



**ST. JOSEPH'S**  
CATHOLIC PRIMARY AND NURSERY SCHOOL  
'LEARNING TO LOVE, LOVING TO LEARN'

**CONSULTATION NOTICE ON THE PROPOSED ADMISSION ARRANGEMENTS FOR  
2025/26  
ST JOSEPH'S CATHOLIC PRIMARY SCHOOL  
90 OAKHILL ROAD  
LONDON, SW15 2QD**

**MISSION STATEMENT**

At St Joseph's we share a vision that together we are the architects of the future, building lives on the firm foundations of the gospel.

Inspired by Christian values we aim to provide love and security within a curriculum designed to meet the complex needs of all individuals, in order to prepare them to take their place in the ever-changing world of today and tomorrow.

The Governors of St Joseph's Catholic Primary School would like to consult on changing some details in the 2025/6 Admissions Policy.

A serious issue facing schools at this time is the decline in pupil numbers and the continuing fall in the birth rate. For Catholic schools, there is the additional impact of the significant drop in the number of baptisms over recent years. The Archdiocese of Southwark have updated and amended their Admissions Guidance document to bring it into line with the Admissions Code and, with the new amendments, seek to address, where possible, some of the issues around pupil numbers.

Changes have been made to order of priority in the admissions criteria and the tiebreakers in line with the guidance received from the Archdiocese of Southwark Education Commission.

The proposed admission policy is attached.

**The consultation is for the attention of:**

- a) parents of children between the ages of 3 and 11 years old
- b) other persons in the area who have an interest in the proposed arrangements
- c) all other admission authorities within the local area
- d) the Local Authority - Wandsworth
- e) any adjoining neighboring local authorities
- f) The Archdiocese of Southwark

## Proposed Changes to Admission Arrangements

### The current admissions criteria and oversubscription criteria :

#### Admissions Criteria

Places will be offered in accordance with the following order of priorities:

1. Looked after baptised Catholic children or looked after children in the care of Catholic families, looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order and Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted (Note 1)
2. Looked after children, looked after children who have been adopted or who have become the subject of a residence or guardianship order and children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted (Note 1).
3. Baptised Catholic children of practicing Catholic parent(s).  
If this criterion is oversubscribed the following tie-breakers will be applied in the following order:
  - Living within the Parishes who have a sibling at the school at the time of admission (Note 3) (Note 4)
  - Living within the Parishes (Note 3)
  - Living outside the Parishes who have a sibling at the school at the time of admission (Note 3) (Note 4)
  - Living outside the Parishes (Note 3)
4. Baptised Catholic children whose parent(s) are non-practicing  
If this criterion is oversubscribed the following tie-breakers will be applied in the following order:
  - Living within the Parishes who have a sibling at the school at the time of admission (Note 3) (Note 4)
  - Living within the Parishes (Note 3)
  - Living outside the Parishes who have a sibling at the school at the time of admission (Note 3) (Note 4)
  - Living outside the Parishes (Note 3)
5. Other children with a sibling at the school at the time of admission (Note 4)
6. Children within the Parishes whose parents are practicing members of other Christian denominations
7. Other children

#### Tiebreakers

The following order of priorities will be applied when applications within any of the above categories exceed places available and it is necessary to decide between applications.

If there are more applications than places within any of the above criteria, priority will be given to:

- (i) Children with a professionally supported **exceptional** medical need or exceptional social need for a place at this School (Note 5)
- (ii) Children who live\* nearest to the school **in order of straight-line distance from home to school, as measured by the Council's Geographical Information System (Note 6)**. (\*the L.A. determines the home address as part of the co-ordinated application process)
- (iii) Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

**Note 1:** A child looked after is a child in the care of a Local Authority or provided with accommodation by that Authority in accordance with section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act

2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014.

A special guardianship order is defined by section 14A of the Children Act 1989.

**Note 2:** A practicing Catholic is defined as one who attends Mass weekly. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to the other Christian denominations refers to denominations that are full members of Churches Together in England. Proof of Baptism and proof of practice by means of a reference from your Parish Priest will be required.

The strength of commitment to the faith as demonstrated by the level of the family's weekly mass attendance. The evidence must be provided by the parent(s)/carer(s) and endorsed by the priest at the church where the family normally worship on the Supplementary Form. Applications will be ranked accordingly; firstly, with those who attend Mass Weekly.

**Note 3:** Living within the Parishes means within the boundaries of the Parish of St Thomas a Becket, Wandsworth, St Mary Magdalen's, East Hill and St Gregory's, Earlsfield. (A map is available in the school)

**Note 4:** A sibling is defined as:

- A full brother or sister
- A step/half brother or sister living at the same address
- A child who is living as part of the family by reason of a court order; or
- A child who has been placed with foster carers as a result of being looked after by a local authority

**Note 5:** Applications made on **exceptional** medical grounds must be supported by a current letter from a specialist health professional. Applications made on exceptional social grounds must be supported by a current letter from a Social Worker or other care professional working with the family. The letter must give reasons why the child's condition or circumstances make it necessary for the child to attend this school, and the difficulties that would be caused if they had to attend an alternative school. If this information is not provided by the application closing date, the application will not be considered under this criterion.

