



St Joseph's College  
Mathematics and Computing Specialist  
College

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**Admissions Policy  
for  
Entry to Year 7 for 2024/25**

## **Admissions Policy for Entry to Year 7 in September 2024**

St Joseph's College (Mathematics & Computing Specialist College) is an 11-18, all ability, Roman Catholic school for boys (girls in the 6<sup>th</sup> form). The Governing Body, acting through its Admissions Committee, will admit a maximum of 180 pupils each year at age 11.

St Joseph's College is a Lasallian Catholic school and in line with the Lasallian tradition not only welcomes candidates from Catholic families, but also from children who practice other faiths. We require all applicants and candidates applying for a place at the school to respect the College's ethos and its importance to the College's community, especially by participating in activities central to the ethos of the College.

In this policy, the expression "*Roman Catholic*" means those who have been baptised in accordance with the Rite of the Roman Catholic Church or in accordance with the Rite of another Church that is in full communion with the See of Rome (appendix1). The term "*candidate*" refers to the child named in the application, and "*applicant*" refers to the parent/ carer making the application.

### **Admission Procedure**

If the school is oversubscribed, in addition to completing the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form (SIF), available from the College and the Local Authority, should also be completed by applicants and returned to the College by the closing date given on the SIF. If the governors do not receive a completed SIF they may not be able to apply their oversubscription criteria and the application will be considered under the "Other children" category. Please read the form carefully and complete all of the sections appropriate to the candidate and applicant. Offers of places will be sent to applicants on the common offer date, as notified by the Local Authority.

St Joseph's College is a Specialist School and 10% of the intake will be awarded on the basis of performance in our aptitude test in Information Technology. This is a short, online test, lasting up to about 80 minutes (depending on how quickly candidates work through the on screen instructions), which gives the College an indication of whether candidates have an aptitude in IT. Applicants who want a candidate to sit the aptitude test must tick the appropriate box on the SIF. Dates of the test will be sent to applicants. The 10% of places awarded under category 2 will go to the children achieving the highest scores in the aptitude test

After the allocation of places to candidates with an Education, Health and Care Plan (EHCP) which names the School and where candidates exceed the number of places available, priority will be given as follows:

1. Looked after children and previously looked after children (see note 1 below).
2. Top 10% of those children who have been successful in the aptitude test (see above).
3. Practising Roman Catholic children (see note 1 below).
4. Children who would have a brother or sister in the College at time of admission. ("Brother" means a boy who lives as a brother, including natural brothers, adopted siblings, step-brothers and foster brothers. "Sister" means a girl who lives as a sister, including natural sisters, adopted siblings, step-sisters and foster sisters.)
5. Children practising other faiths, who provide evidence from their place of worship that they are practising their faith (see note 2 below).
6. Baptised Roman Catholic children, who are not practising (see note 1 below).
7. Children of other faiths, who are not practising (see note 2 below).

8. Other children applying to the school.

Where, *within any category*, the number of candidates exceeds the number of places available, tie-breaking criteria will be applied, as set out below, to decide the order in which offers of places should be made.

**Note 1 (for 1<sup>st</sup> and 3<sup>rd</sup> and 6<sup>th</sup> category candidates)**

**Looked after children** are defined as children in public care at the date on which the application is made. **Previously looked after children** are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, immediately after being looked after. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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

If an application is made under the 'looked after' criterion, it must be supported by a letter from the relevant Local Authority Children's Services Department. If applying under the previously looked after criterion a copy of the adoption or special guardianship order must also be supplied.

Candidates will be ranked according to the degree of religious commitment and practice of both the candidate and the applicant and that ranking will determine the order in which offers are made. **Please see appendix 4 & 5 for the notes which explain the points system which is used to rank candidates by their religious commitment and practice.**

Practising Roman Catholic children are those where the total points score for the candidate plus applicant is 40 points. Where more than one candidate has the same score, their ranking will be determined by the tiebreaking criteria below.

The degree of religious commitment and practice will be determined from information submitted by the applicant in the SIF and from the reference provided by the priest. This seeks information on when the candidate was baptised, if they made their first Holy Communion and the frequency of the Mass attendance by the candidate and applicant. It will be used to establish the extent to which the candidate is a committed and practising Roman Catholic, and whether the applicant is committed to raising the candidate in the Roman Catholic faith.

**We strongly encourage** applicants to use the box in part 4 of the SIF to ***explain*** any information about religious commitment or practice that has been given e.g. the age at which the sacrament of Baptism was received, or explaining why frequency of mass is less than weekly, or explaining why the first Holy Communion has not been made. If applicants submit in section C, part 4 of the SIF, any factors or special circumstances which have affected the candidate's or applicant's participation in and practice of the Catholic faith, which are deemed by the Admission committee to be mitigating, ***then full points may be awarded.***

Where the information supplied is incomplete, inconsistent or requires verification, the Admissions Committee will contact the applicant. Support for applications will be required from the Parish Priest or

another Roman Catholic priest nominated by the applicant who must be able to confirm that he knows the practice and commitment of the candidate and applicant.

