



St Catherine of Siena Catholic Primary School

Admissions Policy 2020-2021

St Catherine of Siena Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing board as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing board is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing board has set its Published Admissions Number ("PAN") at 60 pupils¹ to be admitted to the Reception year in the school year which begins in September 2020.

The governing board will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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¹ The increase of PAN to 60 for the academic year beginning September 2020 is temporary. The governing board expects to maintain the PAN at 60 for the year beginning September 2021, and then revert to a PAN of 30 for the year beginning September 2022, and subsequent years. However these arrangements are subject to change, and will be confirmed when the admissions policies for these years are published.

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Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

Criteria	
1	Baptised Catholic Children Looked After, and Baptised Catholic children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order, or a special guardianship order)
2	Baptised Catholic children who are resident in the parishes of Our Lady and St Michael's, St Saviour's, St Helen's or Holy Rood, with a sibling at the school on the date of admission.
3	Baptised Catholic children of teaching staff.
4	Baptised Catholic children who are resident in the parishes of Our Lady and St Michael's, St Saviour's, St Helen's and Holy Rood.
5	Other Baptised Catholic children.
6	Other Children Looked After, and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order, or a special guardianship order)
7	Any other child with a sibling at the school on the date of admission.
8	Other children of teaching staff.
9	Catechumens and members of an Eastern Christian Church.
10	Children of other Christian denominations whose membership is evidenced by a minister of religion.
11	Children of other faiths whose membership is evidenced by a religious leader.
12	Any other children.

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Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated using the local authority's computerised measuring system on the following basis: using a computerised mapping system to 2 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 recognized method of identifying the location of schools and individual residences. It doesn't take into account the actual or expected route that a child will travel to school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete an Online Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy (including appropriate evidence) if you wish to apply under oversubscription criteria 1 to 5 or 9 to 11. The Supplementary Information Form should be received by The Admissions Committee, St Catherine of Siena Catholic Primary School, Horseshoe Lane, Garston, WD25 7HP by 3.30pm on 15th January 2020.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

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 5 or 9 to 11, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions on 15th January 2020. The local Authority's published information, as well as the Application Form is available at www.hertfordshire.gov.uk/admissions. The Local Authority will despatch the allocations on behalf of the Governors of the school on 16th April 2020.

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 applications will obtain a place.

Late applications will be administered in accordance with the Hertfordshire Local Authority 'Late Applications' Policy. You are encouraged to ensure that your application is received on time.



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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. The place will be kept open until either 1st January 2021 or 1st April 2021. 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 has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to Reception rather than Year 1.

Any such request should be made in writing to The Admissions Committee, St Catherine of Siena Catholic Primary School, Horseshoe Lane, Garston WD25 7HP at the same time as the admission application is made. The governing board 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 board will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term 2021 as advertised on the school website.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. An application should be made to the school by completing Hertfordshire County Council's Online Application Form. The school's SIF should be returned to The Admissions Committee, St Catherine of Siena Catholic Primary School, Horseshoe Lane, Garston WD25 7HP. If there are no places available, the child will be added to the waiting list.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

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When a place becomes available, the Admissions Committee will meet within 15 school days of a child being taken off the school's roll, in order to rank applications. All applications will be ranked based on the information held by the Admissions Committee at the date and time of the meeting, in accordance with the oversubscription criteria set out above. If a SIF has not been completed the Admissions Committee will apply the school's oversubscription criteria using only the information supplied by Hertfordshire County Council's Online Application Form. This may result in the application being given a lower ranking.

The governing board has set the PAN for Key Stage Two to be 34 pupils per class. As a result places may become available at the end of Year 2 for pupils to start in Year 3 the following September. Please contact the school's office for further information.

The school is unable to discuss individual ranking with parents/carers until all parties have been informed of the outcome by the local authority.

We will write to you with the outcome of your application, and if you have been unsuccessful the county council will write to you with registration details to enable you to login and appeal on line at www.hertfordshire.gov.uk/schoolappeals

Please note that applications made via Hertfordshire's In Year application form are held until 30th June each academic year. Should you wish to re-join the waiting list, you will have to re-submit an application from 1st July. The Admissions Committee will meet within 15 school days of this date to review all school places and applications for the new academic year. The Local Authority will maintain Continuing Interest lists until the end of the summer term (date to be confirmed), and if parents wish to stay on the lists they must then make a new In Year Application.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing board is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing board has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions). Children can also be admitted before children who are on the Continuing Interest list.

The governing board 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.

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Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making 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.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

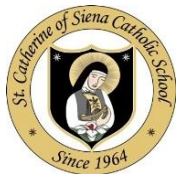
For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.



