ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY 2027–2028

Scratton Road, Stanford-le-Hope, Essex, SS17 0PA
Part of Christus Catholic Trust

1. Introduction

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families in Stanford-le-Hope and the surrounding areas.

The school is conducted by Christus Catholic Trust as part of the Catholic Church, in accordance with its trust deed and Articles of Association, 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. Catholic doctrine and practice permeate every aspect of the school's activity.

It is essential that the Catholic character of the school's education is fully supported by all families in the school. We therefore hope that all parents and carers 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.

2. Admission Authority

St Joseph's Catholic Primary School is an academy within Christus Catholic Trust.

The academy company is the admission authority and has responsibility for admissions to the school.

The Local Authority undertakes the co-ordination of admission arrangements during the normal admission round.

For the normal Reception admission round, parents and carers must apply through the Local Authority in which they live.

3. Published Admission Number

The Published Admission Number (PAN) for Reception is 30 pupils.

The admission authority has set the school's PAN at 30 pupils to be admitted to Reception in the school year beginning September 2027.

The admission authority 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 PAN.

4. Pupils with an Education, Health and Care Plan

The admission of pupils with an Education, Health and Care Plan is dealt with through a completely separate statutory procedure.

Children with an Education, Health and Care Plan which names St Joseph's Catholic Primary School must be admitted.

Where this takes place before the allocation of places under these admission arrangements, this will reduce the number of places available to other children.

5. Oversubscription Criteria

Where there are more applications for places 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.
2. Catholic children who are resident in the parish of St Joseph's Catholic Church, Stanford-le-Hope.
3. Other Catholic children.
4. Other looked-after and previously looked-after children.
5. Catechumens and members of an Eastern Christian Church.
6. Children of other Christian denominations whose membership is evidenced by a minister of religion.
7. Children of other faiths whose membership is evidenced by a religious leader.
8. Any other children.

Note: The exact parish boundary applicable to criterion 2 will be that agreed with the Diocese of Brentwood and shown on the parish map accompanying this policy.

6. Priority Within Each Category

(i) Exceptional social, medical or pastoral need

Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at St Joseph's Catholic Primary School, the application will be placed at the top of the category in which the application is made.

The admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor, other appropriate medical professional, educational professional, or priest.

The evidence must explain why the child's identified need can most appropriately be met at St Joseph's Catholic Primary School.

The need must relate to the child rather than to the social or domestic convenience of the family.

(ii) Brother or sister attending the school

The attendance of a brother or sister at St Joseph's Catholic Primary School at the time of the applicant's enrolment will increase the priority of an application within each category.

The application will therefore be placed at the top of the relevant category after applications qualifying under paragraph (i) above.

Sibling priority will not allow a child in a lower admissions category to take priority over a child in a higher category.

7. Tie-Break

Where applications remain equally ranked after applying the above criteria, priority will be given to children living closest to the school.

Distance will be measured using the Thurrock Local Authority's approved home-to-school distance measurement system.

The precise distance-measurement methodology used for the relevant admission year will be that specified by Thurrock Council.

In the event that two or more children live exactly the same distance from the school and this determines which child is allocated the final available place, random allocation will be carried out and supervised by a person independent of the school.

The school will ensure that the process is conducted fairly and transparently.

8. Application Procedures and Timetable

To apply for a Reception place at St Joseph's Catholic Primary School in the normal admission round, parents and carers must complete the Common Application Form (CAF) supplied by the Local Authority in which they live.

For the September 2027 Reception admission round, Thurrock Council's published timetable states that applications open on 2 November 2026 and close on 15 January 2027.

Parents and carers who wish their child to be considered under a faith-based oversubscription criterion must also complete the school's Supplementary Information Form (SIF) and provide the supporting documentation requested by the school.

The SIF should be returned directly to the school by the closing date specified in the school's admissions information.

If the required information and supporting documentation are not provided by the closing date, the application may not be placed in the relevant faith category where the evidence is necessary to establish eligibility for that category.

All applications submitted on time will be considered together after the closing date.

Thurrock Council will notify applicants of the outcome of applications in accordance with its published admissions timetable.

For September 2027, Thurrock Council has published 16 April 2027 as the national offer date for primary school places.

9. Catholic Children

For the purposes of this policy, Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches.

Catholic status 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, a looked-after child living with a family where at least one of the parents is Catholic may be treated as Catholic, subject to the requirements of the policy.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will normally be required.

Where parents or carers experience difficulty obtaining written evidence of baptism, they should contact the Parish Priest. The Parish Priest may consult with the Diocese to determine how the question of baptism should be resolved and how written evidence should be produced in accordance with the law of the Church.

10. Certificate of Catholic Practice

A Certificate of Catholic Practice means a certificate issued by the family's Parish Priest, or by the priest in charge of the church where the family practises, in the form laid down by the Bishops' Conference of England and Wales.

For the purposes of this policy, a practising Catholic is a baptised Catholic child with a Certificate of Catholic Practice.

