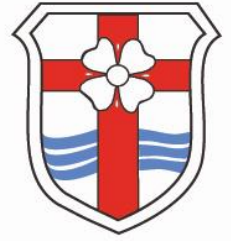


# ST. MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL

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

[www.clitherow.herts.sch.uk](http://www.clitherow.herts.sch.uk)  
[admin@clitherow.herts.sch.uk](mailto:admin@clitherow.herts.sch.uk)



## **ADMISSION POLICY** **FOR THE NURSERY 2023-2024**

**Applications open: X**  
**Applications close: X**



Pupils are given many opportunities to serve each other, the school and the wider community, developing their own skills and talents in the process.

**Section 48 Diocesan Inspection October 2018**

“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 nursery, Catholic doctrine and practice permeate every aspect of the nursery's activity. It is essential that the Catholic character of the nursery's education is fully supported by all families in the nursery. All Applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the nursery. This does not affect the right of parents who are not of the faith of this nursery to apply for and be considered for a place here.

The Governors intend to offer 15 hours (morning only) or 30 hours (morning and afternoon). We will treat all applications with the same priority whether applying for part-time (15 hours) or full-time places (30 hours). All nursery aged children are entitled to 15 hours free nursery provision. St Margaret Clitherow Roman Catholic Primary School offers this on a Monday to Friday basis, term time only 8.45am - 12:00pm – this includes 15 minutes per day school funded time. If eligible for 30 hours, St Margaret Clitherow Roman Catholic Primary School offers 30 hours on a Monday to Friday basis, term time only 8.45am - 3.30pm.

Parents may be eligible for 30 hours of free nursery provision and need to apply for an eligibility code. Please see the following website to check conditions of eligibility [www.hertfordshire.gov.uk/parents](http://www.hertfordshire.gov.uk/parents) Places for 30 hours will only be confirmed on receipt of a valid eligibility code. Parents must reapply each term for their eligibility code. A child will not be able to start the additional hours without a code.

If your child is not eligible for the 30 hours free childcare, you can pay for the additional 15 hours.

**If there is not a significant amount of applications for the afternoon sessions (full 30 hours place), the Governors may decide to withdraw the 30 hour offer. However, the Governors will continue to offer the morning places (15 hours) regardless of take up.**

Your child's attendance at our nursery does not guarantee admission to the school for primary education. Separate applications must be made the school for admission to the main school. Exceptional circumstances are not considered as part of the school's admission criteria.

If the nursery 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 previously looked after, but ceased to be so because they were adopted (or became subject to a Child Arrangement Order or a Special Guardianship Order including those Catholic children 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).
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 previously looked after, but ceased to be so because they were adopted (or became subject to a Child Arrangement Order or a Special Guardianship Order including those children 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).
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
- (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.

### **Applications in previous years**

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

### **Timetable and Application Procedures**

Open date: X

Closing date: X

To apply for a place at this nursery the applicant must complete the School's application form and return it with the requested documentation being a copy of the 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.

If your application form and 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 should 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 Nursery application form and the CCP enables the Governing Body to fully

assess your application in the event of over-subscription. If the copy of your child's 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 Nursery application form only, which may result in your application being given a lower priority.

### **Late Applications**

Application forms and supporting documents received after the closing date will be dealt with after the initial allocation process has been completed. If the nursery is oversubscribed it is very unlikely that late applicants will obtain a place.

### **Outcome of application**

We will notify you of the outcome of your application in writing on X. Please accept or decline your place by X using the acceptance form enclosed with your application outcome.

### **NOTES**

#### **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. 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 nursery.

#### **Fair Access**

The nursery 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 (also known as the waiting list).

#### **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 nursery place elsewhere are given priority immediately after Catholic 'looked after children and Catholic previously looked after'; similarly, other children without an offer of a nursery place are given priority immediately after other 'Catholic looked-after and Catholic previously 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.

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

The admission of children with an Education Health and Care Plan (EHCP) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational 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 nursery named in the EHC Plan will be admitted as part of the nursery's PAN but before the oversubscription criteria are used.

#### **Waiting List**

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in 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 nursery 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 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].

**'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.

**“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 CYTÛN 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.
- Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

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

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

**‘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 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 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

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

**‘Parish Boundaries’**, for the purposes of this Policy, 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 connection available to subsequent children from that family.