Commitment and practice will be demonstrated by the following:

- The candidate's and applicant's religious commitment and practice as shown in the SIF and any other information supplied.
- Full adherence to the Sacramental life of the Roman Catholic Church, ie. ;
  - **Mass Attendance** - On Sundays and other holy days of obligation, the faithful are obliged to participate in the Mass. **(Canon 1247)**. Where a candidate regularly attends Mass at more than one parish it is important that this is confirmed by the Priests at each parish in order that the candidate can be placed in the correct category or sub-category. Priority will be given in the order given in Table 1.
  - **Baptism** – “Parents are obliged to see that their infants are baptised within the first few weeks. As soon as possible after birth, indeed even before it, they are to approach the parish priest to ask for the sacrament for their child, and to be themselves duly prepared for it. **(Canon 867)**
  - **First Holy Communion**- “It is primarily the duty of parents and those who take their place, as it is the duty of the parish priest, to ensure that children who have reached the age of reason are properly prepared and, having made their sacramental confession, are nourished by the divine food as soon as possible”. **(Canon 914)**
  - The age of reason is presumed to occur on completion of the seventh year of age **(Canon 97)** and, therefore, the normal age for the first Holy Communion will be seven years.
  - The candidate's and applicant's religious practice as shown in the SIF and by the Priest's reference.

The Admissions Committee will take into account any factors or circumstances which might have made the degree of the candidate's and applicants' religious commitment or practice less than they would have wished.

Applicants should make sure that these factors or circumstances are mentioned in the SIF and that details are given.

**Note 2 (for 5<sup>th</sup> and 7<sup>th</sup> category candidates )**

Candidates will be ranked according to the degree of religious commitment and practice of both the candidate and the applicant relevant to their faith, and that ranking will determine the order in which offers are made. Where more than one applicant has the same score, their ranking will be determined by the tiebreaker criteria below.

The degree of religious commitment and practice will be determined from information submitted by the applicant in the SIF and by the reference from their religious leader. This seeks information on the candidate's and applicant's adherence to their particular religious practice, the consistency of the candidate's and applicant's religious practice and involvement in their faith.

- **See Appendix 3 for the notes which explain the points system which is used to rank candidates by their religious commitment and practice.**

If applicants submit in section D, part 6 of the SIF, any factors or special circumstances which have affected the candidate's or applicant's participation in and practice of their faith, which are deemed by the Admission Committee to be mitigating, then full points may be awarded. Please use the box in part 6 to

explain any information about religious commitment or practice you have given e.g. the frequency of worship or the date of initiation into the faith.

Where the Governing Body considers that the information supplied is insufficient to indicate the degree of religious commitment and practice, or where the information supplied requires verification, clarification will be sought from the applicant in order to obtain such further information as may be required. This will always be done in writing.

**Tiebreaking criteria** - to be used where, *within any category*, the number of candidates exceeds the number of places available or where, in a ranking order, more than one applicant has the same score.

1st priority: **Medical or other special** reasons why the candidate should be admitted to the School and not to any other school for which the candidate may be eligible. Supporting evidence from a doctor, social worker or educational welfare officer must be supplied at the time of application or subsequently, but before the closing date for applications. Although the Admissions Committee may, at its discretion, make enquiries to satisfy itself as to the matters referred to in the material supplied, it will not be required to make any independent investigation and it will be entitled to rely entirely on the material supplied by the applicants.

**Applications for Candidates who are Disabled** - The School will make every effort to accommodate pupils, irrespective of ability or disability. However, the buildings can present significant barriers to full inclusion for certain Pupils. Applicants who feel that their child might experience difficulties in accessing the curriculum are asked to make an appointment with the School to discuss arrangements and inspect the facilities. This visit should take place before submitting an application so that the suitability of the premises can be assessed and the School can have the maximum opportunity to overcome the barriers, if at all possible.

2<sup>nd</sup> priority: Admission will be based on the distance from home to school. The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority. If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes'.

Where, in a tiebreaking situation based on distance, the distance from the child's home address to the designated entrance(s) of the school as mentioned above is the same, allocation of places will be decided by the drawing of lots. This process will be independently verified.

#### **Late applications**

Applications received after the closing date will be deemed to be late and will not be considered for a place. Applicants who are deemed to be late can appeal against the decision not to award a place. Appeals will be heard at the same time as all other appeals against decisions.

