

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 X. Whilst the school welcomes applications from all categories, it is usually oversubscribed by Catholic candidates.

Timetable and Application Procedures

Open date: 1RYHPEHU

Closing date: -DQXDU\

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 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 , the school's office and the school's website (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

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. The Local Authority will be informed of the offer as soon as it has been accepted. We aim to notify parents of the outcome of an in-year application within 10 school days.

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 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 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

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' The address provided must be the child's current permanent address at the time of application. "At the time of application" means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year.

Where a family has not lived at an address for a year, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12* months and the child must be resident in the property at the time of application.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child

lives at two addresses equally, parents/carers should make a single joint application naming one address.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses and/or different preferences, neither will be processed until the address issue is reconciled.

It is for a child's home Local Authority to determine address. If two applications, with different addresses are received from the same Local Authority, it will be for that Local Authority to determine permanent address. If two applications are received from two different Local Authorities, the above process will be used

If two different applications are received for the same child from the same address, e.g., containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

For the transfer application rounds, if the initial differing applications (one or both) were received "on-time", an amended joint application will also be considered "on-time" if received before the "late deadline". If the amended joint application is received after the late date, it will be treated as "late". The late deadlines for the 2023/24 transfer application process are 2nd December 2022 for secondary and upper applications and 1st February for reception, junior and middle applications. If these dates change, amendments will be published on the admissions web pages at the start of the 2023/24 application process in September 2022.

* If , because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested and verified as necessary with the Shared Anti-Fraud Service.

'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 22nd 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 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.

‘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

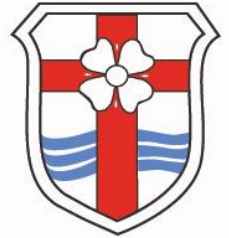
‘Parent’ means the adult or adults with legal responsibility for the child.

‘Parish Boundaries’, for the purposes of this Policy, 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 after¹ and in every case living permanently¹ 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

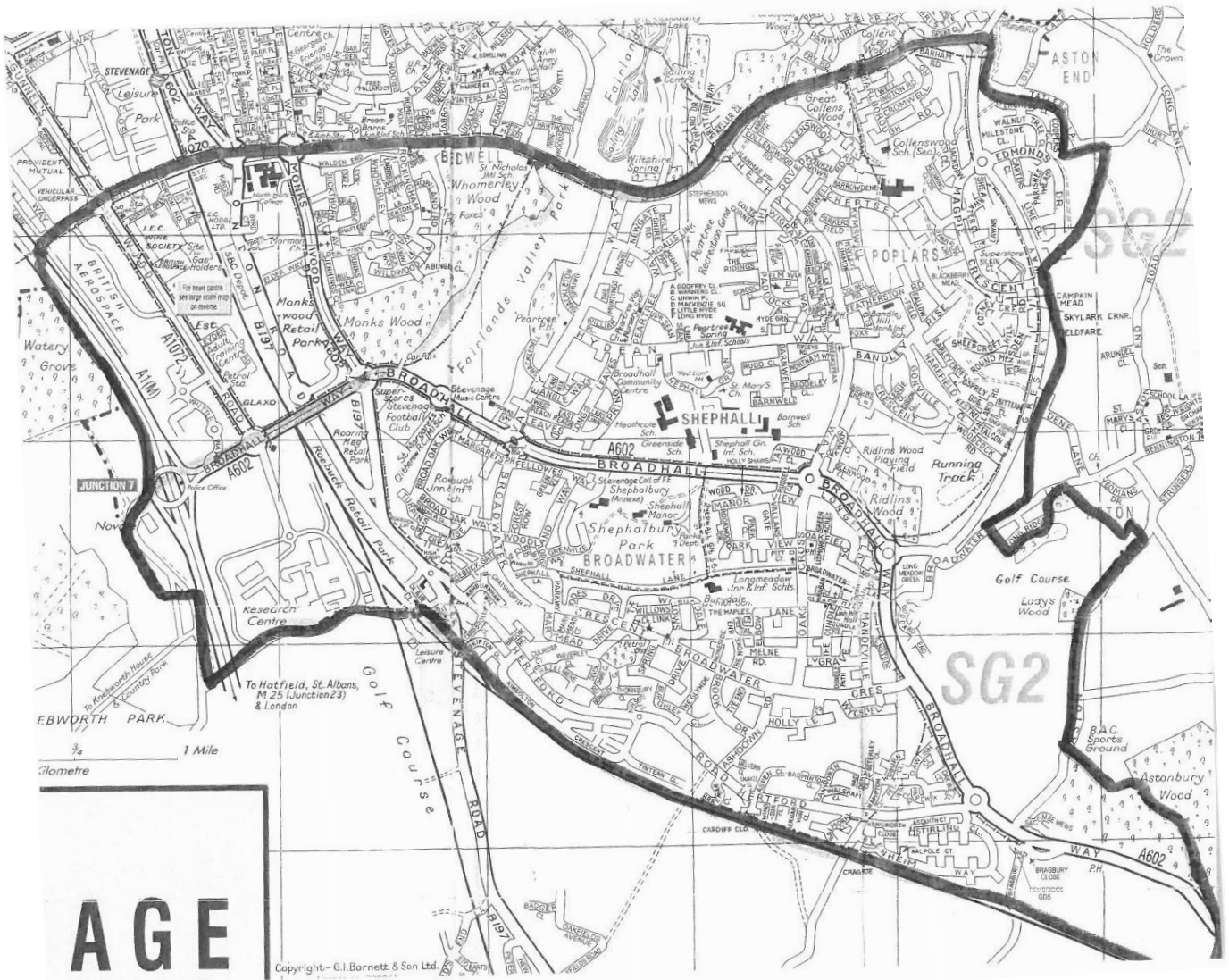
‘Special Guardianship Order’ is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). This applies to children who were looked after up until this order was made. Children looked after immediately before the order is made qualify in this category.

