still be attending in September 2019 or who will be in Years 12 or 13 and have attended St Joseph's College since at least the start of the Academic year beginning September 2015.**

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2. **Details of Child's Catholic Baptism or Reception into the Catholic Church**

Please tick the appropriate boxes below:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*		No	
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes		No*	
Is the Certificate of Practice attached?	Yes		No*	

\*A Certificate of Catholic Baptism or Reception and or a Certificate of Practice into the Catholic Church is required in order for the Governing Body to give the correct priority to an application. Failure to provide evidence of Catholic Baptism or Reception and or Certificate of Practice in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Governing Body to rank applicants using the published oversubscription criteria: **This Supplementary Information Form must be returned directly to Fiona Uschmann at St Joseph's College, London Road, Trent Vale, Stoke on Trent, ST4 5NT by 2 November 2018.**

**Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete and return by 31<sup>st</sup> October 2018 the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.**

All information provided will be treated in confidence, in accordance with the Data Protection Act 1998 and used for the purposes of fulfilling the school's statutory and operational needs in relation to the school's admissions

**St Joseph's College**  
**Supplementary Information Form (SIF)**  
**To be completed by non-Catholics**

Child's Surname:	
Child's First Name(s):	
Address:	
Contact number:	

3. **Name(s) of brothers or sisters who are currently attending St Joseph's College either in Years 7 to 11 and who will still be attending in September 2019 or who will be in Years 12 or 13 and have attended St Joseph's College since at least the start of the Academic year beginning September 2015.**

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4. **Details of Child's Christian Baptism or other faith**

Please tick the appropriate boxes below:

Has your child been Baptised into a Christian faith?	Yes		No	
Name and date of parish or place where Baptism was celebrated:				
Is the certificate of Baptism attached?	Yes		No*	
If <b>not</b> Christian, please state which faith you practice:				
Is the Religious Practice Form attached?	Yes		No*	

\*A Certificate of Baptism and or the Religious Practice Form is required in order for the Governing Body to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception and or Certificate of Practice in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Governing Body to rank applicants using the published oversubscription criteria:

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