



ST JOSEPH THE WORKER CATHOLIC PRIMARY SCHOOL, HUTTON
ADMISSION POLICY 2025/2026

St Joseph the Worker Catholic Primary 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 always 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 the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 30 pupils to the reception year in the school year which begins in September, 2025.

Twins, Triplets etc.

For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the school will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of those children can be offered a place initially, the school will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place. For mid-year applications, where a family moves into an area necessitating a change of schools for their twins (or triplets etc.) and the majority can be offered a place, then a place will be offered for the remaining child or children. However, where the family does not move but wishes to transfer the children to another local school, where there are insufficient places for all of them then a place would not normally be offered for all.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or 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.

Oversubscription Criteria

When there are more applications than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after and previously looked after children (see notes 2&3)
2. Catholic children who are resident in the Parish of St Joseph the Worker Catholic Church, Hutton. (see notes 3 and 9)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2).
5. Catechumens and members of an Eastern Christian Church. (see notes 4 & 5)
6. Any other children.

Within each of the categories listed above the following provisions will be applied in the following order:

(i) Where evidence is provided at the time of the application of exceptional medical, social or pastoral circumstances why a child should attend St Joseph the Worker school, this may override other admission criteria within a category. Applications made on this basis will be considered by the governing body who will decide whether the evidence provided demonstrates that the circumstances are exceptional, if supported by evidence at the time of application. The relevant medical reasons may be in relation to either the child or one or both parents. Written evidence from a priest, doctor, social worker or other registered health professional must be provided to the governing body, setting out why this is the most suitable school and the difficulties that would be caused if the child attended and had to travel to another school (see note 8).

Under the Disability Discrimination Act, schools will make reasonable adjustment to accommodate the needs of individual children with disabilities or medical needs. For this reason, only exceptional medical circumstances will be considered.

(ii) The attendance of a brother or sister at the school at the time of enrolment will have priority within each category (see note 6).

Tie Break

Where the offer of places to all the applications in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school measured by straight line distance. The school uses measurements provided by the LA, and parents may wish to refer to the LA's "Primary Education in Essex 2025/2026" admissions booklet, which can be found on the website <https://www.essex.gov.uk/topic/admissions> for an explanation of how the LA does this. The nearest distance will be given priority within each category and when there are applicants with an identical distance competing for a single place at the school the place will be offered to applicants on the basis of lots drawn by a person deemed to be impartial with no involvement or personal interest in admissions. An example would be the School Improvement Partner.

Right of Appeal

Should an application be unsuccessful, parents have the right of Appeal, the details of which are available from the school or from the LA.

Application Procedures and Timetable for Reception Children

Applications for admissions must be made in accordance with the coordinated admissions procedure adopted by the child's home LA. For children resident in Essex parents can apply online on the website www.essex.gov.uk/topic/admissions

Full details on the application process are available in the 'Primary Education in Essex 2025/2026' admissions booklet available to view on that website. Parents should submit their application by the National Closing Date as published on the website.

In addition, parents are required to complete a Supplementary Information Form (SIF) attached to this policy and also available on the school's website www.st-josephworker.essex.sch.uk if they wish to apply under the oversubscription criteria 1 to 3 or 5. This is in order to provide additional information to enable the governing body to apply the school's admission criteria. The SIF should be returned to the school by 15th January 2025 in order that the application can be considered within the correct criteria.

The LA is responsible for making all offers on behalf of the governing body of places for Reception children up until the end of August 2025.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2025.

Late Applications

Late applications will be administered in accordance with Essex Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place 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, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year but not beyond the point at which the child reaches 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.

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to Reception rather than year 1.

Any such request should be made in writing to the **Headteacher** at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher, including the Headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists/Register of Interest

The LA will hold a waiting list until the end of the first week of September for children entering Reception and continue to allocate places from the waiting list if spaces become available. In the event of oversubscription the school will then hold the waiting list until at least the 31st December of each school year of admission.

The Register of Interest will apply after this date for the Reception Class and from September for all other year groups. Parents may ask the school to place their child's details on the school's Register of Interest. If a place becomes available within the Reception class, governors will consider the details held on the Register of Interest, and the place will be offered by governors who will apply the school's admissions criteria. The Register of Interest will be maintained and the school will rollover the information each year.

