



St Joseph's RC High School
Ysgol Uwchradd Gatholig Joseff Sant



Admissions Application Form and Policy Ffurflen gais a Pholisi Derbyn

September 2025

Year 7

Pencarn Way, Tredegar Park, Newport, South Wales NP10 8XH
Ffordd Pencarn, Parc Tredegar, Casnewydd, De Cymru, NP10 8XH
Telephone/Ffôn: (01633) 653110
Headteacher/Pennaeth: Mrs J Jarrett, BA(Hons), NPQH

We recommend that you make applications to at least two other Newport City or South Monmouthshire schools because St Joseph's and the other Newport and South Monmouthshire schools have particularly high demand.

PLEASE READ THE INFORMATION ON PAGES 3, 4, & 5 BEFORE COMPLETING THIS FORM

SECTION 1 – Family Details															
Child's full name: Please circle: Male/Female <i>BLOCK CAPITAL LETTERS</i>															
Date of Birth:															
Please indicate to whom correspondence should be addressed: Mr/Mrs/Miss/Ms (Delete as applicable)	(B) Parents'/Carers' Name & Address: <i>(If different from A):</i>														
(A) Parents'/Carers' Name & Address:														
Postcode:	Postcode:														
☎ Day:	☎ Day:														
☎ Evening:	☎ Evening:														
Email:	Email:														
Please indicate child's address (A or B)															
If child resides at both addresses indicate how much time spent at each address: (A) (B)															
I wish to apply for my son/daughter to be admitted to St Joseph's R.C. High School, commencing on: (Proposed date of admission)															
Signed: Parent / Carer	If you need any assistance in completing this form, please contact the school														
PRINT: Parent / Carer															
Date:															
Please circle the criterion, listed on page 3 that corresponds to your child (one criterion only):															
<table style="margin: auto; border: none;"> <tr> <td style="padding: 0 10px;">1</td> <td style="padding: 0 10px;">2</td> <td style="padding: 0 10px;">3</td> <td style="padding: 0 10px;">4</td> <td style="padding: 0 10px;">5</td> <td style="padding: 0 10px;">6</td> <td style="padding: 0 10px;">7</td> <td style="padding: 0 10px;">8</td> <td style="padding: 0 10px;">9</td> <td style="padding: 0 10px;">10</td> <td style="padding: 0 10px;">11</td> <td style="padding: 0 10px;">12</td> <td style="padding: 0 10px;">13</td> <td style="padding: 0 10px;">14</td> </tr> </table>		1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	2	3	4	5	6	7	8	9	10	11	12	13	14		

Please return this form **by 5.00 pm on 13 November 2024** to your child's R.C. Feeder School.

Applications for pupils from other primary schools, please return to the Admissions Officer, St Joseph's RC High School, Pencarn Way, Tredegar Park, Newport, NP10 8XH.

Applications received by the above date will be considered together and places allocated. Decision letters will be issued on **3 March 2025**.

(Note: These dates apply to all Newport Secondary Schools in accordance with Welsh Government, School Admissions Statutory Code No 005/2013).

Catchment Area

The RC parishes of Newport City, plus the Parish of St Mary’s Chepstow & St Paul’s Caldicot, Monmouthshire, with the following designated Primary Schools: St David’s, St Gabriel’s, St Joseph’s, St Mary’s (Newport), St Michael’s, St Patrick’s, and St Mary’s (Chepstow).

If you want further information on either the catchment area or other RC High Schools, please contact the Admissions Officer at the address or phone number shown on the front of this form.

The School Standards and Framework Act 1998, section 86, gives parents the right to express a preference as to which school their children attend. However, if the school is oversubscribed then applicants will be accepted in the order of the oversubscription criteria on page 3 until the school year group is full.

SECTION 2 - Information relating to the child:

Is your child Baptised? **Yes / No** Date and Place of Baptism:
(Please provide a copy of the certificate of baptism)

Denomination: (Please circle one of the following): Catholic Other Christian Non-Christian

Is the child in the care of the Local Authority? YES / NO

OR

Has the child previously been in the care of a Local Authority? YES / NO

If yes, which Local Authority and when?

Does the child hold a statement of ALN / SEN which names a school? YES / NO

If Yes - which school is named.....

Are you a member of UK Service Personnel or a Crown Servant? YES / NO

If yes, please see item 6, page 5.

