



# St Joseph's Catholic Primary School, Luton

## Admissions Policy September 2025

*In the Light of Jesus  
we Learn to Shine*

### Basic Information:

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. 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 Our Lord Jesus Christ.

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. We therefore hope that all parents 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 the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>.

The governing body has set its admission number at 90 pupils to be admitted to the reception year in the school year which begins in September 2025.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### 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 (see notes 2 & 3)
2. Looked after and previously looked after children and children who appear to the Governors of St Joseph's Primary to have been in state care outside of England and ceased to be in state care as a result of being adopted (see note 2).
3. Catholic children with exceptional social, medical or pastoral needs (see note 6).
4. Catholic children who are resident (see notes 3&8) in the parishes of St. Joseph the Worker, The Holy Family and St John the Apostle, Holy Ghost, in the Luton Pastoral Area (St. Alban) and who have a sibling (see note 4) attending the school at the time of admission.
5. Catholic children who are resident in the parishes of St Joseph the Worker, The Holy Family and St John the Apostle and Holy Ghost, in the Luton Pastoral Area (St Alban) (see notes 3&8)
6. Other Catholic children (see note 3).
7. Other children with social, medical or pastoral needs (see note 6).

<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year  
St. Joseph's Catholic Primary School Admissions Policy September 2025

8. Children of staff (see notes 5&7).
9. Other children with siblings attending the school at the time of admission.
10. Any other children.

### **Tie Break**

In any situation where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie break will be distance from the main school gate, measured in a straight line, using a computerised mapping system, as approved by Luton (or relevant) Council.

Those living closer to the school will be accorded the higher priority. The distance will be measured from a point at the home address identified in the Local Land and Property Gazetteer to the main entrance of the school site, determined by the Governing Body of the school as the main entrance in Gardenia Avenue – KS2. The admissions criteria will be applied separately and sequentially until all places are filled.

Where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>2</sup>, you must submit an application available from the local authority in which you live. For Luton residents, you can submit an application by going to [www.luton.gov.uk/admissions](http://www.luton.gov.uk/admissions).

Catholic applicants are also required to provide the child's original Baptismal Certificate or Certificate of Reception into the full communion of the Catholic Church. This must be handed, by 15 January 2025, directly to the school reception who will provide confirmation of receipt.

You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

Parents can submit an appeal by going to [www.luton.gov.uk/schoolappeals](http://www.luton.gov.uk/schoolappeals).

**If you do not provide your child's original Baptismal Certificate or Certificate of Reception into the full communion of the Catholic Church by the closing date, your child will not be placed in criteria 1 and 4 to 7. This is likely to affect your child's chance of being offered a place.**

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.**

---

<sup>2</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

## **Late Applications**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

## **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents/carers may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Therefore:

Children born between 1/9/20 - 31/12/20 can defer their place until January 2026.

Children born between 1/1/21 - 31/8/21 can defer their place until April 2026.

Parents/carers cannot defer their child's entry beyond the dates given above. Parents/carers of children born between 1/4/21 - 31/8/21, who would like their child to start Year 1 in September 2026 would need to reapply for admission at a later date. These applications would be treated as an 'in-year' admission request and a place would only be offered if there were vacancies in the year group.

## **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 1 April and 31 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 governing body at the same time as the admission application is made. Parents should include information regarding the child's academic, social and emotional development and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application.

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.

## **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be automatically 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 Admissions Committee will keep a waiting list of those children who have not been offered a place. For the new Reception intake the names will be held on the waiting list until 31 July 2026, however, applications received in the summer term 2026 will remain on the waiting list until 31 July 2027. Parents will need to reapply for a place at their preferred school after this date if they wish their child's name to be carried forward on the waiting list.

For all other year groups, unsuccessful applications received from the start of the autumn term 2025 until the end of the spring term 2026 will be placed on a waiting list until 31 July 2026. Applications received from the start of the summer term 2026 to the end of the academic year will be placed on a waiting list until 31 July 2027.

### **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. Applications 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.

#### **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 Local neighbourhood/ward is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local neighbourhood/ward has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**The governing body reserves the right to withdraw the 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 by deception.**

#### **Additional Information: Notes**

##### ***This information forms part of the oversubscription criteria***

1. 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 arrangement order or special guardianship order.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

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. ‘sibling’ includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or 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.
5. 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.
6. 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 provided at the time of application from a Doctor (medical need) or a Director of Children Services (social need) in the relevant Local Authority, specifying why the school is the only reasonable alternative for the child and the reasons why other schools in the catchment area for the child are not appropriate. The medical evidence must relate to a recognised medical condition for which the child is receiving treatment. The medical certificate will be sent to the Health Authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the requested school.
7. Where the applicant’s parent or carer is a member of staff employed on a permanent contract by St Joseph’s Primary for at least 2 years prior to the point of application or is recruited to fill a vacant post for which there is a demonstrable skill shortage
8. 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 on the application. 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 application, provided that the child resides at that address for any part of the school week.