

## **Admission Arrangements For Entry into Year 7 September 2014**

St Joseph's College is a voluntary aided, selective Catholic School for girls and boys.

**To be considered for a place parents must:**

**a) apply to the school by 13 September 2013 for their child to take the entrance test. The application form for the entrance test will be available from the school from 1 July 2013 and at the open evening to be held at the school on 11 September 2013.**

**b) complete and return their local education authority secondary school application form by 31<sup>st</sup> October 2013. The appropriate form will be available from your primary school or local education authority and should be returned directly to them as appropriate. Forms are not available from St Joseph's College and should not be returned to us.**

St Joseph's College has no designated catchment area and will consider applications from any local authority. All applications should be forwarded to Stoke on Trent LA who will then send parents a Religious Practice Form after **31<sup>st</sup> October 2013** requesting further information that is relevant to our admission criteria. **This form must be returned directly to St Joseph's College by 4<sup>th</sup> November 2013.** The request for further information is very important as it contains the family's self-assessment to the practice of faith.

The entrance test will take place on **20 and 21 September 2013**. Parents will be informed of the arrangements for the test and be given samples of questions. **Results of the test will be forwarded to parents by 4 October 2013 so parents will know whether their child has passed the entrance test before the local education authority secondary school application form has to be submitted on 31<sup>st</sup> October 2013.** Parents will also be told how many pupils have passed the test so that an assessment can be made of your child's chances of being allocated a place using the admission criteria set out in these arrangements.

**Special Needs:** If your son/daughter has been assessed as having a special need, he/she may qualify for additional time in the entrance examination and you should therefore enclose a copy of the relevant section of the report. Reports will only be accepted if they have been produced by a Chartered Educational Psychologist or Medical Practitioner. Reports should be sent to St Joseph's College as soon as possible and by 16 September 2013 at the latest.

### **Late Applications**

Applications to sit the entrance test received after the date for the test but before the date for the submission of the school application form to the Local Authority will be accepted subject to passing an entrance test.

Applications to sit the entrance test received after the date for the test and the date for the submission of the school application form to the Local Authority, but before the allocation of places, will be accepted subject to passing an entrance test and acceptance by the Local Authority into its co-ordinated admissions scheme.

### **Applications received outside the normal admissions round**

Consideration of applications outside the normal admissions round is subject to places available and passing an entrance test.

**To pass the test your son or daughter 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 expect to achieve at least an average level 4 in their KS2 SATs. All entrance test papers will be marked anonymously (i.e. the identity of the child will not be known to the markers)

Pupils who do not achieve the average score of 105 by not more than 2 (i.e. those with average scores of 103 and 104) will have their test papers remarked.

Parents and pupils **will not be called for interview** and, in the event of oversubscription, places will be allocated, according to the criteria, **on the basis of the information contained in the Religious Practice Form.**

Parents should note that only pupils who have passed the entrance test will be considered and that **once the test has been passed no further reference will be made to academic performance.**

The admission committee of the governing body will allocate places on the basis of our admission criteria. This information will then be forwarded to the LA who will write to you on 1<sup>st</sup> March 2014.

## **Admission Criteria Year 7**

The College will admit up to 150 pupils into Year 7.

To be considered for a place, all pupils must pass the Governors' Entrance Test.

### **Oversubscription Criteria**

**The purpose of oversubscription criteria is to prioritise the allocation of places. Consideration of the declaration to practice of faith is included within each criterion except criteria 1, 5 and 7.**

### **Practice of Faith**

The evidence for assessing practice of faith will be gathered from the religious practice form which includes a declaration of the pattern of religious practice to be completed by the parent(s). A robust audit of these declarations will be carried out by the school who will contact the applicant family's priest or minister of religion to confirm the pattern of religious practice.

The most simple and common understanding of practice for a Catholic is to observe the Church's precept of attending Mass on Sundays<sup>1</sup>. The Catholic Church defines a practising family as one which attends Sunday Mass every or most weeks. The religious practice form sets out a simple points system which gives highest priority to pupils from families who attend Sunday Mass every or most weeks over a substantial period of time<sup>2</sup>.

For the purposes of the Religious Practice Form a family is normally to be regarded as a practising Catholic family where at least one parent is a practising Catholic and is doing his or her best to hand on the faith to his or her child. Sometimes a different pattern of practice may be judged to be equivalent e.g. a grandparent or other appropriate extended family member may take on the responsibility to hand on the faith to the child.

For applicants from other faiths, practice will also be assessed according to frequency of attendance at their place of worship.

