

St Joseph's Primary School



Our Mission Statement

We grow together in God's Love as we Pray, Learn and Play

"Dyn ni'n tyfu gyda'n gilydd mewn cariad Duw wrth i ni weddio, dysgu a chwarae"

ADMISSION POLICY

Article 28:

"you have the right to learn and go to school"

This Policy was approved by the Governing Body on	11 th November 2024	The first policy was drawn up and ratified by the Governing Body	Signed: 
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St Joseph's Admission Policy 2025-2026

St Joseph's Primary School is a Voluntary Aided School and as such the Governors are the Admission Authority. Children are admitted into Reception Class in the September following their fourth birthday.

Parents/Guardians will be advised to apply for a place during the Autumn Term prior to the academic year their child is due to start Reception.

Parents/Guardians applying for a place in the Reception Year at the school must complete the school's application form which you can request from the school office at stjosephsprm@cardiff.gov.uk or phone the school direct on 02920 621625.

Parents/Guardians must also express a preference for a place at the school on the Council's School Admissions Portal at www.cardiff.gov.uk

Applicants will be notified of the result of their application in writing by the Governing Body on the offer date, unless you have been offered one of your higher preferences through the coordinated admissions process.

Parents/Guardians have the right to express a preference for a school. The preference will be considered individually and complied with wherever possible. Welsh Government imposes a statutory, maximum, infant class size of 30 pupils.

Places are provided for children who due to ALN (Additional Learning Needs), have been allocated Nursery funding by the Early Years Assessment Panel or Case Advisory Panel and to those children who have a Statement of Special Educational Needs where St Joseph's Primary School is clearly named on the statement in accordance with the Education Act 1996.

In the event of the school receiving more applications for an age group than the number of places available, places will be filled by using the Oversubscription Criteria below.

Oversubscription Criteria:

Children who will have siblings on roll at St Joseph's Catholic Primary School in the year the applicant would join the school will have priority under each oversubscription criteria.

- 1 Baptised Catholic Children who are Looked After (CLA) or previously looked after are given priority in accordance with Section 106 of the Education Act 2005 and Education (Admission of Looked After Children) (Wales) Regulations 2009:

- 2 Baptised Catholic children who reside in St Joseph's Parish
- 3 Baptised Catholic children who reside outside of category 2
- 4 Children who are Looked After and previously looked after children that are not of the faith.
- 5 Christian children from other denominations who reside in the areas referred to in category 2 (Baptismal certificate or letter from minister of religion required).
- 6 Christian children from other denominations who reside in areas outside of those in category 2
(Baptismal certificate or letter from minister required).
- 7 Other children whose parents have demonstrated a wish for Catholic education at St Joseph's.

REQUIREMENTS

1. Proof of baptism will be required for categories 1-3 and 5-6.
2. The child's birth certificate.

*Evidence of permanent residence of the child at time of application must be supplied. This needs to be a current Council Tax form with the correct postal address or equivalent documentation e.g. a child benefit statement or tenancy agreement. NB – utility bills will not be accepted.

The home address is considered to be the child's along with the parent's main and genuine principal place of residence on the published date i.e. where they are normally and regularly living

Tie breaker

If the governing body are unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied. The governing body give priority to children living nearest the school as measured by the safest walking route and will ask the Council to calculate this. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles. The safest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. Cardiff Council has developed a computerised walking route network based on the Local Authority Road Safety Officers Association (LARSOA) criteria and this is used to ensure that every pupil is assessed as consistently as possible.

Children who are Looked After

A looked after child is a child who is looked after by a Local Authority (LA) in Wales or England in accordance with the Children Act 1989 and whom the LA has confirmed will be looked after at the time of child's admission to the school.

Definition of sibling

Children who have a sibling on roll at St Joseph's Catholic Primary School in the September the applicant would begin school. Any sibling connection must be stated on the application form. For admission purposes a sibling is a child living at the same address who is the brother/sister, half brother/ sister (children who share one common parent), step brother/sister where two children are related in marriage. This definition also includes adopted or fostered children at the same address.

Multiple births

If, when applying the oversubscription criteria, the last child to be admitted is one of multiple birth, the Governors will admit the other sibling(s).

Waiting Lists

Where a place has been refused, the applicant will be placed on a waiting list and when a place becomes available it will be allocated by the application of oversubscription criteria not length of time on the waiting list.

Right of Appeal

Where a child is refused entry to school, the Governing Body will write to the parents giving full details why the application was refused in light of the published criteria. Parents have the right of appeal against the decision to refuse an application. Parents wishing to appeal must contact the school for details of the appeal process and an appeal form which must be returned to the school within 10 working days of the receipt of the decision letter.

The appeal will be heard by an independent appeal panel. The decision of the appeal panel will be made in accordance with the Schools Admissions Code on admission appeals and is binding on all parties.