



# Admissions Policy

## Admissions for September 2025

Jesus Christ is our family role model  
Opening our hearts and minds to dream the impossible and achieve beyond  
our wildest imagination.

Everybody is valued, nurtured and respected.

Young and old will journey together to build God's Kingdom.

Striving for academic excellence and celebrating success in all we do.

**Approved by Governors:** Autumn Term 2023

**Date for Review:** June 2025

**Signed Chair of Governors:** P Jones

**Signed Headteacher:** T McCabe

**Governors Committee:** Admission Committee/Student Support committee

## Version Control

Current Version	Previous Version	Summary of Changes Made
January 2023	June 2022	Note 6 Children of staff - added "or where staff have parental responsibility" The policy underwent a consultation period and was ratified by Governors in Spring 2023.
June 2022	June 2021	Added for clarity "A late application would join the waiting list and be ranked in the waiting list according to the admission criteria."
June 2021	June 2020	Adjusted in the light of the 2021 School Admissions Code – definition of a LAC and also IYA.
June 2020	October 2017	Note added to be specific about a late application when a waiting list is in operation. "A late application would join the waiting list and be ranked in the waiting list according to the admission criteria."
October 2017	February 2017	Added note explaining what happens in the absence of baptism certificate. Included 'Education' before Health care plan. With reference to EHCP applications "The governing board must be consulted and allowed to make representations before the school is named."
February 2017	March 2016	Age range: 11 - 16 Admission number September 2017: 180 For 2018 the governors have agreed in principle to increasing the PAN to 210, but this is subject to obtaining approval of the Local Authority and the necessary funding to accommodate the additional pupils. Point 2 addition of [see note (ii)] and removal of 'and who attend one of the associated primary schools.' Reverse point 5 and point 6 Amended point v) Sibling is defined as a brother or sister, half brother or sister, adopted or foster brother or sister. Alternatively a child may be considered to be a sibling if they are the step brother or sister or the child of the parent/carer's partner where the child for whom the

		school place is sought is living in the same family unit at the same address as that sibling.
	February 2015	
	Annually	

<b>Policy Impact Statement</b>
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<b>Policy:</b>
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<b>This Policy has been implemented:</b>
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Fully	√
Partially	
Occasionally	
Not at all (give reasons why)	

<b>What revisions need to be made:</b>
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To the Policy?	
To its implementation?	

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**Tel: 01204 697456**  
**Headteacher: Mr A McCabe**

**[www.st-josephs.bolton.sch.uk](http://www.st-josephs.bolton.sch.uk)**

**Age Range: 11 - 16 Admission Number September 2025: 210**

### **Admission Criteria**

St Joseph's RC High School and Sports College is an 11-16 co-education Roman Catholic Secondary School under the trusteeship of the Diocese of Salford. It is maintained by the Bolton Local Authority (LA). As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority and the Admission Authority will work with the Local Authority to ensure that offers are made within the admissions timeframe. The relevant dates and application process will be displayed on our school website: [Admissions - St Joseph's R.C. High School \(stjosephsbolton.org.uk\)](http://stjosephsbolton.org.uk)

The Governing Body recognises that the first responsibility of the school is to serve the Roman Catholic community for which it has been established. This is focused on designated parish communities and the Roman Catholic primary schools that are partners in providing education for those communities. As a consequence, St Joseph's ethos is distinctly Roman Catholic and we ask all parents applying for a place and pupils attending here to respect this ethos and its importance to the St Joseph's community. (This does not affect the right of parents who are not of the Roman Catholic faith to apply for and be considered for a place at St Joseph's).

In establishing their over subscription criteria, the Governing Body has also taken full account of the Code of Practice produced by the Department for Education, and the emphasis placed on supporting children in public care. All applications will be considered without reference to the order in which the school is expressed as a preference.

#### **The parish communities served by the school are: [See note (iv)]**

Holy Family, New Springs  
Our Lady's, Aspull  
Sacred Heart, Westhoughton  
St Joseph's, Anderton  
St Mary's, Horwich

#### **The associated primary schools are:**

Holy Family, New Springs  
Our Lady's, Aspull  
Sacred Heart, Westhoughton  
St Bernard's, Ladybridge  
Anderton St Joseph's  
St Mary's, Horwich

Admissions to the school will be made by the Governing Body. All children whose statement of Special Educational Needs or Education Health Care Plan names the school will be admitted. The Governing Board must be consulted and allowed to make representations before the school is named. All preferences for St Joseph's listed on the Local Authority Preference Form will be considered on an equal basis with the following set of admission criteria forming a priority order where there are more applications for admissions than the school has places available:

