

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



'Learning and growing with God by our side.'

**Determined Admission
Arrangements for 2025/26**

September 2025 – August 2026

Determined by the Governing Body January 31st 2024

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. 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 these admission arrangements.

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.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at 60 pupils to be admitted to the reception year in the school year which begins in September 2025.

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.

Application Procedures and Timetable

Applications for Reception are welcome from families whose child attains 4 years of age between 01/09/2024 and 31/08/2025 who wish their child to join the Reception class in September 2025.

To apply for a place at this school in the normal admission round, the Common Application Form (CAF) or e-admissions system for your Local Authority must be completed **by 15th January 2025**. Parents can access all the relevant information as well as the Common Application Form for Hertfordshire (paper forms are available on application to the Local Authority). www.hertfordshire.gov.uk/admissions

In addition, applicants are requested to complete the school's Supplementary Information Form (SIF) if they wish to apply under oversubscription criteria 1

to 6 and 8 to 11. The SIF is available from the School office and the School website: <http://www.ssas.herts.sch.uk/>.

It should be returned, together with all supporting documentation to Mrs K. Purvey, Office Administrator, St Alban & St Stephen Catholic Primary School & Nursery, Vanda Crescent, St Albans, AL15EX at St Alban & St Stephen Catholic Primary School, **by 15th January 2025**.

If you do not complete both the Local Authority application and the SIF and return them and all supporting documentation, by the closing date, the admissions authority may be unable to consider your application fully and this may affect your child's chance of being offered a place at the School.

You will be advised of the outcome of your application **on 16th April 2025** 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 to appeal to an independent appeal panel.

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".

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

Late Applications

Late applications, which are applications received after 15th January 2025, will be considered only after the initial allocation of places.

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. Baptised Catholic children with a Certificate of Catholic Practice who will have a sibling at the School at the time of admission. (see notes 3,4 and 8)
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 (see notes 3, 4,9 and 12)
4. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the parish of Ss Alban & Stephen (see notes 3,4 &10)
5. Other baptised Catholic children with a Certificate of Catholic Practice. (see notes 3 and 4)
6. Other baptised Catholic children.(see note 3)
7. Other looked after and previously looked after children. (see note 2)
8. Other 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. (see notes 7 & 8)
9. Other children of a member of staff of the School provided that the member of staff is the child's parent (see notes 9 and 12)
10. Children of Catechumens and members of an Eastern Christian Church who provide a certificate of baptism and/or certificate/letter of entry in the order of Catechumens. (see notes 5 & 6)
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 letter confirming membership of the Church or faith community. (see note 7)
12. Any other children.

Tie Break

Priority in the case of over-subscription will be given to children living closest to the school determined by the shortest distance. 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. 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.

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. 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. 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. 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.

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 1st April and 31st 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 Chair of Governors, St Alban & St Stephen Catholic Primary School & Nursery, Vanda Crescent, St Albans, AL1 5EX** at the same time as the admission application is made. The admission authority 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 admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate. 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).

Waiting Lists (Continuing Interest Lists)

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be 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 waiting list will be held open until the last day of the summer term, 2026.

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 normal admission round and the child will be admitted where there are available places.

In-Year admissions are to be made directly to the Local Authority using their online form which can be found here: [In year admissions – change school during the year | Hertfordshire County Council](#)

In addition, a Supplementary Information Form (SIF) and proof of address should be submitted to the school as well as a Certificate of Catholic Practice and Baptismal Certificate, if you wish to be ranked as a practising Catholic (see Notes 3 & 4).

If more applications are received than there are places available, then applications will be ranked by the Local Authority in accordance with the oversubscription criteria. The Local Authority will write to you with the outcome of your application and, if you have been unsuccessful, you will be informed of your right to appeal when a place is not available:

www.hertfordshire.gov.uk/schoolappeals. You will be offered the opportunity of being placed on a continued interest list. This continued interest list will be maintained by the Local Authority in the order of the oversubscription criteria and not in the order in which the applications are received. Names will be removed from the list at the end of each academic year.

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 admission authority reserves

the right to withdraw the place, even if the child has already started at the School.

Multiple Applications – Twins and Multiple Births

The admission authority will admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

Notes (these notes form 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 an 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. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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. **‘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. A ‘Certificate of Catholic Practice’ means a certificate given by the family’s parish priest, or the priest in charge of the Church where the family practises in the form laid down by the Bishops’ Conference of England and Wales. It is the parent’s duty to ensure that the CCP is submitted to the School in good time.
5. **‘Catechumen’** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. **‘Eastern Christian Church’** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
7. **‘Children of other Christian denominations’** means children who belong to other churches and ecclesial communities which, acknowledge 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 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 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.

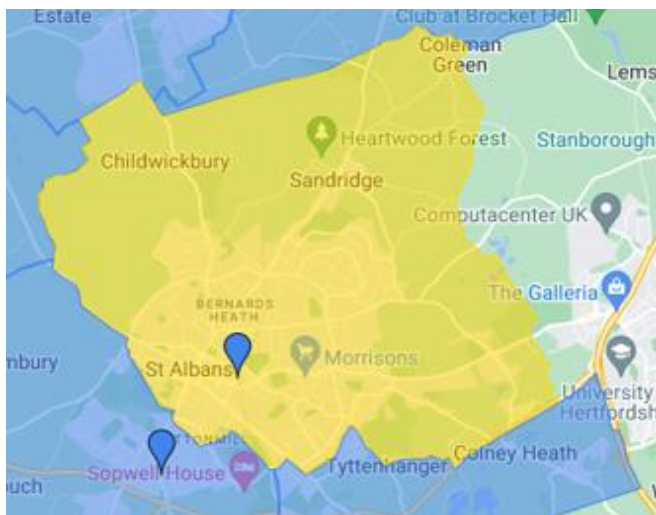
8. **‘sibling’ ‘brother or sister’** includes:

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.

9. A **'parent'** means the person or persons who have legal responsibility for the child.

10. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements.



11. 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 in the Common Application Form ("CAF"). A child is deemed to be resident at a particular home address when he/she resides there for 50% or more of the school week.

12. **'Member of Staff'** refers to someone who (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,

support staff or leadership team. This definition does not include contract staff or peripatetic staff employed by HCC.