

	St Joseph's Catholic Primary School Admission Arrangements for the academic year 2025/2026	
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The admissions process for St Joseph's is part of the Walsall 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 15th 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 16th 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 of 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).

A parish boundary map for the area covered by St Joseph's is attached and a copy can also be found on the school's website.

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 within the former parish boundary of St Joseph's, Darlaston, or St Mary's, Willenhall, who have a brother or sister attending St Joseph's Catholic Primary school at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the former parish of St Joseph's, Darlaston, or St Mary's, Willenhall.
4. Baptised Catholic children (see Note 2 below) living outside of the former parish boundary of St Joseph's, Darlaston or St Mary's, Willenhall, but within the St Newman parish boundary who have a brother or sister attending St Joseph's Catholic Primary School at the time of admission.
5. Baptised Catholic children (see Note 2 below) living outside the former parish boundary of St Joseph's, Darlaston, or St Mary's, Willenhall, but within the St Newman parish boundary.
6. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Joseph's at the time of admission.
7. Other Baptised Catholic children (see note 2 below).
8. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
9. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Joseph's Catholic Primary School at the time of admission.
10. Non-Catholic children.

Note 1

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special educational provision required for a child.

Note 2

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

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **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 may affect the criteria that your child is placed into which may affect your child's chance of being offered a place at this school.

For the purposes of this policy a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal

or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 3

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 was looked after but ceased to be so because he or she was adopted or became subject to a child arrangement order or special guardianship order and includes those children who appear, to the governing body, to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 4

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 civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

Note 5

Distance will be measured in a straight line from the centre point of the home address to the centre point of the school address using the Local Authority’s computerised measuring system with those living closest to the school receiving the higher priority.

In a very small number of cases where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final 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 the school is exactly the same e.g. 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 Published Admission Number for the child’s year group to be exceeded the Governing Body will randomly select the child to be offered the final place.

The governing body 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 admission number.

A child’s home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority’s Common Application Form.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority’s Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

SCHOOL ENTRY

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday when they will have begun to be of compulsory school age.

Where a place is offered in the school the pupil will be entitled to take up that place, on a full-time basis, in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2026.

A child may take up a part-time place until later in the school year but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year, when the child will have begun to be of compulsory school age, will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2025/2026 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2026.

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

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health or that the child is summer born i.e. a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Governing Body and the parents advised of the outcome.

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 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>

APPLICATIONS FROM CHILDREN CURRENTLY ATTENDING ST JOSEPH'S NURSERY

Attendance at St Joseph's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Joseph's. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

APPEALS

Parents who wish to appeal against the decision of the Governing Body to refuse their child a place in the school should make that appeal request, in writing, to the Chair of Governors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Governing Body have offered a place in the normal age group instead.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

LATE APPLICATIONS

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that all applications received after the closing date of 15th January 2025 will be classed as late applications.

Applications received between 16th January 2025 and 11th February 2025 may be considered as on time but only where there are exceptional circumstances, for example:

- Where the family was unable to complete the on-line form by the closing date because they moved into the borough of Walsall after the closing date of 15th January 2025.
- The family was unable to comply with the admission timetable because of exceptional circumstances which prevented the on-line form being submitted on time.
- When a lone parent has been ill for some time.

In these cases the circumstances must be given in writing at the time of application and attached to the Late Preference Form. They will then be verified by the Executive Director of Children's Services, Walsall Council.

Applications received between 12th February 2025 and 15th April 2025 will be considered only after all other applications received on time.

Please note that any change in preference after the closing date will be regarded as a late application and will be considered under the above policy.

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

CHANGE IN PREFERENCE

Up to the closing date of 15th January 2025 parents may change their preferences if they wish to do so. After the closing date any change in preference, other than in exceptional circumstances, will be regarded as a late application and will be considered under the published late application policy. Documentary evidence is required to support claims of exceptional circumstances.

WAITING LIST

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 31st December 2025 and will then be discarded. Parents may apply to St Joseph's for their child's name to remain on the waiting list until the end of the summer term 2026 when it will 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.

IN YEAR FAIR ACCESS PROTOCOL

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.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (IN-YEAR ADMISSIONS)

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.st-josephs.walsall.sch.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://go.walsall.gov.uk/schools-and-learning/schools-in-walsall/school-admissions/apply-for-a-primary-school-place>

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.

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. 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 of Catholic schools and Boards of Directors of Catholic Academies 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.

