

# ST. MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL

Monkswood Lane (Off Monkswood Way) Stevenage Herts SG2 8QJ

[www.clitherow.herts.sch.uk](http://www.clitherow.herts.sch.uk)  
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## ADMISSION POLICY FOR THE SCHOOL 2019-2020

**Applications open: 5<sup>th</sup> November 2018**  
**Applications close: 15<sup>th</sup> January 2019**

The school provides an outstanding experience of Catholic worship, prayer and liturgy.  
Pupil achievement in Religious Education is outstanding.  
There is a real sense of unity and purpose.



**Section 48 Diocesan Inspection May 2014**

“Pupils make rapid progress because they are very keen to learn, and because the teaching is highly effective ... Behaviour is excellent. Pupils get along very well and enjoy school, accepting one another’s different views...”



**Ofsted March 2013**

***At St Margaret Clitherow school we are committed to Safeguarding Children***

*Jesus lives in us, our families, our school, our Church, our world.  
Jesus is our guide, let us follow Him*

## **Introduction**

St Margaret Clitherow Roman Catholic Primary school was founded by the Catholic Church to provide Catholic education for children of Catholic families. At our 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 is 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 parents, who are not of the faith of this school, to apply for and be considered for a place here.

The Governing Body has responsibility for admissions to this school and intends to admit up to the school's Published Admission Number (P.A.N.) of 30 pupils into the Reception class in the school year, which begins September 2019. We will accept applications relating to children whose dates of births fall between 1<sup>st</sup> September 2014 and 31<sup>st</sup> August 2015. If your child has been attending our Nursery, this does not guarantee admission to the school for primary education. Separate applications must be made to your home Local Authority and the school for admission to the main school.

Exceptional circumstances are not considered as part of the school's admission criteria.

If the school has fewer applications than places available, all applicants will be offered a place. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked in accordance with the oversubscription criteria below.

## **Oversubscription Criteria**

Where there are more applications 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 looked after, but ceased to be so because they were adopted (or became subject to a Child Arrangement Order or a Special Guardianship Order).
2. Baptised Catholic children with a Certificate of Catholic Practice who have a sibling at the school (in Years R to 5) at the time of application.
3. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the parish of St. Hilda's Catholic Church, Stevenage. The parish Boundaries are attached as Appendix 1.
4. Other baptised Catholic children with a Certificate of Catholic Practice who are resident in parishes other than St Hilda's parish.
5. Other baptised Catholic children.
6. Other 'looked after' children and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or a special guardianship order).
7. Children of Catechumens and members of an Eastern Christian Church where this is verified in writing by their Priest or Minister.
8. Children of other Christian denominations where membership of the faith community is verified in writing by their Minister of Religion.
9. Children of other faiths where membership of the faith community is verified in writing by their Religious Leader.
10. Other children.

Applications in any of the criteria listed above will be further prioritised according to the following:

- (a) The attendance of a sibling at the school (in years R to 5) at the time of application.
- (b) The distance from the candidate's residence to the school, as determined by 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.
- (c) Where two candidates tie for the final place, the offer of a place will be determined by lottery, which will be carried out by the Governors in the presence of an independent witness. When the last offer is made to a child of a multiple birth i.e. twin, triplet etc., the remaining child(ren) will also be offered a place, even though it will mean exceeding the published admission number. These children will be admitted as 'exceptions' to the Key Stage One Legislation.

Note: Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may only be admitted if they are an 'excepted pupil' as defined in the Code of Practice.

### **Applications in previous years**

For the past three years the Governing Body has been unable to offer places to any applicants beyond oversubscription criterion 4. Whilst the school welcomes applications from all categories, it is usually oversubscribed by Catholic candidates.