- 1) Looked After [See note (i)] Children who are, or were previously, in the care of the Local Authority.
- 2) Roman Catholic children [See note (ii)] whose principal residential home address [See note (iii)] is in one of the parish communities [See note (iv)] named previously.
- 3) Roman Catholic children whose principal residential home address is not in one of the parish communities named previously but who attend one of the associated primary schools.
- 4) Roman Catholic children who have a brother or sister [See note (v)] attending the school at the time the admission would take effect.
- 5) Other Roman Catholic children.
- 6) Children of staff (or where staff have parental responsibility) in either or both of the following circumstances:
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 7) Children with proven and exceptional medical and/or social needs where these needs can only be met by this school (see note vi).
- 8) Non-Catholic children attending one of the associated primary schools.
- 9) Non Catholic children who have a brother or sister (see note v) attending the school at the time admission will take effect.
- 10) Any other children.

- Decisions on admission to the school for Year 7 in September 2023 will be made in accordance with the above criteria at a meeting of the Admissions Panel of the Governing Body. All applicants will be considered at the same time and after the closing date for admissions provided by the Local Authority. The meeting will consider all applications and information received by that date. Any subsequent applications, or applications referred to the Governors at a later date, will be considered by the Governors according to the Admissions Criteria, but in the light of whether any places remain available. A late application would join the waiting list and be ranked in the waiting list according to the admission criteria.

- If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to apartment blocks) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for two or more applicants where this distance would be the last place/s to be allocated, a random lottery will be carried out in a public place. All the applicant names will be entered into a hat and the required number of names will be drawn out.

- Parents who change address before their child takes up the place allocated and who would consequently prefer a different school should inform the Children's Services Department of the LA immediately. An applicant who is to change address before taking up a place allocated which would consequently alter the order of priority, should support any application with supporting evidence such as a solicitor's letter or a letter from the Housing Department.

## Notes:

- i) 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 case of a local authority or (b) being provided with accommodation by them in the exercise of their social services 6 functions (e.g. children with foster parents) at the time of making the 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. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Children adopted overseas will be treated as if they were previously looked after children from this country.
- ii) 'Catholic' means either holding a certificate of baptism signed by a priest of the Latin Catholic Church or holding a certificate of reception of baptised Christians into the Latin Catholic Church. The Governors reserve the right to require an original baptismal certificate. Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the [appropriate diocesan authority] 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.
- (iii) The 'principal residential home address' will be considered to be the address at which the child resides. Where a child lives with parents with shared responsibility each for part of the week, the 'principal residential home address' will be considered to be the address named in any residence order, or where no such order exists the address at which the child resides for the majority of the week.
- iv) Parents should check carefully whether they are resident within the parish boundary of one of the parishes named previously. (Maps illustrating these boundaries are available from the associated primary schools and at St Joseph's).
- v) Sibling is defined as a brother or sister, half brother or sister, adopted or foster brother or sister. Alternatively, a child may be considered to be a sibling if they are the step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- vi) It is essential that applicants under Criteria 7 submit professional supporting evidence from, for example, a doctor, psychologist, social worker or other qualified professional setting out the particular reasons why St Joseph's is the most suitable school for those difficulties. This must satisfy the Governing Body that admission to St Joseph's would best support the child's needs.
- vii) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel within 20 days according to procedures laid down by the Local Authority.
- viii) A waiting list for children who have not been offered a place will be kept and will be ranked according to the admissions criteria. It will operate until the end of the Autumn Term of the admitting year.
- ix) If 'in-year' applications are received outside the normal admissions round and places are available then children qualifying under the published criteria will be admitted. 'In-year' applications can be made direct to the school. In Year Admissions will be considered and prioritised according to the school's admission criteria. The school works as part of Bolton partnership of schools and will work with Bolton 'In Year Fair Access Protocols' in the case of

students requiring places mid-year. We aim to notify parents of the outcome of an in-year application within 10 school days with the maximum timescale 15 school days. Placement decisions will be made within 20 school days of a child being referred to the IYFAP and this decision will be delegated to the Headteacher. The mandatory categories of children who will be admitted via the FAP includes children on a Child in Need/Child Protection Plan, children in refuge, children in formal kinship care arrangements, children who have been out of education for four or more weeks and previously looked after children for whom the local authority has been unable to promptly secure a school place.

- x) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections, place of residence, school attended or the exceptional medical and/or social needs as claimed.