It should be noted that if a place within the Reception class becomes available, governors will consider the children on the Register of Interest at that time, and offer the place to the child whose circumstances place them at the top of the list at that time, in accordance with the admissions criteria. Length of time a child's details have been held on the Register of Interest will not be taken into account. When a child's details are held on the Register of Interest, it is the responsibility of parents to ensure that the school is kept up to date with any changes in circumstances that may affect their child's ranking, for example, a change of address, or the child becoming a Catholic. Evidence of any such changes in circumstances must be provided (e.g. baptismal certificate).

The Register of Interest will be maintained and the school will rollover the information each year.

Mid-Year Applications

All mid-year applications should be made directly to the school, using the mid-year application form available on our website and/or the school office. Mid-year applications (sometimes called in-year applications) are any application for a school place made to a year group, apart from September admissions to Reception. For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group.

The school will be responsible for co-ordinating mid-year admissions for places at the school (Reception through to Year 6). Where no place is available in the required year group, parents may request that their child's details be placed on the Register of Interest for the appropriate year group. If a place within the school becomes available, children whose parent(s) have expressed an interest for that place will be considered, in the order determined by the school's admissions criteria.

The Register of Interest will be maintained and the school will rollover the information each year.

It should be noted that when a place within the school becomes available, governors will consider the children on the Register of Interest for that year group at that time, and offer the place to the child whose circumstances place them at the top of the list at that time, in accordance with the admissions criteria. Length of time a child's details have been held on the Register of Interest will not be taken into account. When a child's details are held on the Register of Interest, it is the responsibility of parents to ensure that the school is kept up to date with any changes in circumstances that may affect their child's ranking, for example, a change of address, or the child becoming a Catholic. Evidence will be required of any such changes in circumstances.

Fair Access Protocol

The school 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).

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

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. 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.
2. 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 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 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 arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. 'Brother or sister' includes:
 - (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

7. A '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.
8. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
9. For the purposes of this policy, parish boundaries are as shown on the map for St Joseph the Worker Catholic Church, Hutton, which is posted on the school's website and will be applied for the Admission Policy 2025/2026. A written description of the Parish boundary accompanies the map.



DIOCESE OF BRENTWOOD

ST JOSEPH THE WORKER CATHOLIC PRIMARY SCHOOL, HUTTON

SUPPLEMENTARY INFORMATION FORM

2025/2026

If you are expressing a preference for a place for your child at St Joseph the Worker Catholic Primary School, Hutton, in the Local Authority of Essex **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to St Joseph the Worker Catholic Primary School, Hutton** by the closing date 15th January 2025.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Name of child: _____

Address of child: _____

Parent/Carer Details

Parent/Carer Name: _____

Parent/Carer Address (if different from above): _____

Please read the St Joseph the Worker Catholic Primary School's Admission Policy, noting in particular any faith criteria, and the Local Authority booklet, "Primary Education in Essex 2025/2026", before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending St Joseph the Worker Catholic Primary School at the proposed time of admission. If this information is not provided the admission authority of our school may not be able to place the application within the correct criteria.

Religious Status of child (please indicate by placing a tick in the appropriate box . please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Catholic (see Note 1)	<input type="checkbox"/>	
2. Catechumen (see Note 2)	<input type="checkbox"/>	
3. Member of an Eastern Christian Church (see Note 3)	<input type="checkbox"/>	
Catholic Parish in which your child lives:		

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 you to provide on this form.

1. We are St Joseph the Worker Catholic School, Highview Crescent, Hutton, Brentwood, Essex. CM13 1BJ
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Lauri Almond and you can contact them with questions relating to our handling of the data. You can contact them by email at DPO@essex.gov.uk.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority

vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).

8. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
10. To read about individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting the Headteacher at the school office on 01277 227282. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: ico.org.uk.

St Joseph the Worker Catholic Primary School fully complies with information legislation. For the full details on how we use your personal information please see our privacy notice which is located on our school website (www.st-josephworker.essex.sch.uk) under 'Key Information' 'Policies' or call 01277 227282 if you are unable to access the internet.

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.

Signed Date

Notes

1. Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. 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. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.

2. Evidence for Catechumens

If application is being made for a place at the school for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

3. Evidence of Membership of an Eastern Christian Church

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

Checklist:

- Have you enclosed copy of baptismal certificate or certificate of reception into the Catholic Church (where applicable)?
- Have you completed and returned your local authority's Common Application Form?



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