



# St. Joseph's RC High School Ysgol Uwchradd Gatholig Joseff Sant

Pencarn Way, Tredegar Park, Newport, South Wales NP10 8XH  
Ffordd Pencarn, Parc Tredegar, Casnewydd, De Cymru, NP10 8XH  
Telephone/Ffôn: (01633) 653110  
Headteacher/Pennaeth: Mr. T Brown, BA(Hons), MA, NPQH

## Admissions Application Form & Policies Cais Am Fynediad a Pholisïau September 2018 Admissions Mynediad Mis Medi 2018

**PLEASE READ THE INFORMATION ON PAGES 2, 3 & 4 BEFORE COMPLETING THIS FORM**

### SECTION 1 – Family Details

Child's full Name: \_\_\_\_\_  
(Block Capitals) Male/Female

Please indicate to whom correspondence should be addressed: **Mr & Mrs/Mr/Mrs/Miss/Ms\***  
(\*Delete as applicable)

**(A)** Parents'/Guardians' Name & Address:  
(If different from **A**):

**(B)** Father/Mother's Name & Address

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Postcode: \_\_\_\_\_

Day: \_\_\_\_\_

Day: \_\_\_\_\_

Evening \_\_\_\_\_

Evening: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**Please indicate child's address (A or B):** \_\_\_\_\_

If child resides at both addresses indicate how much time spent at each address: .A:\_\_\_\_ B:\_\_\_\_\_

I wish to apply for my son/daughter to be admitted to St. Joseph's R.C. High School, commencing:

\_\_\_\_\_ (Proposed date of admission)

**Signed:** \_\_\_\_\_ parent / guardian

**PRINT:** \_\_\_\_\_ parent / guardian

**Date:** \_\_\_\_\_

**I wish to apply under criterion number:**  
(See page 3 for definitions)

**SECTION 2 - Information relating to the child**

Date of Birth: \_\_\_\_\_

Place of Baptism: \_\_\_\_\_

Date: \_\_\_\_\_

Does your child have a sibling at St. Joseph's YES / NO      Name of sibling: \_\_\_\_\_

Is the child in the care of the Local Authority? YES / NO

**Or**

Has the child previously been in the care of a Local Authority? YES / NO

If yes, which Local Authority and when? \_\_\_\_\_

*(We reserve the right to ask for official confirmation)*

Does the child hold a statement of SEN which names a school? YES / NO

If Yes which school is named: \_\_\_\_\_

School currently / last attended: \_\_\_\_\_

Place where the child now worships: \_\_\_\_\_

Priest: \_\_\_\_\_

Pastor/Vicar/Faith Leader: \_\_\_\_\_

If you need any assistance in completing this form please contact the school.

Please say why you wish your child to attend St. Joseph's.

Please write on an extra sheet if there is not sufficient space

**Please return this form by Wednesday, 30 November 2017 to your child's R.C. Feeder School.**

**Applications for pupils from other schools please send to the Headteacher, St. Joseph's RC High School.**

**Applications received by the above date will be considered together and places allocated.**

**Decision letters will be issued on Wednesday 1st March 2018**

**(Note: These dates apply to all Newport Secondary Schools in accordance with Welsh Government, School Admissions Statutory Code No 005/2013).**

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For office use only:      Received

Accepted

Yes

No

**Catchment Area:** The RC parishes of Newport City Council, plus the Parish of St. Mary's Chepstow & St. Paul's, Caldicot, Monmouthshire, with the following designated Primary Schools: St. David's, St. Gabriel's, St. Joseph's, St. Mary's (Newport), St. Michael's, St. Patrick's and St. Mary's (Chepstow).  
If you want further information on either the catchment area or other RC High Schools please contact the Headteacher at the address or phone number shown on the back of this form.  
The School Standards and Framework Act 1998, section 86, gives parents the right to express a preference as to which school their children attend.

Where St. Joseph's is named in a statement of Special Educational Needs, it has a duty to admit the child.