**Note 6:** The straight-line measurement used to prioritise applicants for admission to schools in Wandsworth commences in all cases at the location of the property and terminates at the central point of the school site as determined by Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be considered in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random

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## **The proposed new admissions criteria and oversubscription criteria :**

### **Admissions Criteria**

Places will be offered in accordance with the following order of priorities:

1. Looked after Catholic children and all previously looked after Catholic children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
2. Baptised Catholic children. A baptismal certificate or evidence of reception into the Catholic Church must be provided.
3. Looked after children, looked after children who have been adopted or who have become the subject of a residence or guardianship order and children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
4. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children who are members of other faiths, Churches and denominations. Evidence of Baptism/dedication or evidence of membership required.
7. Any other children

### **Tiebreakers**

The following order of priorities will be applied when applications within any of the above categories exceed places available and it is necessary to decide between applications.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

- i. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required. The governors will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admissions number.

- ii. Living in the parish of St Thomas a Becket, Wandsworth, St Mary Magdalen's, East Hill or St Gregory's, Earlsfield.
- iii. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided, at the time of application, by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).
- iv. Proximity to the school of the child's home address, the distance measured in a straight line from the school entrance by the local authority using a geographical computerised information system. Evidence of residence may be required.
- v. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

Notes:

- a. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.
- b. A "brother or sister" means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (eg cousins).
- c. Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.
- d. A looked after child has the same meaning as in section 22(1) of the Children Act 1989 that is a child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.
- e. A looked after child has the same meaning as in section 22 (1) of the Children Act 1989 that is a child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. This will include children who appear (to the admission authority) to have been in state care outside of England as a result of being adopted.

**The above changes have been made in line with the guidance received from the Archdiocese of Southwark Education Commission.**

A copy of the school's current Admissions Policy can also be viewed at: [WELCOME \(stjosephs.wandsworth.sch.uk\)](https://www.stjosephs.wandsworth.sch.uk)

Pupil Services at Wandsworth and the Southwark Diocesan Board of Education will publish and circulate the policy to all the relevant organisations for consultation.

The consultation period is open for 6 weeks from **18 December 2023 to 31 January 2024**. Any comments about these changes should be submitted in writing to:

Johanna Jones  
Chair of Governors  
St Joseph's Catholic Primary School  
90 Oakhill Road  
London SW15 2QD

Alternatively you can email your comments to the school's email address:  
[info@stjosephs.wandswrth.sch.uk](mailto:info@stjosephs.wandswrth.sch.uk)

Following the consultation period all submitted comments will be considered at a governors' meeting and the final arrangements will be published on the school website after **28 February 2025**.



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## ST JOSEPH'S CATHOLIC PRIMARY SCHOOL ADMISSIONS CRITERIA FOR THE ACADEMIC YEAR 2025/26

### Introduction

St Joseph's Catholic Primary School is a voluntary aided school/part of a Catholic Academy Trust in the Diocese of Southwark. It is in the trusteeship of the Diocese. 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 Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body also welcomes applications from those of other denominations and faiths and from those who have no faith who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the governors intend to admit into the reception class, in September 2025, up to 30 pupils, the published admission number (PAN), without reference to ability or aptitude.

Where the number of applications exceeds 30 the Governors will offer places using the following criteria in the order stated below: -

### Admissions Criteria

Places will be offered in accordance with the following order of priorities:

1. Looked after Catholic children and all previously looked after Catholic children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
2. Baptised Catholic children. A baptismal certificate or evidence of reception into the Catholic Church must be provided.
3. Looked after children, looked after children who have been adopted or who have become the subject of a residence or guardianship order and children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.



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4. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children who are members of other faiths, Churches and denominations. Evidence of Baptism/dedication or evidence of membership required.
7. Any other children

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

- i. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required. The governors will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admissions number.
- ii. Living in the parish of St Thomas a Becket, Wandsworth, St Mary Magdalen's, East Hill or St Gregory's, Earlsfield.
- iii. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided, at the time of application, by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).
- iv. Proximity to the school of the child's home address, the distance measured in a straight line from the school entrance by the local authority using a geographical computerised information system. Evidence of residence may be required.
- v. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

Notes:

- a. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.
- b. A "brother or sister" means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (eg cousins).





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- c. Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.
- d. A looked after child has the same meaning as in section 22(1) of the Children Act 1989 that is a child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.
- e. A looked after child has the same meaning as in section 22 (1) of the Children Act 1989 that is a child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. This will include children who appear (to the admission authority) to have been in state care outside of England as a result of being adopted.

### **Admissions procedure**

The Common Application Form (CAF) required by the Local Authority and the Certificate of Practice should be completed and received at the school not later than the national closing date for primary schools. The Certificate of Practice is not mandatory and is only required for those applying under Criteria 2 of the model policy. You are advised to retain a copy of the certificate, offers of places will be sent to parents by their home Local Authority on the common offer date.

### **Education, Health and Care (EHC) Plan**

The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with an EHC plan naming the school will be admitted without reference to the above criteria.



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## **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that: -

- a) the admission of additional children would not breach the infant class size limit; or
- b) the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

## **Admission of children below compulsory school age**

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part- time until the child reaches compulsory school age.

## **Admission of children outside their normal age group**

Parents who are seeking a place for their child outside of their normal age group, eg, the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group that is to reception rather than year 1.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's head



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teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision. Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

### **Waiting Lists**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until at least 31st December of each school year of admissions. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

### **Late Applications**

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places, using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

*This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), will also apply to succeeding years, and be subject to the availability of places.*