However, a Certificate of Catholic Practice is not used as a higher admissions test in this policy unless this has been expressly approved by the Diocese in accordance with the Diocesan admissions guidance.

The school will not make its own judgement about whether a family is practising Catholic. Where a Certificate of Catholic Practice is required, this is a matter for the relevant priest in accordance with the prescribed certificate.

The school will not use as admissions criteria: financial contributions to the Church; registration in a parish; active participation in parish activities; participation in Church ministry; attendance at a particular parish or church; or information concerning First Confession or First Holy Communion.

11. Catechumens

A catechumen is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the Order of Catechumens.

12. Eastern Christian Churches

Eastern Christian Churches include Orthodox Churches and other Eastern Churches whose sacraments are recognised by the Catholic Church. Membership will normally be evidenced by a certificate of baptism or reception from the authorities of that Church.

13. Other Christian Denominations

For the purposes of this policy, children of other Christian denominations means children who belong to churches and ecclesial communities which acknowledge God's revelation in Christ; confess the Lord Jesus Christ as God and Saviour according to the Scriptures; seek a deepening of communion with Christ and with one another in the Church; seek to fulfil their mission to proclaim the Gospel through common witness and service; and do so to the glory of the one God, Father, Son and Holy Spirit.

All members of Churches Together in England and CYTÛN are deemed to fall within this definition, together with other churches and ecclesial communities that are members of a local Churches Together Group, where they meet the requirements of the definition above.

Membership must be evidenced by a minister of religion or other appropriate evidence specified in the Supplementary Information Form.

14. Children of Other Faiths

For the purposes of this policy, children of other faiths means children who are members of a religious community which does not fall within the definition of another Christian denomination and which falls within the definition of a religion for the purposes of charity law.

Membership must be evidenced by an appropriate religious leader.

15. Looked-After and Previously Looked-After Children

A looked-after child has the same meaning as in section 22(1) of the Children Act 1989. This means a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services functions.

A previously looked-after child is a child who was previously looked after but ceased to be so because they were adopted, became subject to a Child Arrangements Order, or became subject to a Special Guardianship Order.

This includes children who appear to the admission authority to have been in state care outside England and who ceased to be in state care as a result of being adopted.

16. Definition of Brother or Sister

For the purposes of this policy, brother or sister includes natural brothers and sisters; half-brothers and half-sisters; adopted brothers and sisters; stepbrothers and stepsisters; and foster brothers and sisters, whether or not they live at the same address.

It also includes 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 home address as the child for whom the school place is sought.

17. Definition of Parent

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.

18. Parish Boundaries

For the purposes of the Catholic parish priority criterion, the parish boundary will be that agreed with the Diocese of Brentwood and shown on the parish map attached to this policy.

The parish map forms part of these admission arrangements.

The parish boundary applying to the 2027–2028 admission arrangements will be the boundary determined and approved for that admission year.

[INSERT DIOCESE-APPROVED PARISH MAP HERE]

[INSERT EXACT DIOCESAN-APPROVED PARISH NAME/BOUNDARY DESCRIPTION HERE]

19. Home Address

A child's home address refers to the address where the child usually lives with a parent or carer.

The home address will be the address provided on the 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 given on the Common Application Form, provided that the child resides at that address for any part of the school week.

The admission authority may request appropriate evidence of the child's home address where necessary.

20. Deferred Entry

A child is entitled to a full-time place in Reception in the September following their fourth birthday.

Parents may defer the date on which their child, below compulsory school age, takes up the offered place until later in the school year, but not beyond the point at which the child reaches compulsory school age or the beginning of the final term of the school year for which the offer was made, as applicable under the statutory arrangements.

A child may also attend part-time until later in the school year, but not beyond the point at which the child reaches compulsory school age.

Parents wishing to defer entry or request part-time attendance should notify the school as soon as possible after receiving the offer of a place.

21. Admission Outside the Normal Age Group

Parents may request that their child is admitted outside their normal age group.

Examples may include a child who is gifted or talented, a child who has experienced significant illness, a child with particular educational circumstances, or a summer-born child whose parents request admission to Reception rather than Year 1.

A summer-born child is a child born between 1 April and 31 August.

Any request should be made in writing to the admission authority at the same time as the admission application.

The admission authority will make its decision based on the circumstances of each individual case and in the best interests of the child.

In making the decision, the admission authority will consider the views of the parents, the views of the Headteacher, the child's educational history, any relevant medical evidence, advice from appropriate education professionals, and the Headteacher's statutory responsibility for the internal organisation, management and control of the school.

22. Waiting Lists

In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to remain on a waiting list.

The waiting list will be maintained in the order of the published oversubscription criteria, and not in the order in which applications were received or added to the list.

Where a vacancy arises, the place will be offered to the child who is highest ranked according to the admission criteria applicable at that time.

A child's position on the waiting list may therefore change.

The waiting list will operate throughout the school year in accordance with the school's published arrangements and statutory requirements.

Inclusion on the waiting list does not mean that a place will eventually become available.

