



St. Alban & St. Stephen Catholic Primary School & Nursery



Reception Admissions Policy for September 2024 – August 2025

St. Alban & St. Stephen Catholic Primary School & Nursery (the **School**) was founded to provide education for children of Catholic families. 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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the School.

The governing body has sole responsibility for admissions to this School and intends to admit 60 pupils to Reception in the school year under our Published Admission Number (**PAN**), which begins in September 2024. **Our Nursery & Primary** school work very closely together and share the same ethos; **however, entry to Nursery does not guarantee entry to the Primary school. This is by separate application.**

Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the over subscription criteria listed below.

Application Procedures and Timetable

Applications for Reception are welcome from families whose child attains 4 years of age between 01/09/2023 and 31/08/2024 who wish their child to join the Reception class in September 2024.

The e-admissions system for your Local Authority must be completed by 15th January 2024 (paper forms are available on application to the Local Authority). Parents can access all the relevant information as well as the Reception application form for Hertfordshire at www.hertfordshire.gov.uk/admissions. **In addition, applicants are requested to note that they should complete a Supplementary Information Form (SIF) in full and provide proof of address. A child is deemed resident at an address when they reside there for 50% or more of the school week. If applicable, the applicant should obtain a Certificate of Catholic Practice (CCP).** The SIF is available from the School office and the School website <http://www.ssas.herts.sch.uk/> The CCP is available from the Priest at the parish where the family normally worships and should be dated less than 6 months before the date of the application to the School. **If you do not complete both the Local Authority application and the SIF and CCP (where applicable) and return them by the closing date, the governing body may be unable to consider your application fully and it is very unlikely that your child will get a place at the School.** The Local Authority will dispatch all allocations on behalf of the School on 17th April 2024.

Unsuccessful applicants will be given reasons related to the over subscription criteria listed below and advised of their right to appeal to an independent appeal committee. Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details, log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".

Late applications will be considered only after the initial allocation of places.

Education, Health and Care Plans (EHCP)

The admission of pupils with an Education Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details of the procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHCP you must contact your local authority Children's Services. Children with this School named in their EHCP will be admitted to the School.

Over Subscription 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' children and Catholic children who were previously looked after including those 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 or who became subject to a Child Arrangements Orders or a Special Guardianship Order.
2. Baptised Catholic children with a Certificate of Catholic Practice of families who will have a sibling at the School at the time of admission.
3. Baptised Catholic children with a Certificate of Catholic Practice of a member of staff of the School provided that the member of staff is the child's parent and (1) has been employed at the School for two or more years at the time of application, or (2) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the teaching staff or leadership team. This definition does not include contract staff or peripatetic staff employed by HCC.
4. Baptised Catholic children with a Certificate of Catholic Practice who are determined by the governing body to be resident in the parish of St. Alban & St. Stephen. Please be aware that the parish information has been under review and, when finalised, will be available from the Parish Office at St. Alban & St. Stephen.
5. Other baptised Catholic children with a Certificate of Catholic Practice.
6. Other baptised Catholic children.
7. Other 'looked after' children and children who were previously looked after including those 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 or who became subject to a Child Arrangements Orders or a Special Guardianship Orders.
8. Children who have a sibling at the School at the time of admission. First consideration will be given to those children of other Christian denominations who provide a certificate of baptism or whose minister supplies a supporting letter confirming membership of the Church or faith community.
9. Children of a member of staff of the School provided that the member of staff is the child's parent and (1) has been employed at the School for two or more years at the time at which the application, or (2) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the teaching staff or leadership team. This definition does not include contract staff or peripatetic staff employed by HCC.
10. Children of Catechumens and members of other Eastern Christian Churches who provide a certificate of baptism and/or certificate/letter of entry in the order of Catechumens.
11. Children of other Christian denominations resident within the parish of Ss Alban & Stephen who provide a certificate of baptism or whose minister supplies a supporting

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letter confirming membership of the Church or faith community.

12. Any other children.

Distance

Where the offer of places to all of the applicants in any of the categories above would lead to over subscription, places up to the PAN will be offered to those living nearest the School. Hertfordshire County Council's straight line distance measurement system is used for all home to school distance measurements. Distances are measured using a computerised mapping system to two 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.

Tie Break

In the case of two applicants with exactly the same priority under the admissions criteria and they live exactly the same distance from school, but only one place is available, the governing body will draw lots in the presence of an independent witness.

Change of Details

If any of the details on any of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the Local Authority immediately. If misleading information is given or allowed to remain on any of your forms, the governing body reserves the right to withdraw the place, even if the child has already started at the School.

Multiple Applications – Twins and Multiple Births

The governing body will admit twins and all siblings from multiple births where one of the children has been offered the final place in the School's PAN.

Fair Access Protocols

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 admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the PAN. Children admitted under this protocol will take priority over children on the continued interest list.

In-Year Admissions

Applications for In-Year admissions are made directly to the School, using the "Non-Coordinating Schools Application Form" which is available on the Local Authority website (<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/in-year-admissions-change-schools-during-the-year/in-year-admissions-change-school-during-the-year.aspx>).

In addition, a SIF and proof of address should be submitted with the application as well as a CCP, if applicable. Where there is no waiting list the Local Authority will be notified and the child will be admitted. If more applications are received than there are places available, then applications will be ranked by the governing body in accordance with the oversubscription criteria. We will write to you with the outcome of your application and, if you have been unsuccessful, the county council will write to you with registration details to enable you to

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login and appeal online at www.hertfordshire.gov.uk/schoolappeals. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will re-rank the list and an offer will be made.