ST. MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL



APPENDIX 1

St Hilda's 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.

St Margaret Clitherow RC Primary School

Monkswood Lane, Stevenage, Hertfordshire SG2 8QJ



Diocese of Westminster
Catholic Primary Schools
School Supplementary Information Form
2023/2024



Child's Details

Child's surname:	
Child's first name:	
Home Address:	
	Postcode:
Date of Birth:	

Parent/Carer Details

Parent's name:	
Address (if different from above):	
Telephone number:	

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			
Name and position of priest providing Certificate of Catholic Practice or religious leader supplying letter confirming membership of the faith community (where appropriate) :			

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.....

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice from your Priest or from the Diocese of Westminster website.
- Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter from their minister or religious leader, confirming membership of that faith community.
- You **must** complete your local authority's Application Form online by the closing date. If you do not do this you will not be offered a place.

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:

Checklist

Have you enclosed:

Copy Baptism Certificate

Certificate of Catholic Practice (where necessary)

Have you completed your local authority's Common Application form?

ADMISSIONS PRIVACY NOTICE FOR ST. MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL

St. Margaret Clitherow School 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 Local Authority 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:

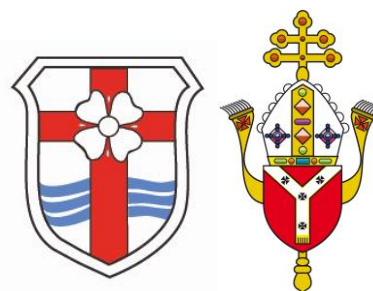
- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme/process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, 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.

**Diocese of Westminster
Catholic Primary Schools
Supplementary Information Form
2023 – 2024**



Continued Interest List

<p><u>Name and Address of School</u></p> <p>St Margaret Clitherow RC Primary School</p> <p>Monkswood Lane, Stevenage, Hertfordshire SG2 8QJ</p>

Child's Details

Child's surname:	
Child's first name:	
Home Address:	
Postcode:	
Email address:	
Date of Birth:	

Parent/Carer Details

Parent's name:	
Address (if different from above):	
Telephone number:	

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			
Name and position of priest or religious leader supplying reference (where appropriate) :			

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.....

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice Form from the school or from the Diocese of Westminster website.
- Applicants from other Christian denominations and other faiths may attach a letter confirming membership, from their minister or religious leader.
- You **must** complete your local authority's Common Application Form and return it to the council offices by the closing date. If you do not do this you will not be offered a place.

Checklist

Have you enclosed?

Copy Baptism Certificate

Certificate of Catholic Practice (where necessary)

Have you completed your local authority's Common Application form?