**Oversubscription Criteria and order of priority:**

Where the number of applicants for admission exceeds the Admission Number of 240, places will be awarded to applicants in the under mentioned criteria in the following Order of Priority:

**Criteria**

1. Baptised Roman Catholic children from the above Catholic Primary schools. \*1
2. Baptised Roman Catholic children from other Catholic Primary or Secondary schools.\*1
3. Baptised Roman Catholic children not educated in a Catholic school. \*1
4. Non-Catholic children educated in a Catholic Primary school, whose parents seek a specifically Christian education, supported by a letter from the Headteacher. \* 2
5. Christian children not educated in a Catholic Primary school, whose parents seek a specifically Christian education: please supply a supporting letter from your Minister of Religion. \* 3
6. Children of other faiths not educated in a Catholic Primary school, whose parents seek a specifically Christian education: please supply a supporting letter from your Minister of Religion/Faith Leader. \* 3
7. Other children

**In each criterion above:**

- a) **Looked After Children and Previously Looked After Children will be given highest priority.**  
*(evidence may be required to substantiate this).*
- b) **The following applicants will be given second priority.**  
**Medical grounds:** Each application **must** be accompanied by supporting evidence from a *doctor /medical consultant*. The supporting evidence **must** set out the particular reasons why St. Joseph's is the most suitable school **and** the difficulties that would be caused if the child had to attend another school. Full details concerning the application **must** be supplied.  
**Or** a pupil **placed on the Child Protection Register** and recommended by Social Services.
- c) **Siblings will be given third highest priority.**  
*Siblings are: Brothers and sisters, whether half, full, step, adopted, or foster will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger one would be eligible to attend.*
- d) **Multiple births (twins, triplets etc.)** When in applying the oversubscription criteria, and the last child to be admitted is one of a multiple birth, the governors will admit the other sibling(s)

**Notes:**

- \*1 **Criteria 1, 2 & 3:** Copy of Certificate of Baptism to be supplied.
- \*2 **Criterion 4:** The letter of recommendation from the Headteacher should detail your support for Roman Catholic education.
- \*3 **Criteria 5 & 6:** The supporting letter must show participation in the faith of which this minister/faith leader is giving advice.
- 4 **Over subscription tie break:** Within each set of over-subscription criteria, if the cumulative number of applications exceeds the published admission number, priority will be based on those residing closest to St. Joseph's.  
This distance is measured as the 'shortest available walking route, between the nearest entrance / front gate of the home and the nearest of the two school gates at St. Joseph's.  
The school uses the route determined by Newport City Council (NCC), who deem a route is available if a child, accompanied as necessary, can walk to the school in reasonable safety.  
NCC will determine the route as outlined above using its own specific routing software. In order to ensure fairness and consistency for all applicants this is the only measurement tool that is used by the Council for its own schools and St. Joseph's.
- 5 The governors will treat all information as confidential.

## Admissions Policy for Admissions in September 2018

- 1) The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan trustees and its duty to the school and the Catholic community.
- 2) Having consulted the LEA and others in accord with the requirements of the law, the Governing Body has set its planned admission number at 240 pupils for the school year commencing September 2018.
- 3) **Late applications and changes of preference.** It is the responsibility of parents/carers to ensure that the school receives their completed application form safely and on-time. If posting an application it is recommended that the form is sent by recorded delivery and that you provide a valid email address or stamped addressed envelope so that receipt of your application can be acknowledged. **Late applications will be processed by the end of the calendar month following receipt, once the offer date, 1 March 2018, has passed.**
- 4) In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the Governing Body has delegated responsibility for determining admissions to its "Admissions Committee".
- 5) The Admissions Committee will consider all applications made in accord with the criteria set out on page 3 without reference to the race, gender, disability, social background, ability or aptitude of the child.
- 6) Appeals Procedure: Parents have a right of appeal against a refusal by the Governing Body to admit their child and should put their appeal in writing to the Admissions Officer at the school, within 14 days (10 working days) from the date of notification that their application was unsuccessful. Appeals will be arranged, with an independent panel and conducted in accordance with the School Admission Appeals Code, Welsh Government Statutory Code no 007/2013.
- 7) Waiting List: All parents with rejected applications may ask to have their children's names added to a waiting list.

If any places become available they will be allocated in accordance with the admission criteria on page 3. The waiting list does not give priority to children based either upon the date of the application or the date it was added to the list. The list will stay open until 30 September 2018. Once this date has passed parents will be contacted and asked to confirm whether or not they wish to remain on the waiting list for this initial academic year. If a place is still required a new application must be made for the next academic year.

*Please note that for the purpose of processing applications for school places in Newport the information you provide on this application form may be shared with other agencies that are directly involved in the education, health and welfare of school children, other local admission authorities, such as Newport City Council School Admissions Team and Newport's other voluntary aided schools.*

If the application is successful the data requested will be stored on the school management information system and used for the purposes outlined in our fair processing notice. Every effort is made to ensure the accuracy and security of personal data held by the school. Individuals have certain rights of access to personal information held on them; these are outlined in our Fair Processing Notice, copies of which are available on request from the School Admin Office.