Admission of Children Educated Outside Their Chronological Age Group

A request may be made for a child to be admitted outside his/her chronological age group e.g. 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 outside their chronological age group, starting Reception at 5 years of age. Such requests should, save in exceptional circumstances, be made in writing to the Chair of Governors. The governing body will make its decision based on the circumstances of each case and in the best interests of the child, taking into account school organization issues and the views of the parents and any professionals involved. Parents must have received the agreement of the governing body before any admission application for delayed entry is made. If permission is received then the parents will make their admission application in the normal way for the year in which they wish their child to start school. No age-related priority will be given. Applications cannot be held over from one academic year to the next. If permission is refused then parents must make their admission application at the normal time (i.e. to start Reception when their child is 4 years of age). A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

Reception Year Deferred Entry

Applicants may defer entry to School up until statutory school age, i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferment is requested. The place will then be held until the first day of the spring or summer term. Applicants may choose for their child to attend part-time until statutory school age is reached. Therefore, applicants who wish to defer entry should note that admission can only be deferred until the start of the summer term. However, summer born children may continue to attend part-time until the end of the summer term or until their fifth birthday, whichever is sooner.

Waiting Lists (Continuing Interest List)

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list in accordance with the over subscription criteria set out above. Parents will be offered information on the appeals process. The waiting list is held open for a full academic year from the date of admissions.

Certificate of Catholic Practice

Applicants who wish to be considered within oversubscription criteria 2 to 5 inclusive must submit a Certificate of Catholic Practice (CCP) by the closing date for admissions. The CCP is available from the Priest at the parish where the family normally worships or the diocesan website. The CCP should be dated less than 6 months before the date of the application to the School. It is the parent's duty to ensure that the CCP is submitted to the School in good time.

Notes (these explanatory notes form part of the oversubscription criteria)

1. **An Education, Health and Care Plan (EHCP)** is a plan made by the Local Authority under s37 of the Children and Families Act 2014, specifying the educational provision for that child.
2. A **'looked after'** child means a child in the care of the Local Authority or provided with accommodation by them e.g. children with foster parents (see section 22 of The Children's Act 1989);
3. **'Adopted'**. An adopted child is any child who has been formally adopted and whose parent/ guardian can give proof of adoption.
4. **'Child Arrangements Order'**. A Child Arrangements Order is an order under the terms of the Children Act 1989 s.8 setting the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.
5. **'Special Guardianship Order'**. A Special Guardianship Order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately before the order is made qualify in this category.
6. **'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 this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic 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.
7. **'Certificate of Catholic Practice'** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>
8. **'Catechumen'** refers to a person accepted into the catechumenate which is demonstrated by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over. For a child under 7 years of age, it will be the certificate of the parent.
9. **'Eastern Christian Church'** includes Orthodox churches, and is normally evidenced by a certificate of Baptism or Reception from the authorities of that Church.
10. **'Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An

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ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

11. **'Parent'** means the person or persons who have legal responsibility for the child.
12. **'Resident'**. A child is deemed to be resident at a particular address when he/she resides there for 50% OR MORE of the school week.
13. **'Sibling'** means the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after (see definitions above) and in every case living permanently in a placement within the home as part of the family household Monday to Friday at the time of this application. A sibling link will not be recognized for children living temporarily in the same house , for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.



St. Alban & St. Stephen Catholic Primary School & Nursery
Supplementary Information Form for
Reception and In-Year Admissions 2024-25



CHILD'S DETAILS

Child's first name	Child's surname	Date of birth
Home address		Post code

PARENT/CARER DETAILS

Parent/Carer's name			
Address		Telephone number	
Post code			

DETAILS OF RELIGION

Religion of child (please tick)	Catholic	Other Christian	Other Faith
Parish you live in		Church where your child was baptised & date of baptism (Baptismal certificate required if not baptised in St. Alban & St. Stephen)	
Church you currently attend		Name of Priest supplying Certificate of Catholic Practice	

I confirm that I have read and understood the Admissions policy and that the information I have provided is correct. I understand that I must notify the School immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started School.

Signed:	Date:
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Please note:

- The Certificate of Catholic Practice is available from the diocese or from the parish in which the family normally worships.
- Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter confirming membership of the faith community from their minister or religious leader

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- You **MUST** complete the Local Authority's Application Form and return it to them by the closing date. If you do not do this, you will not be offered a place. See www.hertfordshire.gov.uk/admissions or call 0300 123 4043 for further information.

Please enclose a copy of a gas, electricity, water or council tax bill, or a tenancy agreement, dated within the last 3 months as proof of address. The School is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the School's Privacy Notice please see below.

Have you:

- ☐ Enclosed a copy of baptism certificate (where appropriate)
- ☐ Enclosed a Certificate of Catholic Practice (where appropriate)
- ☐ Enclosed a recent proof of address (as listed above)
- ☐ Completed the Local Authority's Application Form

St. Alban & St. Stephen Catholic Primary School & Nursery

Admissions Privacy Notice

St. Alban & St. Stephen Catholic Primary School & Nursery is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the School is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals

We may also use this data for the following purposes:

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

In order to administer admissions to this School the following information may be collected by us:

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice
- Information on parish of residence.

Agencies we will share the information with:

- The Department for Education, to comply with statutory data collections
- The Local Authority, to verify the information provided so that the admission scheme/process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

School Retention Policy:

The information listed above will be retained securely by the school for 8 years, after which it will be destroyed.

For further information please refer to the Privacy Policy on the School website or contact: the School Office, St. Alban & St. Stephen Catholic Primary School & Nursery, Cecil Road, St Albans, AL1 5EG.