We reserve the right to ask for official confirmation of the above.

School currently attending / last attended:

Does your child have a sibling (see definition on page 4) at St Joseph’s? YES / NO

If Yes - name of child: and **year group in September 2025:**

Place where the child worships:

Priest:

Pastor/Vicar/Faith Leader:

Please say why you wish your child to attend St Joseph’s:

For office use only:

Received:

Check items	Criteria	Yes /No
Proof of Baptism	1, 2, 3 & 9	
Letter of support from Headteacher	5 & 10	
Letter of support from Minister/Faith Leader	7, 8, 11 & 12	
Sibling	1, 2, 3, 4, 5 & 6	
Looked After Child	1 & 4	
Medical grounds, supporting evidence, when applicable		

Received:

Accepted: Yes

No

Oversubscription Criteria, Order of Priority

Where the number of applicants for admission exceeds the Admission Number of 240, places will be awarded to applicants in the under mentioned criteria in the following Order of Priority:

The catchment area comprises residents of RC parishes of Newport City, plus the Parish of St Mary's Chepstow & St Paul's Caldicot, Monmouthshire, and /or whose children attend the following designated Primary Schools: St David's, St Gabriel's, St Joseph's, St Mary's (Newport), St Michael's, St Patrick's and St Mary's (Chepstow).			
<u>Criteria</u>	<u>Resident</u>	<u>Evidence required</u>	<u>Please tick</u>
1. Looked-after and previously looked-after Baptised Roman Catholic children.	Anywhere	Certificate of baptism required. Evidence of being, or previously looked-after will be required.	
2. Baptised Roman Catholic children from the above Catholic Primary schools.	Newport City & South Monmouthshire	Certificate of baptism required.	
3. Baptised Roman Catholic children not educated in a Catholic school.		Certificate of baptism required.	
4. Looked-after children & previously looked-after Non-Roman Catholic children.	Anywhere	Evidence of being, or previously looked-after will be required.	
5. Non-Catholic children educated in the above Catholic Primary schools, whose parents seek a specifically Christian education, supported by a letter from the Headteacher.	Newport City & South Monmouthshire	The letter of recommendation from the Headteacher should detail your support for Roman Catholic education.	
6. Siblings of children already admitted under criteria 7, 8, 9,10,11,12,13 & 14 in that order of priority.	Anywhere	Name(s) and year group(s) of sibling(s) that have been entered on page 2.	
7. Christian children not educated in a Catholic Primary school, whose parents seek a specifically Christian education, supported by a letter from your Minister of Religion.	Newport City & South Monmouthshire	The supporting letter must show participation in the faith of which this minister is giving advice.	
8. Children of other faiths not educated in a Catholic Primary school, whose parents seek a specifically Christian education, supported by a letter from your Minister of Religion/Faith Leader.		The supporting letter must show participation in the faith of which this minister/faith leader is giving advice.	
9. Baptised Roman Catholic children from other Catholic Primary or Secondary schools.		Certificate of baptism required.	
10. Non-Catholic children educated in other Catholic Primary schools, whose parents seek a specifically Christian education, supported by a letter from the Headteacher.		The letter of recommendation from the Headteacher should detail your support for Roman Catholic education.	
11. Christian children not educated in a Catholic Primary school, whose parents seek a specifically Christian education supported by a letter from your Minister of Religion.	NOT resident in Newport City & South Monmouthshire	The supporting letter must show participation in the faith of which this minister is giving advice.	
12. Children of other faiths not educated in a Catholic Primary school, whose parents seek a specifically Christian education supported by a letter from your Minister of Religion/Faith Leader.		The supporting letter must show participation in the faith of which this minister/faith leader is giving advice.	
13. Children, with no faith stated.	Newport City & South Monmouthshire		
14. Children, with no faith stated.	NOT resident in Newport City & South Monmouthshire		