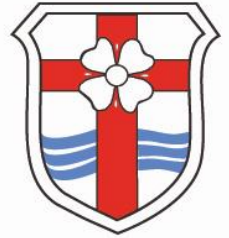
**‘Special Guardianship Order’** is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). This applies to children who were looked-after up

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<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.

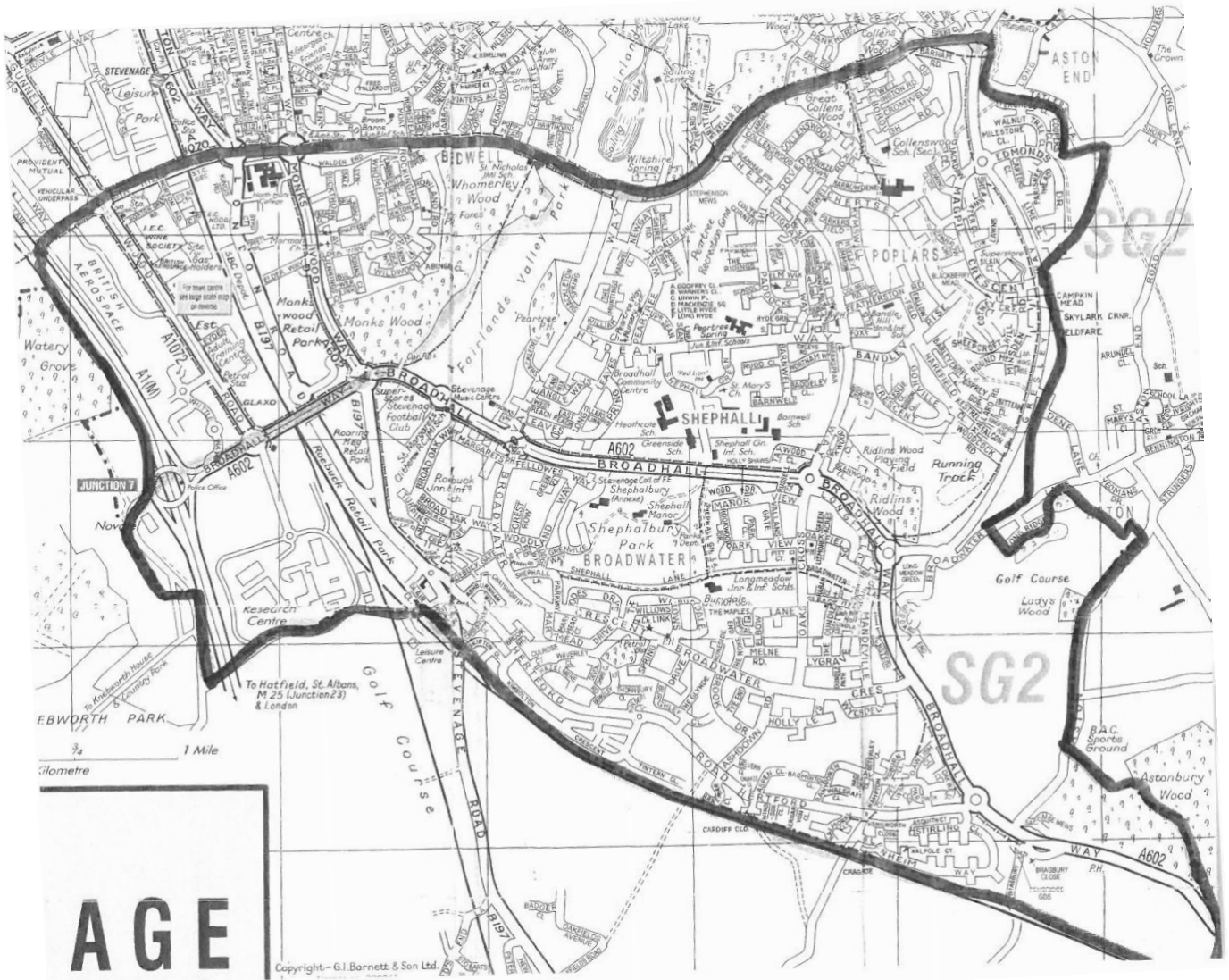
until this order was made. Children looked after immediately before the order is made qualify in this category.

# ST. MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL



## APPENDIX 1

St Hildas' Parish Boundary, 9 Breakspear, Stevenage, Herts SG2 9SQ



Barnett's Street Plan of Stevenage, Copyright – G.I. Barnett & Son Ltd Licence No. 398861

If you would like to see a larger version of this map, please contact the school office.