

St Joseph's Roman Catholic Primary School
Goodson Road
Willesden
London NW10 9LS

Admission arrangements for 2027-2028

St Joseph's is a Catholic voluntary aided school in the trusteeship of the Diocese of Westminster. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Preference will be given to Catholic children whose application is accompanied by a Baptismal Certificate and a Certificate of Catholic Practice from the Parish Priest at the Church where the family usually worships.

Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2026 and 31st August 2027. The Published Admission Number (PAN) for the school is 60.

The Governing Body is the Admission Authority and as such is fully responsible for all admissions to the school. If there are more applications than our published admissions number of 60 places, the Governors will offer places in accordance with the following criteria, listed in order of priority:

1. Catholic looked after children and previously looked after Catholic children who have been adopted (or subject to child arrangements orders or special guardianship orders) immediately following having being looked after.(see notes 2 & 3)
2. Catholic children with a Certificate of Catholic Practice from the priest at the parish where the family normally worships. (see notes 3 & 4)
3. Other Catholic children. (see note 3)
4. Other looked after children and other previously looked after children who have been adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.(see note 2)
5. Catechumens or members of an Eastern Christian Church.(see notes 5 & 6)
6. Children of other Christian denominations whose membership is supported either by a certificate of baptism or by a letter from their priest or minister confirming membership of the parish community. (see note 8)
7. Any other children.

Priority 1: The Governing Body will give top priority after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school. (see note 10)

Priority 2: The presence of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after 1 above (see note 7)

Multiple Births

Where the last place is offered to a twin or child from a multiple birth, which would cause the school to rise above its PAN (Published Admission Number), both twins or all of the siblings will be admitted. Where the admission of the additional child or children from multiple births to an infant class would result in the PAN rising above 30 children per teacher, the additional child/children would be exceptions to the Infant Class Size legislation throughout the infant phase or until the number in the year group reduced to the PAN.

Tie Break

Tie Break Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school] [using the local authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Pupils with an Education, Health and Care Plan (EHC)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*. Please ask the school for further information. Pupils with this school named in their EHC Plan will be admitted. (see note 1)

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Admissions for Reception

All applicants must complete a local authority e-admissions form on line from the local authority in which they live. Paper forms (Common Application Forms (CAF)) can be obtained from your LA and returned to your Council by 15th January 2027. In addition to the on line Local Authority Form you should also complete St Joseph's form as follows:

- St Joseph's Supplementary Information Form (SIF);

The Supplementary Information Form (SIF) is obtainable from the school and the SIF is also available from the LA offices and the LA website (www.brent.gov.uk). You can collect the form from the school or contact the school and ask for it to be sent to you.

The completed St Joseph's form should be returned along with a copy of the child's baptismal certificate to St Joseph's School by the closing date which will be 15th January 2027. Those who require a Certificate of Catholic Practice should obtain this from the priest at the parish where they worship and return it to the school with the other paperwork by 15th January 2027.

If you do not complete both the online form and SIF and return them by the closing date, the governing body may be unable to consider fully your application and it is very unlikely that your child will get a place at the school.

The closing date for applications will be 15th January 2027 and notification letters will be sent out by the Local Authority on behalf of the Governors on or about 16th April 2027. This information is available from the Brent website www.brent.gov.uk. St Joseph's abides by this timetable.

- 1a. If the application for a place in school is unsuccessful you have the right of appeal to an independent appeal panel.
- 1b. If you wish to appeal against non-admission, please do so in writing to the Chair of Governing Body care of the school.
2. Appeals should be lodged by Friday 14th May 2027. Appellants will receive at least 10 school days' notice of their appeal hearing date.
3. In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. The waiting list will be held open for one school year.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term in July.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made directly to the school.

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

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

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Chair of Governors at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Notes (these notes form part of the oversubscription criteria)

1. A '**Statement of Special Educational Needs**' is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A '**looked after child**' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A '**previously looked after child**' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **‘Catholic’** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This 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, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. **‘Certificate of Catholic Practice’** means a certificate issued by the family’s parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops’ Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests.
<http://rcdow.org.uk/education/governors/admissions/>

5. **‘Catechumen’** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

6. **‘Eastern Christian Church’** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

7. **‘brother or sister’ includes:**

- (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and
- (ii) 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 who is the subject of the application.