Notes

- a) Where St Joseph's is named in a statement of Additional Learning Needs / Special Education Needs/ Individual Development Plan, it has a duty to admit the child before the oversubscription criteria is applied.
- b) Within all criteria, the following applicants **will be given first priority:**
Medical grounds: Each application **must** be accompanied by supporting evidence from a *doctor /medical consultant*. The supporting evidence **must** set out the particular reasons why St Joseph's is the most suitable school **and** the difficulties that would be caused if the child had to attend another school. Full details concerning the application **must** be supplied.
Or a pupil **placed on the Child Protection Register** and recommended by Social Services.
- c) Within **criteria 1, 2, 3, 4 & 5 siblings** will be given **highest priority**.
Siblings are, brothers and sisters, whether half, full, step, adopted, or foster will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger one would be eligible to attend.
- d) Multiple births (*twins, triplets etc.*) *When applying the oversubscription criteria and the last child to be admitted is one of a multiple birth, the governors will admit the other sibling(s).*

Over subscription tie break

Within each set of over-subscription criteria, if the cumulative number of applications exceeds the published admission number, priority will be decided:

1. Siblings

Within each criterion, priority will be by reference to the youngest sibling in the school, the youngest commanding the highest priority.

2. Distance

Priority will be based on those residing closest to St Joseph's RC High School. This distance is measured as the shortest available walking route, between the nearest entrance / front gate of the home and the nearest of the two school gates at St Joseph's.

For Newport residents, the school uses the route determined by Newport City Council (NCC), who deem a route is available if a child, accompanied as necessary, can walk to the school in reasonable safety. NCC will determine the route as outlined above using its own specific routing software. In order to ensure fairness and consistency for all applicants this is the only measurement tool that is used by the Council for its own schools and St Joseph's.

For Monmouthshire residents the school uses the shortest driving distance using Google Maps.

The governors will treat all information as confidential.

Admissions Policy for Admissions in September 2025

1. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the Welsh Government Statutory Code document 005/2013, called the 'Schools Admissions Code', together with the advice of the Diocesan trustees and its duty to the school and the Catholic community.
2. Having consulted the Newport LA and others in accordance with the requirements of the law, the Governing Body has set its planned admission number in the school year commencing September 2025, at 240 pupils for year 7.
3. **Late applications and changes of preference.** It is the responsibility of parents/carers to ensure that the school receives their completed application form safely and by the **5.00 pm, 13 November 2024**. If posting an application, it is recommended that the form is sent by recorded delivery and that you provide a valid email address or stamped addressed envelope so that receipt of your application can be acknowledged. **Late applications will be processed by the end of the calendar month following receipt, once the offer date, 3 March 2025 has passed.**
4. In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the Governing Body has delegated responsibility for determining admissions to its "Admissions Committee".
5. The Admissions Committee will consider all applications made in accord with the oversubscription criteria set out on page 3 plus the notes on page 4 without reference to the race, gender, disability, social background, ability, or aptitude of the child.
6. Families of UK Service Personnel and other Crown Servants are subject to frequent movement within the UK and from abroad, often at relatively short notice. St Joseph's will allocate a place for children and their families in advance of the approaching school year if accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date.
 - a) St Joseph's will ensure that the needs of the children of these families are taken into account.
 - b) Allocate a school place in advance, if the applicant would meet the criteria when they move to their new home address.
 - c) Accept a Unit postal address for applications from service personnel in the absence of a new home postal address.
7. **Appeals Procedure:** Parents/Carers have a right of appeal against a refusal by the Governing Body to admit their child and should put their appeal in writing to the Admissions Officer at the school, within 14 days (10 working days) from the date of notification that their application was unsuccessful. Appeals will be arranged, with an independent panel and conducted in accordance with the School Admission Appeals Code, Welsh Government Statutory Code No. 001/2023.
8. **Waiting List:** All parents/carers with rejected applications may ask to have their children's names added to a waiting list.

If any places become available, they will be allocated in accordance with the admission criteria on page 3 & 4. The waiting list does not give priority to children based either upon the date of the application or the date it was added to the list. The list will stay open until 30 September 2025. Once this date has passed, parents will be contacted and asked to confirm if they wish to remain on the waiting list for this initial academic year. If a place is still required a new application must be made for the next academic year.

Please note that for the purpose of processing applications for school places in Newport the information you provide on this application form may be shared with other agencies that are directly involved in the education, health and welfare of school children, other local admission authorities, such as Newport City Council School Admissions Team and Newport's other voluntary aided schools.

If the application is successful, the data requested will be stored on the school management information system and used for the purposes outlined in our fair processing notice. Every effort is made to ensure the accuracy and security of personal data held by the school. Individuals have certain rights of access to personal information held on them; these are outlined in our Fair Processing Notice, copies of which are available on request from the School Admin Office.