#### **Withdrawal of offer**

The Admissions Committee reserves the right to verify any information supplied and to require further evidence including evidence that the address given is the normal weekday address of the candidate. Where fraudulent or deliberately misleading or incorrect information has been supplied and that

information has led to a place being offered which would not otherwise have been offered, the Admissions Committee reserves the right to withdraw the offer.

### **Right of Appeal**

If a place at the School is not offered, applicants will be given details of the right of appeal and the procedure to be followed.

### **In-year (casual) admissions**

Applications for a place at the school in-year must be made using the common application form of the local authority (LA) where the child resides. This form must be returned to the LA. The school's supplementary information form (SIF) should also be completed to enable the Governors to rank the application in the event of there being more than one application for a place. The Governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the LA on behalf of the Governors. In the event of the Governors deciding that a place cannot be offered, applicants will be offered the opportunity of placing the candidate's name on the waiting list. This does not prevent applicants from exercising their right to appeal against the decision not to offer a place.

### **Waiting List**

Parents/carers of candidates who have not been offered a place at the College should contact the College's Admissions Officer if they wish for the candidate's name to be placed on a waiting list. The waiting list will remain active to December 31<sup>st</sup> each year. Parents/guardians/carers must inform the College before this date each year if they wish to remain on the waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a candidate's name on the waiting list does not guarantee that a place will become available. This does not prevent applicants from exercising their right to appeal against the decision not to offer a place. It is possible that when a candidate is directed under the local authority's fair access protocol that they will take precedence over those candidates already on the list.

**St Joseph's College Supplementary Information Form is available from the College and its website and from Croydon Local Authority.**

### **Admission of Children Outside their Normal Age Group**

In exceptional circumstances, parents/carers may request that a child is admitted to the College outside their normal age group. The Governors of St Joseph's College, as the admission authority, will decide whether or not the individual child's circumstances make this appropriate on educational grounds.

It is the expectation that a child is educated alongside his age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with the school through an appropriately differentiated and enriched curriculum.

All requests to educate a child outside their normal year group should include written detailed explanation of why this is necessary and where applicable, evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary.

Decisions will be made on the basis of the circumstances of each case and in the best interest of the child. This includes taking account of the following:

- Parents'/carers' views
- Information relating to the child's academic, social and emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If the child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the Headteacher and other key members of staff ( eg Head of Year 7)

### **Fair Access Protocol**

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group and ahead of any waiting list

### **Admissions to the Sixth Form (Year 12) in September**

The Sixth Form at St. Joseph's College is mixed.

Candidates for the Sixth Form may be boys in Year 11 at St. Joseph's College or girls and boys following courses at other schools. All Candidates, both internal and external, will be invited to discuss course options in the Sixth Form.

For acceptance on a particular course Candidates would be expected to meet the minimum requirements for the course (see separate Sixth Form prospectus). For some courses there is a limit on the number of students that can be accepted on them. The school reserves the right to not run a particular course should insufficient students apply for places on it. The total number of places made available each year will normally be 150.

External Candidates who meet the course academic requirements.

A student of sixth form age may make their own application without the consent of his/her parents/carers. Applicants have a statutory right of appeal if a place is not offered.

**Students already attending St. Joseph's College:** A pupil who attends SJC in Year 11 is guaranteed a place, subject only to:

1. The achievement of the academic requirements for the courses contained in the Sixth Form prospectus; and,
2. Consultation to ascertain the suitability of the Level 3 course to the needs of the Student.

### Students applying from schools other than SJC

The Governors warmly welcomes applications for Sixth Form entry from other schools. Places will be allocated to those who meet the criteria set out below:

1. The achievement of the academic requirements for courses contained in the Sixth Form prospectus, (available from the School); and,
2. Consultation to ascertain the suitability of the Level 3 course to the needs of the Student.

**Oversubscription** - In the event that more applicants meet the required criteria than the total course or subject places available, the Governors will, in each case, apply priority as follows:

1. The criteria for entry to Year 7.
2. Proximity to the School from the Candidate's home address.

### APPENDIX 1 CHURCHES IN FULL COMMUNION WITH THE SEE OF ROME

**Personal Ordinariate.** The Ordinariate established under The Apostolic Constitution Anglicanorum Coetibus of November 4th 2009.

#### **Oriental Rite (or Eastern Catholic) Churches in union with Rome**

Liturgical Tradition	Church
ALEXANDRIAN	Coptic, Ethiopian
ANTIOCHIAN	Malankarese, Maronite, Syrian
ARMENIAN	Armenian
CONSTANTINOPOLE	Albanian, Belarusan, Bulgarian, Georgian, Greek, Hungarian, Macedonian, Krizevci, Melchite, Italo-Albanian, Romanian, Russian, Ruthenian, Slovakian, Ukrainian
CHALDEAN	Chaldean, Malabar

Note: Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches, are **NOT** in full communion with the See of Rome.