8. **‘Children of other Christian denominations’** means: children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

9. **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.

10. To demonstrate an **‘exceptional social, medical or pastoral need’** of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. A child’s **‘home address’** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). 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 in the CAF, provided that the child resides at that address for any part of the school week.

Nursery

For children attending the school’s nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school’s nursery does not automatically guarantee that a place will be offered at the school. The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.

ST JOSEPH'S ROMAN CATHOLIC PRIMARY SCHOOL

Goodson Road London NW10 9LS

Telephone: 020 8965 5651

Email: admin@stjo.brent.sch.uk

SUPPLEMENTARY INFORMATION FORM APPLICATION FOR ADMISSION 2027-28



If you are expressing a preference for a place for your child at St Joseph's Roman Catholic Primary School in the London Borough of Brent and wish to apply under a faith criterion, you should complete this Supplementary Information Form.

The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be returned to St Joseph's Roman Catholic Primary School, Goodson Road, London NW10 9LS by the closing date 15th January 2027.

If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.

If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.

Remember – you must also complete the Common Application Form.

Please read St Joseph's Roman Catholic Primary School Admission Policy, noting in particular any faith criteria before completing this form.

Child's Details

Child's Surname:
Child's Christian or other first name:
Date of Birth:
Child's Home Address:
Postcode:

Parent/Carer Details:

Parent/Carer Name:

Telephone Number:

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school may not be able to place the application within the correct criteria.

Religious Status of child

Please indicate by placing a tick in the appropriate box – please note a tick should be indicated only in a single box

Criteria	Tick Box	Evidence (insert details in accordance with the Notes)
1. Catholic with a Certificate of Catholic Practice	☐	
2. Other Catholic children	☐	
3. Catechumen	☐	
4. Member of an Eastern Christian Church	☐	
5. Members of other Christian denominations	☐	
6. Member of other faith	☐	

Catholic (Parish) (Deanery in which your child lives:

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are St Joseph's Roman Catholic Primary School.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Rajesh Seedher and you can contact them with questions relating to our handling of the data. You can contact them at Data Protection Officer, Brent Council, Civic Centre, Engineers Way HA9 0FJ or by email: school.dpo@brent.gov.uk or by telephone on 020 8937 2018.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
10. To read about your individual rights you can refer to the School's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation contacting our Data Protection Officer, Rajesh Seedher. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Notes

1. Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.

2. Evidence of Catholic Practice

If application is being made for a place at the school for a Catholic child with a Certificate of Catholic Practice, this must be signed by a Catholic priest in the form laid down by the Bishops' Conference of England and Wales. The certificate should be obtained from the family's parish priest, or the priest in charge of the Church where the family practises, and should be provided at the same time as this form is returned to the school.

3. Evidence for Catechumens

If application is being made for a place at the school for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

4. Evidence of Membership of an Eastern Christian Church

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

5. Evidence for Other Christian Denominations and Other Faiths

If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required.

The letter should be provided at the same time as this form is returned to the school.

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Certificate of Catholic practice (where applicable).
- Letter or certificate confirming membership of a Christian denomination or other faith (where applicable).
- Have you completed and returned your local authority's Common Application Form?

Admissions Privacy Notice for St Joseph's Roman Catholic Primary School

St Joseph's Roman Catholic Primary School is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the School is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals.

We may also use this data for the following purposes:

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

In order to administer admissions to this school the following information may be collected by us:

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice
- Information on parish of residence. Agencies we will share the information with:
- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme\process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

School Retention Policy:

The information listed above will be retained securely by the school for [8] years, after which it will be destroyed.

For further information, please refer to the Privacy Policy on the School website or contact: Rajesh Seedher, Data Protection Officer, Brent Council, Civic Centre, Engineers Way HA9 0FJ by email: school.dpo@brent.gov.uk or by telephone on 020 8937 2018.