



Diocese of Westminster



St. Joseph's Catholic Primary School Waltham Cross, Herts.

Governors' Admission Policy Nursery

2026– 2027

At St. Joseph's we live, love and learn by the example of Jesus.

Applications are invited for September 2026 from families with children born between 1st September 2022 and 31st August 2023.

St. Joseph's is a Catholic voluntary aided primary school is part of the St Francis of Assisi Catholic Academy Trust. It was founded by and is part of the Catholic Church. The school is to be conducted as a Catholic school in accordance with the canon law and teachings of the Catholic Church and in accordance with the trust deed 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 is fully supported by all families in the school. All applicants are therefore to give their full, unreserved and positive support for the aims and ethos of the school.

The responsibility for the admission of pupil's rests solely with the governing body of the school, who will give priority to children from practising Catholic families.

The attendance of a child in the nursery class does not guarantee a place in the reception class. Therefore, parents of children admitted to nursery must make a separate application for a place at the school.

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.

These criteria need to be read in conjunction with the notes which are given below.

- Category 1: Catholic looked after and previously looked after children. (see note 1 & 2)
- Category 2: Baptised Catholic children with a Certificate of Catholic Practice who have a sibling at St. Joseph's school at the time of proposed admission.
- Category 3: Baptised Catholic children with a Certificate of Catholic Practice for whom St. Joseph's is the nearest Catholic school.
- Category 4: Other baptised Catholic children.
- Category 5: Other looked after and previously looked after children. (see note 1)
- Category 6: Children of catechumens and members of an Eastern Christian church.
- Category 7: Children of other Christian denominations whose application is supported either by a certificate of baptism or by their Minister of Religion/Faith Leader in the form of a letter confirming membership of the faith community.
- Category 8: Any other applicants.

Notes (these notes form part of the admissions criteria)

1. 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 arrangement 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.

2. '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]. Looked after children

Sibling is each of two or more children or offspring having one or both parents in common, and in every case living in the same house. ('Sibling' means brother or sister, to include adopted brothers and sisters, half, step or

foster brothers and sisters. A sibling relationship does not apply when the older child will leave before the younger one starts).

Parent is the person or persons who have legal responsibility for the child. ("Parents" in this context includes adoptive parents),

Home address – The address provided must be the child's current permanent address at the closing date for applications. 'Permanent' means that the child has lived at that address for at least a year. Documentation to evidence the address will be required in the form of a current Child Benefit/Child Tax Credit statement. In the absence of either of these, alternative documentation will be required in the form of a Council Tax bill, a Tenancy Agreement or a utilities bill demonstrating 12 months residence.

Nearest Catholic School – is determined by distance information provided by Hertfordshire County Council.

Catholic – means a member of a Church in 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.

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.

Christian – is defined as a member of a church which belongs to 'Churches Together in Britain and Ireland'.

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

Pupils with an Education Health and Care Plan (EHC)

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted.

Certificate Of Catholic Practice – NOT APPLICABLE FOR NURSERY PLACES UNLESS THE OVERSUBSCRIPTION CRITERIA IS APPLIED.

Applicants applying under criteria [2 and 3] must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest's reference form) is available from your Parish Priest and from the Diocesan website at www.rcdow.org.uk. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

Application Procedures and Timetable:

The Nursery school's Supplementary Information Form must be completed and submitted to the school office by 15th January 2026. Allocation details will be sent out on 20th January 2026.

Continuing Interest List – You may ask the school to put your child's name on a waiting list which will be maintained in the order of the oversubscription criteria and not in the order that requests are received. This list will be maintained until the end of the academic year.

Tie Break - Where the offer of places to applicants in any of the categories listed above would lead to over-subscription, places will be allocated in that category on the basis of geographical proximity. Distance from home to school is carried out using the straight line distance measurement provided by Hertfordshire County

Council. Hertfordshire County Council measure distances using a computerised mapping system to 2 decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

In the unlikely event of families living equidistant from the school, where only one place is available, admission will be decided by an independently witnessed lottery.

In the event of fraudulent or misleading information being supplied the governors reserve the right to withdraw the allocation of a place even if the child has already started in the school.