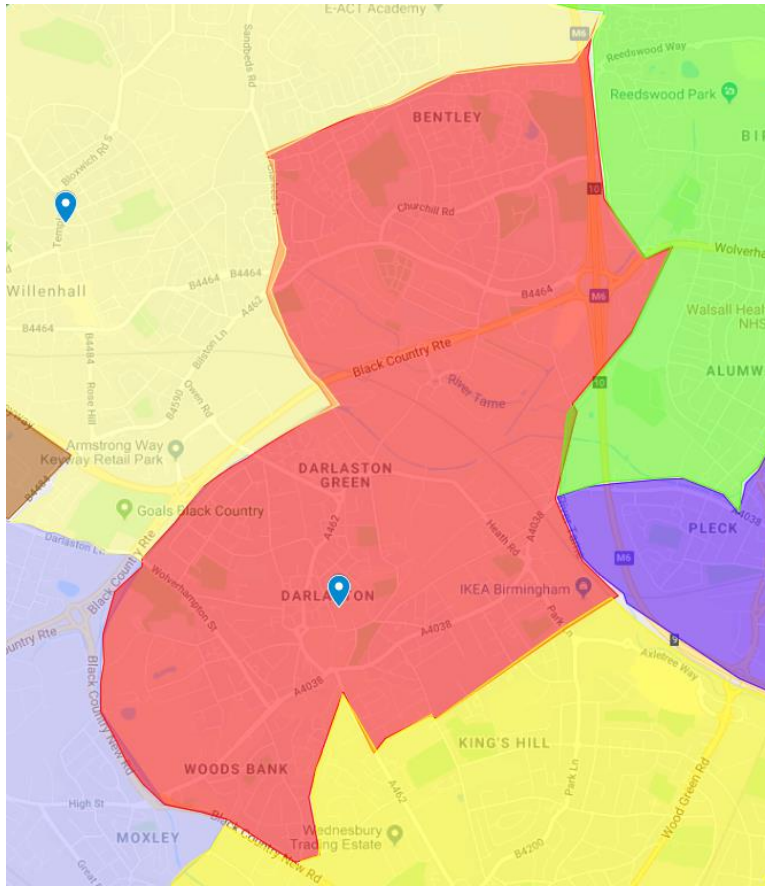
Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception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

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

St Joseph's Parish Map



Official description of the St Joseph's, Darlaston,

Starting in the north-east at the junction of the Railway Line with Bentley Lane and Bloxwich Lane:

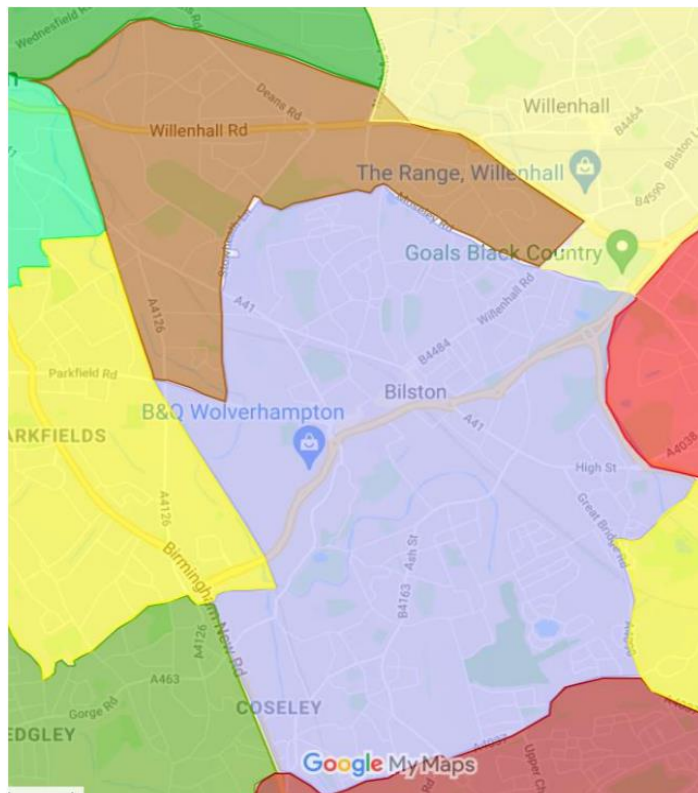
1. South along BLOXWICH LANE to its end on Wolverhampton Road;
2. East along WOLVERHAMPTON ROAD to its junction with the Stream near Primley Avenue (neither side);
3. South-west along the STREAM to its confluence with the River Tame near Bentley Mill Lane;
4. South along the RIVER TAME passing under Darlaston Road and continuing to its junction with the Railway Line;
5. Continuing south for a short distance along the RAILWAY LINE to a point opposite the junction of Franchise Street and Park Lane;
6. South-west in a STRAIGHT LINE to Franchise Street;
7. South-west along FRANCHISE STREET and its continuation SCHOOL STREET to the end on the Darlaston/Wednesbury Road (both sides);
8. North along DARLASTON ROAD for a short distance to the junction with the Railway Line (both sides);
9. South-west along the RAILWAY LINE to its junction with Woden Road;
10. West along WODEN ROAD NORTH to its junction with Holyhead Road (neither side);
11. North-west along HOLYHEAD ROAD to its junction with the Canal near Moxley Road (neither side);
12. North along the WALSALL CANAL to its junction with the Willenhall Road at Bughole Bridge;
13. North along the WILLENHALL ROAD and its continuations THE CRESCENT, CRESCENT ROAD and CLARKES LANE to the junction with the Railway Line near Slater Street (neither side);
14. East along the RAILWAY LINE to its junction with Bentley Lane and Bloxwich Lane