### **Timetable and Application Procedures**

Open date: 5<sup>th</sup> November 2018

Closing date: 15<sup>th</sup> January 2019

To apply for a place at this school the applicant:

1. must complete the Local Authority's Common Application Form (CAF) available online from the applicant's home Local Authority – e.g., Hertfordshire – [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or call Children Schools and Families 0300 123 4043 and request a paper copy).
2. should complete the school's Supplementary Information Form and return it with the requested documentation, being copy baptism certificate and Certificate of Catholic Practice where relevant to:

The Admissions Secretary, St Margaret Clitherow Roman Catholic Primary School,  
Monkswood Lane, Stevenage, Herts SG2 8QJ.

Additional copies of the SIF are available from [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) , the school's office and the school's website ([www.clitherow.herts.sch.uk](http://www.clitherow.herts.sch.uk)).

If your application or supporting documentation is received after the closing date, it will be dealt with after the initial allocation process has been completed. Furthermore, applicants applying under criteria 2-4 must also submit a Certificate of Catholic Practice (CCP) by the closing date. This certificate is available from your Priest at the parish where the family normally worships or from the Diocesan Website. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The Priest will only give you the certificate if he knows you. You will need to get a separate certificate signed for each Catholic school that requires one.

The information provided on the SIF and the CCP enables the Governing Body to fully assess your application in the event of over-subscription. If a SIF, copy baptism certificate and Certificate of Catholic Practice are not submitted as requested, the Governing Body will apply their admission arrangements using the information supplied on your home CAF only, which may result in your application being given a lower priority.

### **Late Applications**

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

The Local Authority will despatch allocation information to you on behalf of the Governing Body with the outcome of your application on 16<sup>th</sup> April 2019. This information will also be available online. Parents/carers should accept the place as soon as possible.

## **NOTES**

### **Multiple Births**

If a child of a multiple birth family is the last one to be admitted before the school is full, then the other children of the multiple birth will be admitted

### **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 either of your forms, the Governing Body reserves the right to withdraw the place, deeming the application to be fraudulent, even if the child has already started the school.

### **Reception Year Deferred Entry**

Applicants may defer entry to school up until compulsory 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 deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made; therefore applicants whose children have birthdays in the summer term may only defer until the 1<sup>st</sup> April 2019.

### **Part-time Attendance**

Applicants may also choose for their child to attend part-time until compulsory school age is reached.

### **Summer Born Children – Entry to Reception**

Legally, a child does not have to start school until the start of term following their fifth birthday. Following guidance issued by the Department for Education on 8<sup>th</sup> September 2015, the County Council has amended its policy for summer born children. Children born between 1<sup>st</sup> April – 31<sup>st</sup> August are categorised as "summer born" and if parents/carers do not believe that their summer born child is ready to join Reception in 2018 they may delay their application until 2019. Parents are reminded that this means that their child will be educated outside of their chronological year group for the rest of their school career (primary and secondary).

These applications will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered at a child's preferred school.

If parents wish to delay their application for a Reception place, they are advised to discuss their child's needs/development with their current early years or nursery provider. If parents wish their child to remain in their existing nursery school or class for a further year (rather than moving into the Reception year group) they must let their current school know before the end of the Spring term in 2018 (before the Easter break).

### **Children Out of Year Group (except summer born children entering reception)**

Hertfordshire County Council's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance\* which states that "in general, children should be educated in their normal age group". If parents/carers believe their child(ren) should be educated in a different year group they should,

at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that “it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case”.

The governing body has responsibility for the admissions of this school and are ultimately responsible for making this decisions in relation to children educated out of their year group.

Decisions based upon the circumstances of each case including the view of parents, the relevant headteacher(s), the child's social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools.

\*“Advice on the admission of summer born children” December 2014

### **Fair Access**

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 published admission number. Children submitted under this protocol will be prioritised above those on the Continued Interest List.

### **Fraudulent Applications**

The school, in liaison with Hertfordshire County Council, will do as much as possible to prevent applications being made from fraudulent addresses. Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Action will be taken in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
  - The family has moved to a property from which their application was less likely to be successful
  - The family has returned to an existing property
  - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period
  - Council tax information shows a different residence at the time of application
- When a child starts at the allocated school and their address is different from the address used at the time of application.