### APPENDIX 2 DEFINITION OF SIBLING

A sibling is defined as a brother or half-brother, or any other child (including an adopted child) who permanently resides at the same address as the Candidate and for whom the Applicant also has parental responsibility.



**APPENDIX 3**  
**NOTES ON CATHOLIC PRACTICE**  
**Extracts from the current Code of Canon Law**

**MASS ATTENDANCE Canon 1247**

On Sundays and other holy days of obligation, the faithful are obliged to participate in the Mass.

**BAPTISM Canon 867**

Parents are obliged to see that their infants are baptised within the first few weeks. As soon as possible after the birth, indeed even before it, they are to approach the parish priest to ask for the Sacrament for their child, and to be themselves duly prepared for it.

**FIRST HOLY COMMUNION Canon 914**

It is primarily the duty of parents/carers, as it is the duty of the parish priest, to ensure that children who have reached the age of reason are properly prepared and, having made their Sacramental confession, are nourished by the divine food as soon as possible. [The age of reason is presumed to occur on completion of the seventh year of age (Canon 97) and, therefore, the normal age for first Holy Communion will be seven years].

**APPENDIX 4:**

Points to measure degree of non-Catholic religious commitment and practice will be available in the following 2 categories:

- 1) Initiation to faith ceremony

<b>1. Ceremony</b>		
Affirmation that the candidate has been initiated into faith	<b>5</b>	
Affirmation that the candidate has not been initiated into faith	<b>0</b>	
<b>(a) Candidate</b>		
Attendance at Place of Worship weekly	<b>15</b>	
Attendance at Place of Worship 2 or 3 times per month	<b>10</b>	
Attendance at Place of Worship monthly	<b>2</b>	
Attendance at Place of Worship less than monthly	<b>1</b>	
<b>(b) Applicant</b>		
Attendance at Place of Worship weekly	<b>15</b>	
Attendance at Place of Worship 2 or 3 times per month	<b>10</b>	
Attendance at Place of Worship monthly	<b>2</b>	
Attendance at Place of Worship less than monthly	<b>1</b>	

**APPENDIX 5**  
**APPLICATION OF OVER-SUBSCRIPTION CRITERIA**

St. Joseph’s College is a De La Salle Catholic school for boys, with girls in the 6<sup>th</sup> Form. Each year the Governing Body offers places to 180 pupils at age 11 without regard to aptitude or ability. Where applications exceed the number of places available the Governors will apply the over-subscription criteria stated in the Admission Policy to establish an order in which places will be offered to Candidates. To facilitate this, a points system has been implemented.

**Points to measure Catholic practice are allocated as follows:**

<b>1. Sacrament of Baptism (maximum 5 points)</b>		
Baptism before or on the Candidate’s first birthday	<b>5</b>	
Baptism after the Candidate’s first birthday	<b>3</b>	
<b>2. Sacrament of First Holy Communion (maximum 5 points)</b>		
Has received the Sacrament by date of application	<b>5</b>	
<b>3. Frequency of Mass Attendance (maximum 20 points)</b>		
<b>If attendance is of less than 4 years’ duration, points will be halved</b>		
<b>(a) Candidate</b>		
Attendance at Mass weekly	<b>15</b>	
Attendance at Mass 2 or 3 times per month	<b>10</b>	
Attendance at Mass monthly	<b>5</b>	
Attendance at Mass less than monthly	<b>1</b>	
<b>(b) Applicant</b>		
Attendance at Mass weekly	<b>15</b>	
Attendance at Mass 2 or 3 times per month	<b>10</b>	
Attendance at Mass monthly	<b>5</b>	
Attendance at Mass less than monthly	<b>1</b>	
<b>Maximum points available under the above four categories</b>		
	<b>40</b>	

In all areas points are assigned as objectively as possible taking into account all information supplied. Individual circumstances and difficulties are also taken into consideration, if sufficient detail and documentation is given. With the exception of adoption and the reception of the applicant into the Church after the candidate’s birth, the Governors will take account of factors which delayed a candidate’s baptism ONLY if this was as a result of events which were entirely beyond parental control and NOT a matter of parental choice. Examples of circumstances beyond parental control include the death/serious illness of the candidate’s parent/sibling, serious illness of the candidate, delay caused by the parish, (civil) wars, domestic abuse and care proceedings. The applicant must explain what events delayed the baptism and must provide written evidence from a priest or other person acting in a professional capacity which fully corroborates the reasons for the delay.