



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



ST JOSEPH'S RC HIGH SCHOOL

YSGOL UWCHRADD GATHOLIG JOSEFF SANT

Admissions Policy 2027

Polisi Derbyn 2027

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Admissions Policy

This document is St Joseph's RC High School, Newport Admissions Policy, which specifically sets out the school admission arrangements for the academic year 2027/28.

Note: This policy has regard to and follows:

The Welsh Government Schools admissions code. Statutory Code document no: 005/2013,

The Welsh Government School admission appeals code. Statutory Code document no: 001/2023

Together with the advice of the Diocesan trustees and its duty to the school and the Catholic community.

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".

This policy covers three Admissions Rounds:

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|---|---------------|
| 1. Normal admissions round for pupils starting Year 7 in September | Page 1 |
| 2. In-year admission applications, Year 7-11 | Page 6 |
| 3. Sixth form admissions | Page 6 |

St Joseph's pupil capacity: In each of years 7-11 is 240. 6th form capacity, year 12 is 140.

1 How to make an application for Year 7 in the normal admissions round

From September 2027 St Joseph's RC High School and Newport City Council will be operating a Co-ordinated Admission Scheme for the normal admission round. (In previous years all applications and notification of the results of the application have been handled entirely by St Joseph's RC High School).

Children transfer from primary to secondary school at the start of the school year in which they will reach their twelfth birthday.

a) All applications for a place at St Joseph's RC High School **MUST be made initially, directly to Newport City Council using the Common Application Form via the following website:**

<http://www.newport.gov.uk/schooladmissions>

In making an application it is recommended that at least three different school preferences be named to increase the chances of securing a place because St Joseph's and the other Newport and South Monmouthshire schools have particularly high demand. (Note that a separate application is required for a place at Monmouthshire schools).

b) For a place at St Joseph's RC High School, after completing the NCC Common Application Form (as described above), ALL applicants **MUST ALSO complete the Supplementary Information Form.**

This form **MUST be submitted to St Joseph's RC High School either online or post by the closing date 31st October 2026.**

(Please see pages 4-8 of this document for information you will need to complete the Supplementary Form)

Admission timetable

First date for applications	Closing date for applications	Offer date
18 th September 2026	31 st October 2026	1 st March 2027

This is a common offer date across all Welsh admission authorities.

After completing and submitting the online common application, applicants will receive immediate confirmation that their application has been received and will be able to view their decision online on the offer date - 1st March 2027. However, if a confirmation email is not received, the applicant should contact the Newport Council School Admissions Team immediately to check that their application has been successfully submitted.

If you have trouble accessing the internet

For applicants who don't have internet access at home, computer access with free internet is available at Newport Central Library, John Frost Square.

Details of a further eight libraries can be obtained from the City Contact Centre on 01633 656656.

- A paper version of the Common Application Form will be available upon request from the City Contact Centre on 01633 656656.
- A Common Application Form can be printed from the Council's website (www.newport.gov.uk/schooladmissions) for completion.
- A paper version of the St Joseph's Supplementary Form will be available to collect from St Joseph's RC High School, Pencarn Way, Newport NP10 8XH.

St Joseph's RC High School and Newport City Council cannot accept responsibility for any application or evidence that is not submitted correctly via the on-line system or is lost in the postal system. If posting an application, it is recommended that the form be sent via recorded delivery.

1.2 Late applications and additional preferences

Any application submitted after the published deadline is deemed 'late' and must be submitted to Newport City Council using a paper **Common Application Form** AND additionally the St Joseph's Supplementary Information Form, **must be submitted directly to St Joseph's.**

It is not possible to make an on-line application after the closing date.

- If parents wish to add or change preferences to the application after the closing date, these must be made via email to the Newport City Council School Admissions Team (admissions@newport.gov.uk).
- Any changes to the St Joseph's Supplementary Information Form must be made directly to St Joseph's.
- Any requests submitted after the closing date will be processed under this 'late applications and additional preferences' arrangement.
- Any applications or preferences received after the published closing date will be processed monthly following the offer date, where possible.

1.3 Notifying applicants of the decision

As St Joseph's RC High School is the Admission Authority, St Joseph's Governors Admission Committee will make the decisions on which applicants will or will not be offered a place at the school. The Admissions Committee will consider all applications made in accordance with the oversubscription criteria set out on Page 4 plus the notes on Page 5 without reference to the race, gender, disability, social background, ability, or aptitude of the child.

Newport City Council will notify ALL applicants of the outcome of their application for a school place on the specified offer date (refer to the admissions timetable page 1).

All decision letters will be issued by second class post no less than three working days (including Saturdays) before the offer date. However, applicants who choose to make an online application are guaranteed to receive an email confirming their decision on the offer date.

1.4 Admission appeals

Any parent whose child is refused a school place at St Joseph's High School (except one whose child has been permanently excluded from two schools) has a statutory right of appeal to an independent panel.

St Joseph's RC High School, as a RC Voluntary Aided School uses the Independent Appeal Panel provided by the RC Archdiocese of Cardiff-Menevia.

If St Joseph's RC High School is unable to allocate a place to an applicant, the parents will receive a decision letter detailing why the preference was unsuccessful. This letter will also inform parents of their right to appeal, how and by when it must be submitted.

The decision to appeal does not prevent parents from accepting an alternative school whilst the appeal process takes place.

In submitting an appeal, parents are required to complete the form enclosed with the decision letter sent by Newport City Council outlining the reasons why the child should be admitted to St Josephs. This form should then be submitted to St Joseph's and not Newport CC by the stipulated closing date to ensure that the appeal will be heard. Note that unless the appeal submission is signed and fully completed to outline these reasons for the appeal, the form will be returned for parents to do so.