### **In-Year Admissions**

In-year applications are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the over subscription criteria with the following modifications: Catholic children without an offer of a school place elsewhere (as confirmed by County) are given priority immediately after Catholic 'looked after children; similarly, other children without an offer of a school place are given priority immediately after other 'Catholic looked-after'. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right to appeal. 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 as above 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 confirm who is at the top of the list so that an offer can be made. The Local Authority will be informed of the offer as soon as it has been accepted.

### **Pupils with an Education, Health and Care Plan (EHC)**

The admission of children with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Education Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your Local Authority SEN officer. Children with this school named in the EHC Plan will be admitted as part of the school's PAN but before the oversubscription criteria are used.

### **Right of Appeal**

If you are unsuccessful you may ask for the reasons for the refusal of a place and you will have the right of appeal to an independent 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 and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

For In Year Admissions, we will write to you with the outcome of your application and if you have been unsuccessful, we will include registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)

### **Waiting List**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in the order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. A letter will be sent to the Applicant in the summer term requesting confirmation that the candidate wishes to stay on the waiting list. If confirmation is not received in writing, the candidate's name will be removed at the end of the academic year. When a place becomes available the Governing Body will confirm who is at the top of the list so an offer can be made. The applicant must accept the place and start at the school within two school weeks of the offer being made. Failure to do so may result in the offer being retracted. The waiting list will remain open until the end of the academic year.

## **Definitions**

'**Adopted**' child is any child who has been formally adopted, having previously been in care and whose parent/guardian can give proof of this.

'**Applicant**' refers to the parent/guardian with legal responsibility applying for a place

'**Candidate**' refers to the child for whom an application is made

'**Candidate's residence**' must be the candidate's current permanent address at the time of application. 'At the time of application' means the closing date for applications. "Permanent" means that the candidate has lived at that address for at least a year and/or the family own and reside at the property or have a tenancy agreement for a minimum of 12 months. The application can only be processed using one address. If a candidate lives at more than one address (for example due to a separation) the address used will be the one which the Candidate lives at for the majority of the time. If a candidate lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the candidate's main residence. If a family is not in receipt of Child Benefit/Tax Credit, alternative documentation will be requested. If a candidate's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

'**Catechumen**' means a child who is a member of the catechumenate of a Catholic Church. This will be evidenced 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.

**‘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 with the Catholic Church.

**‘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/>

**‘Child Arrangements Order’** is an Order as defined in s8 of the Children Act 1989 as amended by s12 of the Children’s and Families Act 2014. Any residence order in force prior to 22<sup>nd</sup> April 2014 is deemed to be a child arrangements order

**‘Christian’** for the purpose of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’

**‘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 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.

‘Children of other faiths’ means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

**‘Distances’** from the candidate’s residence to the school as determined by 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.

**‘Eastern Christian Church’** Includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

**‘Looked After Children (same as Children Looked After)’** has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a Local Authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

**‘Parent’** means the adult or adults with legal responsibility for the child.

**‘Parish Boundaries’**, for the purposes of this Policy, parish boundaries are shown on the attached map and are available on the school’s website.

**‘Sibling’** is defined as: 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<sup>1</sup> and in every case living permanently<sup>2</sup> in a placement within the home as part of the family household from Monday to Friday at the time of this application. A sibling must be on the roll of the named school at the time the younger child starts. If a place is obtained for an older child using fraudulent information, there will be no sibling

**‘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). This applies to children who were looked after up until this order was made. Children looked after immediately before the order is made qualify in this category.

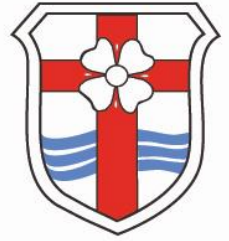
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<sup>1</sup> Children previously looked after are those children adopted or with a Special Guardianship Order or Child Arrangements Order. This definition was amended following a determination by the OSA in August 2014.

<sup>2</sup> A sibling link will not be recognised 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. MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL



## APPENDIX 1

St Hilda's parish boundary, 9 Breakspear, Stevenage, Herts SG2 9SQ

