



**ADMISSION ARRANGEMENTS FOR**  
**St Joseph's R. C Primary School – 2026/27**

The Governing Body is the Admission Authority.

The admissions process is part of the Herefordshire Local Authority co-ordinated scheme.

The Admissions Policy of the Governors of St. Joseph's R. C. Primary School is as follows:

The school was founded by the Catholic Church to provide education for children of Catholic families. 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 Jesus Christ.

The School's Admission Number for the school year beginning September 2026 is 30.

This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

If the number of applications exceeds the admission number, governors will consider applications according to the following order of priority (see Note 1 below):

1. Baptised Roman Catholic who is a looked after child or previously looked after child, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Baptised Catholic children (see Note 2 below) living within the Parish of St. Frances of Rome; St Mary's, Monmouth and Most Holy Trinity, Ledbury who have a brother or sister (see Note 3 below) in the school at the time of admission **and have attended St Joseph's Nursery.**
3. Baptised Catholic children (see Note 2 below) living within the Parish of St. Frances of Rome; St Mary's, Monmouth and Most Holy Trinity, Ledbury who have a brother or sister (see Note 3 below) in the school at the time of admission
4. Baptised Catholic children living outside the Parish of St. Frances of Rome; St Mary's, Monmouth and Most Holy Trinity, Ledbury who have a brother or sister in the school at the time of admission **and have attended St Joseph's Nursery.**
5. Baptised Catholic children living outside the Parish of St. Frances of Rome; St Mary's, Monmouth and Most Holy Trinity, Ledbury who have a brother or sister in the school at the time of admission

6. Baptised Catholic children living within the Parish of St. Frances of Rome; St Mary's Monmouth and Most Holy Trinity, Ledbury **and have attended St Joseph's Nursery**
7. Baptised Catholic children living within the Parish of St. Frances of Rome; St Mary's Monmouth and Most Holy Trinity, Ledbury
8. Baptised Catholic children living outside the Parish of St. Frances of Rome; St Mary's, Monmouth and Most Holy Trinity, Ledbury **and have attended St Joseph's Nursery**
9. Other Baptised Catholic children
10. Looked after child and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
11. Child of other Christian denominations with siblings at the school **and have attended St Joseph's Nursery**
12. Child of other Christian denominations with siblings at the school
13. Child of other Christian denominations
14. Other children whose families are desirous of Christian based education, who have a brother or sister in the school at the time of admission and **have attended St Joseph's Nursery.**
14. Other children whose families are desirous of Christian based **education and have attended St Joseph's Nursery.**
15. Other children whose families are desirous of Christian based education

### **OVER-SUBSCRIPTION AND TIE BREAKER**

If there is over-subscription within a category, the Governors will give priority to children living closest to the school determined by the shortest walking route measured from the front door of the child's home address (including flats) to the main entrance of the school, using the L A computerised measuring system, with those living closer to the school receiving the higher priority.(see Note 4 below).

#### Note 1

Children with a Statement of Special Educational Needs that names the school must be admitted. This will reduce the number of places available to applicants.

#### Note 2

Evidence of Catholic Baptism or Reception into the Church will be required. For definition of Baptised see the Appendix. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest.

#### Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Adopted or fostered children.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required.

Note 5a. Looked-After Children.

A looked-after child is a child who is:

in the care of a Local Authority; or being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Note 5b. Previously Looked-After Children.

A previously looked after child means a child who was adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after as well as children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

## **SCHOOL ENTRY**

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school. Parents may discuss this with the Headteacher.

## **APPEALS**

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Clerk of Governors.

## **REPEAT APPLICATIONS**

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.

## **LATE APPLICATIONS**

"Applications received after the closing date will only be considered alongside those received by the closing date under the following circumstances:

- The family were unable to complete an application form before the closing date because they moved into the school's parish area after the issue of application forms.  
OR
- The family were unable to comply with the admissions timetable because of exceptional circumstances which prevented the application form arriving on time – the circumstances must be given in writing and attached to the Application Form.

Applications received after the notification date (after places are offered) will be added to the school's waiting list in admission criteria order)"

### **WAITING LISTS**

Waiting lists for admission will remain open until the end of the Autumn Term 2025.

Dated: 12/03/25