

# 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 SCHOOL 2024-2025**

**Applications open: 1<sup>st</sup> November 2023**

**Applications close: 15<sup>th</sup> January 2024**

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 enjoy school. They respond well to the high expectations of staff. Pupils strive to do their best and achieve well. Pupils are extremely kind and caring. They frequently give up their free time to help each other. Lessons are free from disruption and lunchtimes are a buzz of happy and harmonious play.

**Ofsted May 2024**

***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 2024. We will accept applications relating to children whose date of birth fall between 1<sup>st</sup> September 2019 and 31<sup>st</sup> August 2020. 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 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. Catechumens and members of an Eastern Christian Church where this is verified either by a certificate of baptism or in writing by their Priest or Minister.
8. Children of other Christian denominations where membership of the faith community is verified either by a certificate of baptism or 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: 1<sup>st</sup> November 2023

Closing date: 15<sup>th</sup> January 2024

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 (if applying under criteria 1-5 and 7-9) 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.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6 to 8, and this is likely to affect your child's chance of being offered a place.

### **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.

You will be advised of the outcome of your application on 16 April 2024 or the next working day, by the local authority on our behalf. 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 where possible.

### **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.

### **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. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. 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.

### **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 School Admissions Secretary, St. Margaret Clitherow RC Primary School, Monkswood Lane, Stevenage, SG2 8QJ at the same time as the admission application is made. The governing body 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 governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate. Please read the information on the link provided when making a decision as the decision could have implications when your child moves to the next phase of their educational journey. [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/921255/Guidance\\_for\\_parents\\_September\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921255/Guidance_for_parents_September_2020.pdf)

### **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 (also known as waiting 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. The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

### **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. 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](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'** 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 Supplementary Information Form (SIF). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the SIF, provided that the child resides at that address for any part of the school week.

**'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.

**'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.

**‘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. **‘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.

**‘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.

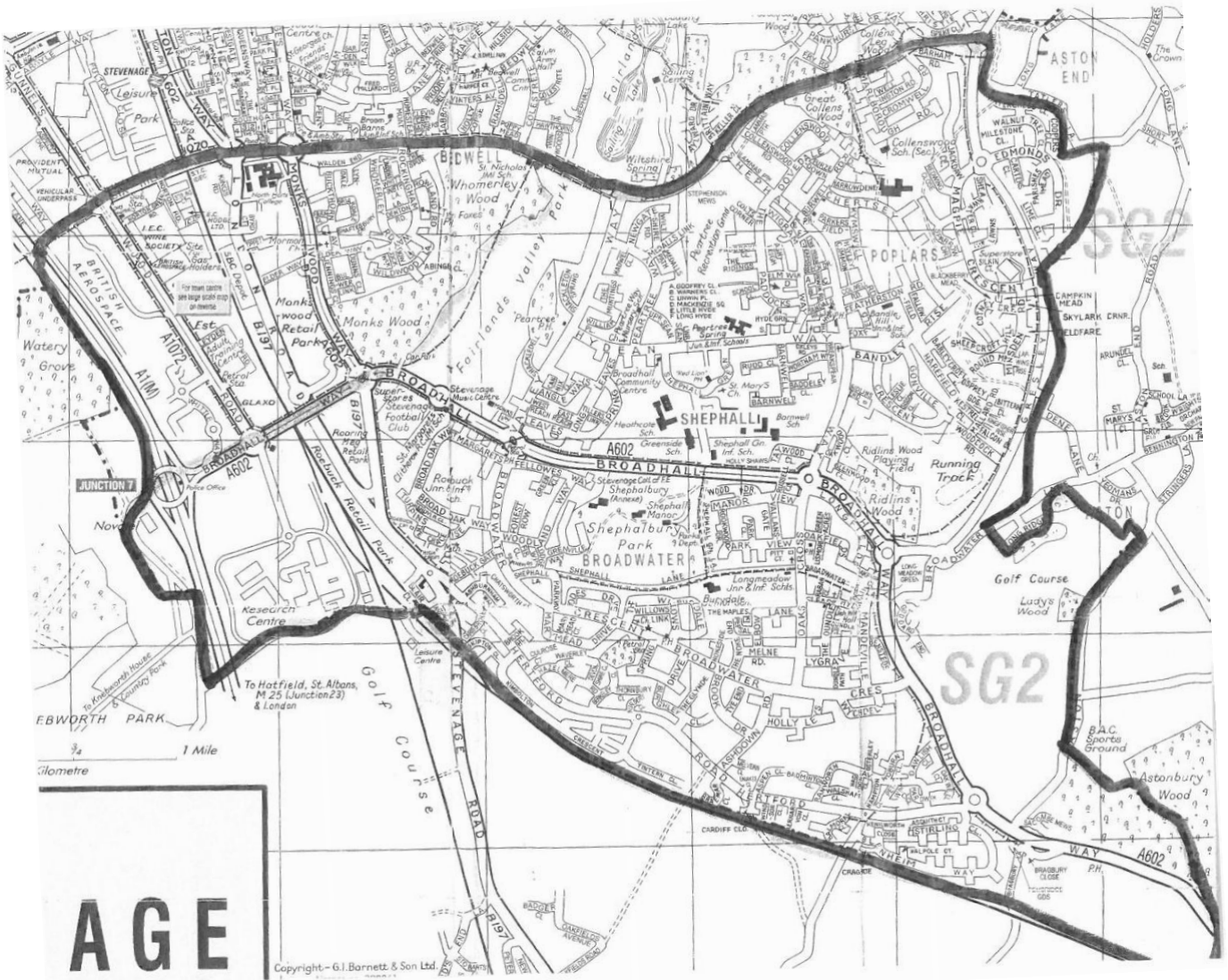
**‘Sibling’** Priority for siblings helps bond links between the school and families. It also provides a degree of domestic convenience for parents. However, schools must not operate a ‘siblings first’ policy where the effect is to admit a non-Catholic sibling thereby denying a place to a Catholic child who may be the first or only child from a Catholic family. For this reason, the diocesan model policy allows for priority 16 to be given to siblings who will be placed at the top of the criteria under which the application has been made if that particular criterion is oversubscribed.

# 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.