23. In-Year Applications

An application can be made for a place for a child at any time outside the normal admission round.

Where a place is available, the child will be admitted.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, the child will be added to the waiting list.

Applications for in-year admission will be made through the arrangements specified by Thurrock Council and/or the school for the relevant admission year.

Parents and carers will be advised of the outcome in writing.

Where a place is refused, the applicant will have the right of appeal to an independent appeal panel.

24. Fair Access Protocol

St Joseph's Catholic Primary School is committed to taking its fair share of children who are vulnerable and/or hard to place, in accordance with the locally agreed Fair Access Protocol.

Outside the normal admission round, the admission authority may give absolute priority to a child whose admission is requested under the locally agreed Fair Access Protocol.

This power applies even where admitting the child would mean exceeding the Published Admission Number, subject to statutory infant class size requirements and other applicable legislation.

25. Nursery

Attendance at any nursery provision associated with the school does not automatically guarantee admission to the Reception class. Application for a Reception place must be made through the normal statutory admissions process and in accordance with this policy.

26. Withdrawal of an Offer or Place

The admission authority reserves the right to withdraw an 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 through deception or deliberately misleading information.

Any decision to withdraw a place will be made in accordance with the School Admissions Code and applicable legislation.

27. Appeals

Where an application for admission is refused, parents and carers have the right to appeal to an independent admission appeal panel.

Appeals will be administered in accordance with the statutory School Admission Appeals Code.

The school will publish the relevant appeals timetable and provide applicants with information explaining how to lodge an appeal, the deadline for lodging an appeal, the date and arrangements for the hearing, arrangements for submitting evidence, and how the appeal decision will be communicated.

28. Equality and Fairness

The school will apply these admission arrangements fairly, consistently and objectively. The admission authority will comply with the requirements of the School Admissions Code and relevant equality legislation. No child will be refused admission on grounds that are unlawful under the Equality Act 2010.

29. Data Protection

Personal information provided as part of an admission application will be processed in accordance with applicable data protection legislation and the school's Data Protection Policy. Information will be used only for purposes connected with the administration of admissions and associated statutory duties.

30. Policy Review and Approval

This policy has been prepared using the Diocese of Brentwood September 2026 Model Diocesan Guidance on Admission to Catholic Schools as the controlling template.

The policy must be approved in accordance with the governance arrangements of Christus Catholic Trust and the requirements of the Diocese of Brentwood before publication.

No substantive amendment should be made to the policy without appropriate approval.

School: St Joseph’s Catholic Primary School
Address: Scratton Road, Stanford-le-Hope, Essex, SS17 0PA
Trust: Christus Catholic Trust
Policy: Admissions Policy 2027–2028
PAN: 30
Approved by: _____
Date approved: _____
Review date: _____
Diocesan approval: _____
Date published: _____

APPENDIX 1 – SUMMARY OF OVERSUBSCRIPTION CRITERIA

Priority	Category
1	Catholic looked-after and previously looked-after children
2	Catholic children resident in the designated parish
3	Other Catholic children
4	Other looked-after and previously looked-after children
5	Catechumens and members of an Eastern Christian Church
6	Children of other Christian denominations
7	Children of other faiths
8	Any other children

Within each category:

1. Exceptional social, medical or pastoral need
2. Brother or sister attending the school
3. Distance from the school
4. Random allocation where an exact distance tie determines the final place

APPENDIX 2 – REQUIRED EVIDENCE

- Catholic baptismal certificate.
- Certificate of reception into the Catholic Church.
- Certificate of Catholic Practice where specifically required.
- Evidence of catechumen status.
- Evidence of membership of an Eastern Christian Church.
- Evidence from a minister of religion confirming membership of another Christian denomination.
- Evidence from an appropriate religious leader confirming membership of another faith.
- Evidence supporting an exceptional social, medical or pastoral application.
- Evidence of sibling relationship where required.
- Evidence of the child's home address where requested.

The school will only request evidence that is relevant to the published admission criteria.

APPENDIX 3 – PARISH MAP

The Diocese-approved parish boundary map for St Joseph's Catholic Primary School must be inserted here before the policy is formally approved and published.

Parish: [TO BE CONFIRMED BY CHRISTUS/DIOCESE]

Map: [TO BE INSERTED]

APPENDIX 4 – SUPPLEMENTARY INFORMATION FORM

The school will publish a separate Supplementary Information Form which corresponds exactly with the criteria contained in this policy.

The SIF will not introduce additional admissions criteria which are not contained in this policy.

Where Catholic status is claimed, applicants will be asked for the appropriate evidence of Catholic baptism or reception.

Where another faith or denomination is claimed, the relevant evidence specified by this policy will be requested.

Where exceptional social, medical or pastoral priority is claimed, compelling professional evidence must be provided at the time of application.

Where sibling priority is claimed, the applicant must provide sufficient information for the school to verify the sibling relationship.

The SIF will be administered in accordance with the September 2026 Diocesan Guidance and the school's published admission arrangements.