Once an appeal has been submitted, parents will receive further guidance on what to expect from an appeal and a date and time for their hearing. St Joseph's must arrange appeals in relation to the normal admissions round within 30 school days **of the specified closing date** and within 30 school days **of the appeal being received** for appeals outside of the normal admissions round. Note that during the summer holidays St Joseph's must arrange appeals within 30 **working days** of the appeal being received.

Oversubscription Criteria, Order of Priority

Where St Joseph's is named in a Local Authority Individual Development Plan, the Governing Body has a duty to admit the child to the named school before the oversubscription criteria is applied against applications received. This will reduce the number of places available to other applicants. If the total number of preferences for admission to the school exceeds 240, then the following order of priority will be applied to allocate the available places:

The catchment area comprises residents of RC parishes of Newport City, plus the Parish of St Mary's Chepstow & St Paul's Caldicot, Monmouthshire, and/or whose children attend the following designated partner 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).

<u>Criteria</u>	<u>Resident</u>	<u>Evidence required</u>	<u>Please tick</u>
1. Children Looked-After (CLA) and previously looked-after Baptised Roman Catholic children.	Anywhere	Certificate of baptism required. Evidence of being or previously Looked After will be required.	
2. Baptised Roman Catholic children from the above Catholic Primary schools.	Newport City & South Monmouthshire	Certificate of baptism required.	
3. Baptised Roman Catholic children not educated in a Catholic school.		Certificate of baptism required.	
4. Children Looked after (CLA) & previously looked after Non-Roman Catholic children.	Anywhere	Evidence of being or previously Looked After will be required.	
5. Non-Catholic children educated in the above Catholic Primary schools, whose parents seek a specifically Christian education, supported by a letter from the Headteacher.	Newport City & South Monmouthshire	The letter of recommendation from the Headteacher should detail your support for Roman Catholic education.	
6. Siblings of children already admitted under criteria 7, 8, 9, 10, 11, 12, 13 & 14 in that order of priority.	Anywhere	Name(s) and year group(s) of sibling(s) that have been entered on page 2.	
7. Christian children not educated in a Catholic Primary school, whose parents seek a specifically Christian education, supported by a letter from your Minister/Faith Leader.	Newport City & South Monmouthshire	The supporting letter must show participation in the faith of which this Minister/Faith Leader is giving advice.	
8. Children of other faiths not educated in a Catholic Primary school, whose parents seek a specifically Christian education, supported by a letter from your Minister/Faith Leader.		The supporting letter must show participation in the faith of which this Minister/Faith leader is giving advice.	
9. Baptised Roman Catholic children from other Primary or Secondary schools.	<u>NOT</u> resident in Newport City & South Monmouthshire	Certificate of baptism required.	
10. Non-Catholic Christian children, whose parents seek a specifically Christian education supported by a letter from your Minister/Faith Leader.		The supporting letter must show participation in the faith of which this Minister/Faith leader is giving advice.	
11. Children of other faiths, whose parents seek a specifically Christian education supported by a letter from your Minister/Faith Leader.		The supporting letter must show participation in the faith of which this Minister/Faith Leader is giving advice.	

12. Children, with no faith stated.	Newport City & South Monmouthshire		
13. Children, with no faith stated.	NOT resident in Newport City & South Monmouthshire		

Notes

1.

a) Within all criteria, the following applicants **will be given first priority**:

Medical grounds: Each application **must** be accompanied by supporting evidence from a *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.

b) Within **criteria 1, 2, 3, 4 & 5 siblings** will be given **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.

c) Multiple births (*twins, triplets etc.*) When 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).

2. Families of UK Service Personnel and other Crown Servants are subject to frequent movement within the UK and from abroad, often at relatively short notice. St Joseph's will allocate a place for children and their families in advance of the approaching school year if accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date.

a) St Joseph's will ensure that the needs of the children of these families are taken into account.

b) Allocate a school place in advance, if the applicant meets the criteria when they move to their new home address.

c) Accept a Unit postal address for applications from service personnel in the absence of a new home postal address.

3. Waiting List

All parents/carers 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 pages 4 & 5. 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 2027. Once this date has passed, parents will be contacted and asked to confirm if 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.

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 decided:

1. Siblings

Within each criterion, priority will be by reference to the youngest sibling in the school, the youngest commanding the highest priority.

2. Distance between home and school

Newport residents

- a) Within each set of oversubscription criteria, if the number of applications in any one category exceeds the published admission number, priority will be based on those residing closest to the preferred school. The distance between home and school is measured as the shortest available route, determined using the nationally supplied Ordnance Survey OS MasterMap® Highways Network – Roads and OS MasterMap® Highways Network – Paths route network layers. To ensure fairness and consistency for all applicants, this is the only software that is used by the Council.
- b) The shortest available route will be measured from the geospatial mapping centroid coordinates of the applicant's home address to the nearest official open gate of the school.
Where two or more applicants are being considered for the last available place and the addresses use the same geospatial mapping centroid (i.e., are within the same block), the route assessment will be determined from the logical order and start point of Flat 1 (or Flat A) followed by Flat 2 (or Flat B) and so on.

Monmouthshire residents

The school uses the shortest driving distance using Google Maps.

1b How to make an in-year application Years 7 to 11

All in year applications are not an online process with the Council, but a paper form directly and only with St Joseph's RC High School.

Please contact St Joseph's Admissions Officer at sjhs@newportschools.wales to discuss your application, and we will send you a specific in-year application form.

1c How to make a Sixth Form Application

All Sixth Form applications are not an online process with Newport City Council, but a paper form directly and only with St Joseph's RC High School. See the link provided below for more information.

<https://www.sjhs.org.uk/6thapplications>

The governors will treat all information as confidential.

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.