Official description of the St Mary's, Willenhall, parish boundary name Willenhall description

Starting in the north-east at the junction of Sneyd Lane with the Wyrley and Essington Canal at Sneyd Lane Bridge:

1. South along the WYRLEY AND ESSINGTON CANAL to the Footpath at Bentley Wharf Bridge;
2. South along the FOOTPATH to Bentley Lane;
3. South-east along BENTLEY LANE and its continuation BLOXWICH LANE to the disused Railway Line;
4. West along the DISUSED RAILWAY LINE to Clarkes Lane;
5. South along CLARKES LANE and its continuations CRESCENT ROAD, THE CRESCENT and WILLENHALL ROAD to the Walsall Canal at Bughole Bridge (both sides);
6. South-west along the WALSALL CANAL to Darlaston Lane;
7. North-west along DARLASTON LANE to its end on Bilston Road (neither side);
8. North-east along BILSTON ROAD to its junction with the Keyway (neither side);
9. North-west along THE KEYWAY to its junction with Willenhall Road;
10. West along WILLENHALL ROAD to its junction with Neachell Lane (neither side);
11. North along NEACHELL LANE to the Bentley Canal (neither side);
12. East along the BENTLEY CANAL to Merrills Hall Lane;
13. North along MERRILLS HALL LANE to its end on Waddens Brook Lane (neither side);
14. East along WADDENS BROOK LANE to its junction with Broad Lane South (neither side);
15. North along BROAD LANE SOUTH and its continuation BROAD LANE NORTH to Lichfield Road (neither side);
16. East along LICHFIELD ROAD and its continuation SNEYD LANE to the Wyrley and Essington Canal at Sneyd Lane Bridge

Other former parishes that make up the remainder of the new Newman parish The former parish boundaries of St Joseph's, Wolverhampton are in brown above The former parish boundaries of Holy Trinity, Bilston are in lilac, to the south of St Joseph's parish The above image is for guidance purposes only.



The official parish boundary is detailed by the written description below. Official description of the St Joseph's, Wolverhampton parish boundary name St Joseph description

Starting in the west where the Willenhall and Coseley Railway Lines divide just to the east of Wolverhampton Station:

1. East along the WILLENHALL RAILWAY LINE to Neachell Lane at Neachell Bridge;
2. South along NEACHELL LANE to Willenhall Road (both sides);
3. East along WILLENHALL ROAD to The Keyway (both sides);
4. South-east along THE KEYWAY to Bilston Road;
5. South along BILSTON ROAD to Moseley Road (both sides);
6. North-west along MOSELEY ROAD to Prouds Lane (both sides);
7. West across the north of LAWN SIDE GREEN and along PARK VIEW ROAD and WARSASH CLOSE to its end on Stowheath Lane (neither side, thus excluding all these roads and all of Burlesden Walk from the parish);
8. South along STOWHEATH LANE to Wellington Road (both sides);
9. Continuing south along WARD STREET to Millfields Road;
10. West along MILLFIELDS ROAD and for a short distance along PARKFIELD ROAD to the Railway Line from Coseley (neither side);
11. North along the RAILWAY LINE to its junction with the Railway Line from Willenhall to the east of Wolverhampton Station