

	<p>St Joseph's Catholic Primary School Malvern Admission Arrangements for the academic year 2025/2026</p>	
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The admissions process for St Joseph's is part of the Worcestershire Local Authority co-ordinated admissions scheme. To apply for a place at St Joseph's in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Joseph's on the application form. Applications need to be made by 15<sup>th</sup> January 2025. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16<sup>th</sup> April 2025, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with these admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The governing body has set its Published Admission Number ("PAN") at 30 pupils to be admitted to the Reception class in the school year which begins in September 2025. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <https://www.birminghamdiocese.org.uk/boundary-map> and will be applied to the admission arrangements for the academic year 2025

## Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of St Joseph's, Malvern or St Wulstan's, Little Malvern who have a brother or sister (see Note 4 below) attending St Joseph's Catholic Primary School at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of St Joseph's, Malvern or St Wulstan's, Little Malvern

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any

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If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2026 then the original application is withdrawn and the parents must submit a fresh application for Reception 2026 when applications open in the autumn term of 2025. Please note that parents only have the right to re-apply for a place. Where the Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of

In addition to their right to appeal, children who have not been offered a place at St Joseph's but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2026 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

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

The Governing Body of St Joseph's 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 admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Governing Body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

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. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at <https://www.stjoesmalvern.co.uk/admissions/>

St Joseph's is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the governors. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority via <https://www.worcestershire.gov.uk/schooladmissions>

If there are no places available, the child will be added to the waiting list (see above).

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

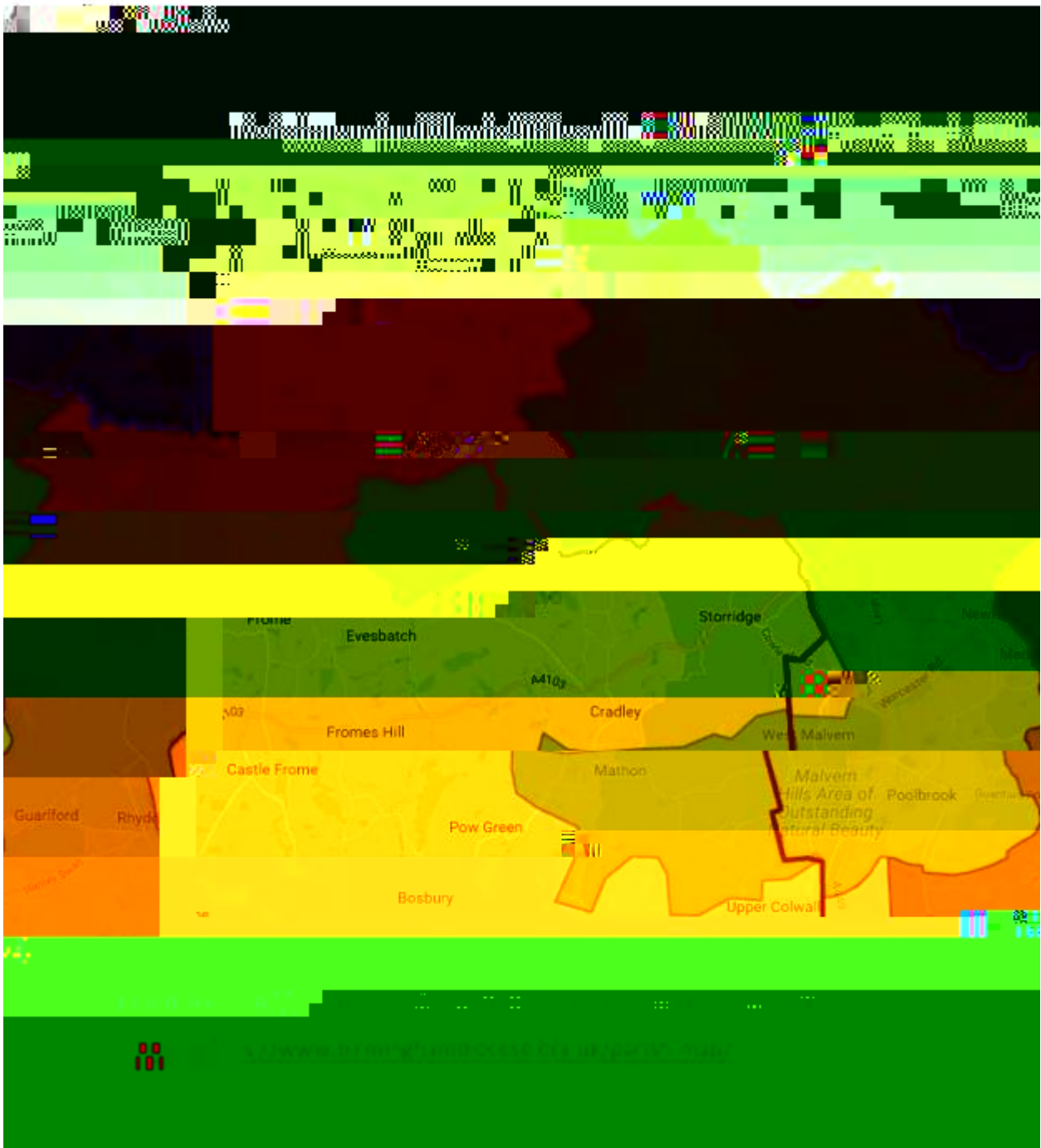
There is no charge or cost related to the admission of a child to this school.

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. 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*.





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The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are