Highest priority will be given to families from all faith groups whose frequency of attendance at Mass or place of worship is every or most weeks (10 points)

Practice of faith, therefore, will be judged by reference to:

- a) frequency of attendance at Parish Mass for Catholics
- b) frequency of attendance at their place of worship for non Catholics

For Catholics, an additional point will be available for each of the following :

- c) commitment to Catholic education for a substantial period of time<sup>2</sup>
- d) family involvement in church or religious related activity<sup>3</sup>

The points system is designed so that these additional points will not give higher priority to families who do not satisfy the Catholic Church's definition of 'practising' (attendance at Sunday Mass every or most weeks for 3 years) over families who do meet that obligation.

Parents are asked to sign a declaration that:

(i) the information given on the religious practice form is a true reflection of the family's religious practice

(ii) they agree that the school may contact their priest or minister of religion to confirm the pattern of religious practice declared on the form

**False or misleading declarations will result in the application being disqualified.**

**In the event of oversubscription, places will be allocated according to the following criteria, in order of priority:**

1) Baptised Catholic<sup>4</sup> looked after children and previously looked after children who have been adopted or made subject to a residence order or special guardianship order

2) Pupils who have an elder sibling<sup>5</sup> in attendance at the school in Years 7 – 11, or if in Year 12 and 13 has attended the school for a minimum of 4 years, who will still be attending the school at the proposed admission date and who record a minimum of 7 points in their declaration to practice of faith. This criterion applies to all denominations - Catholic, Non Catholic Christian and Non Christian

3) Seven Pastoral places for Baptised Catholic<sup>4</sup> children who are unable, with good reason, to satisfy the requirements of criterion 4 in full<sup>6</sup>.

4) A **minimum** of 120 and a **maximum** of 130 places<sup>7</sup> for Baptised Catholic<sup>4</sup> children allocated on practice of faith using the points system approved by the Governing Body.

5) Non Roman Catholic Christian<sup>8</sup> looked after children and previously looked after children who have been adopted or made subject to a residence order or special guardianship order

6) A **minimum** of 15 and a **maximum** of 23 places<sup>9</sup> for Non Roman Catholic Christian<sup>8</sup> children allocated on practice of faith using the points system approved by the Governing Body .

7) Non Christian looked after children and previously looked after children who have been adopted or made subject to a residence order or special guardianship order

8) A **minimum** of 5 and **maximum of** 7 places<sup>10</sup> for Non Christian children allocated on practice of faith using the points system approved by the Governing Body .

#### **Tie Break**

In the event of a tie within any of criteria 4, 6 and 8, the allocation of places will be decided by:

Equal division of whoever lives closest<sup>11</sup> within an inner catchment area<sup>12</sup> and outer catchment area<sup>13</sup> (if an odd number of places are available in the tie break, one place is awarded from the inner catchment area first followed by equal division).

In the event of under-subscription within any of criteria 4, 6 and 8, the Governors reserve the right to allocate places to pupils from another criterion from 4, 6 and 8.

## Waiting Lists

All pupils who apply will be ranked and placed on a waiting list until 30<sup>th</sup> December 2014

<sup>1</sup> The obligation to attend Sunday Mass also includes Saturday evening Mass

<sup>2</sup> A substantial period of time means at least three years

<sup>3</sup> The Governors can only consider family involvement in activities which are faith based (i.e. organised by, for or on behalf of the church/religious community). The following is not an exhaustive list but such activities for parents and/or children might include:  
Long term (at least -2 years) altar server, member of a church youth group, choir or folk group, reader at church, extraordinary minister of the Eucharist.

<sup>4</sup> 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 *Right 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*).

<sup>5</sup> For admission purposes, a sibling is a child who lives at the same address and who is the brother/sister, half-brother/sister (children who share one common parent), step brother/step sister where two children are related by marriage. This definition also includes adopted and foster children living at the same address.

<sup>6</sup> Pastoral places are only available when there is a compelling reason why compliance with the requirements under criterion 4 cannot be fulfilled. **An application for a pastoral place should be made with supporting evidence.** An example might be a child who spends weekends at different addresses and as a result is unable to attend the same place of worship each week. It also includes the inability to be allocated the additional points due, for example, the non availability of a place at a Catholic primary school or the lack of opportunity to be involved in church related activities. Pupils who are unsuccessful in applying for a pastoral place will automatically be included in criterion 4.

<sup>7</sup> The number of places (min. 120, max.130) includes looked after children and previously looked after children from (1), siblings from (2) and pastoral places from (3)

<sup>8</sup> For a child to be considered a non Catholic Christian they must be baptised into full communion with a Christian Church, recognised by the Catholic Church

<sup>9</sup> The number of places (min.15, max.23) includes looked after children and previously looked after children from (5) and siblings from (2)

<sup>10</sup> The number of places (min.5, max.7) includes looked after children and previously looked after children from (7) and siblings from (2)

<sup>11</sup> 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 school. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system

<sup>12</sup> Inner catchment area is defined as any address with an ST4 or ST5 postcode

<sup>13</sup> Outer catchment area is defined as any address outside the ST4 and ST5 postcodes

REFERENCE ONLY