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7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above 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.

8. 'sibling' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address;
- (ii) children looked after and children previously looked after, whether or not they are living at the same address; and
- (iii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing board will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the attached maps (Appendix 1) and will be applied to the admission arrangements for 2020-2021. Please visit our school website for an interactive version of the map.

Please note: the closing date for the Local Authority's applications form is 15th January 2020.

Most recent consultation: January 2018

Reviewed date: October 2018

Approved by: Governing Board

Approved date: 29th November 2018

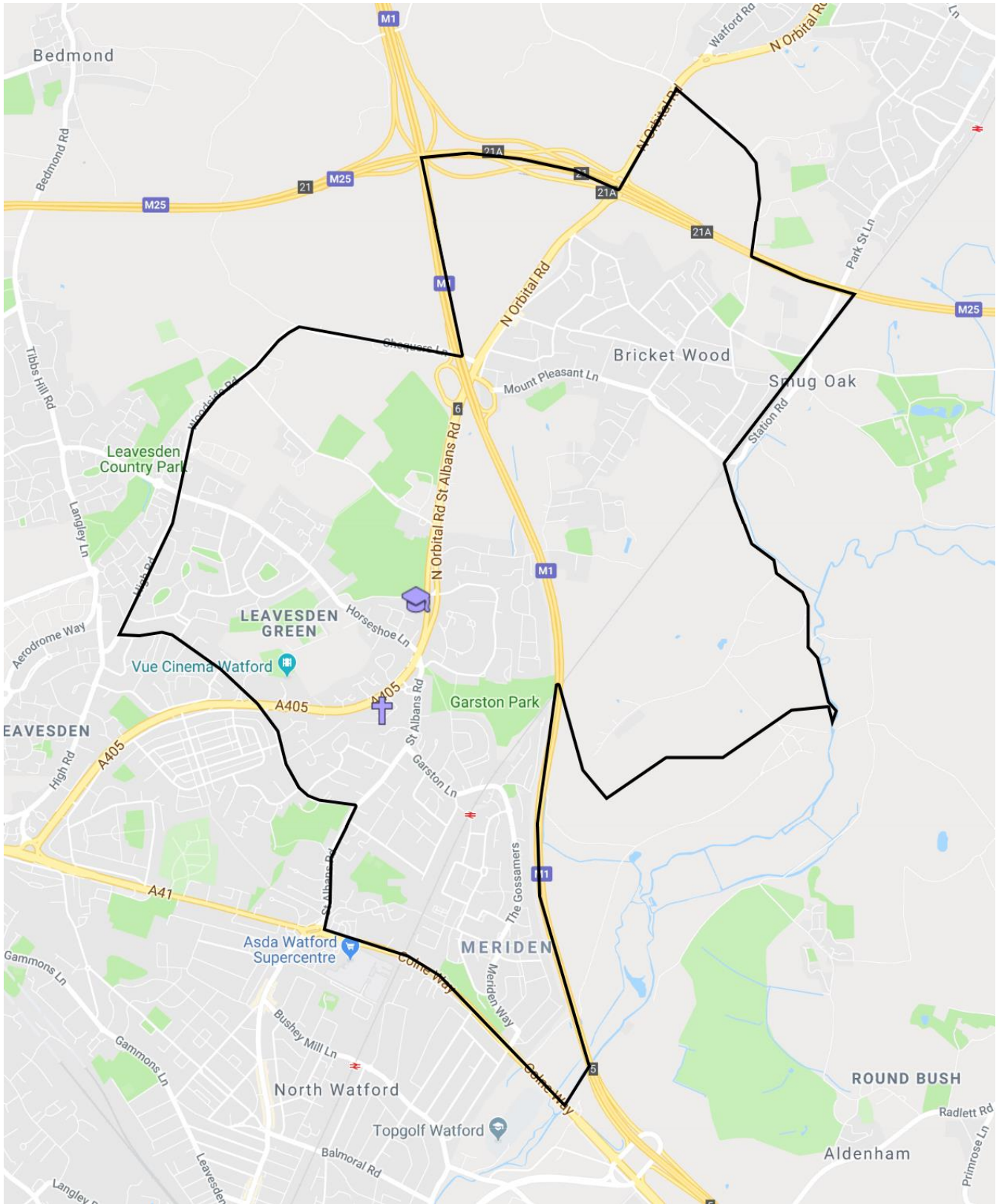
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Appendix 1 - These maps are provided for 2020-2021 admissions only, and not for any other purpose.

Parish of Our Lady and St Michael, Diocese of Westminster



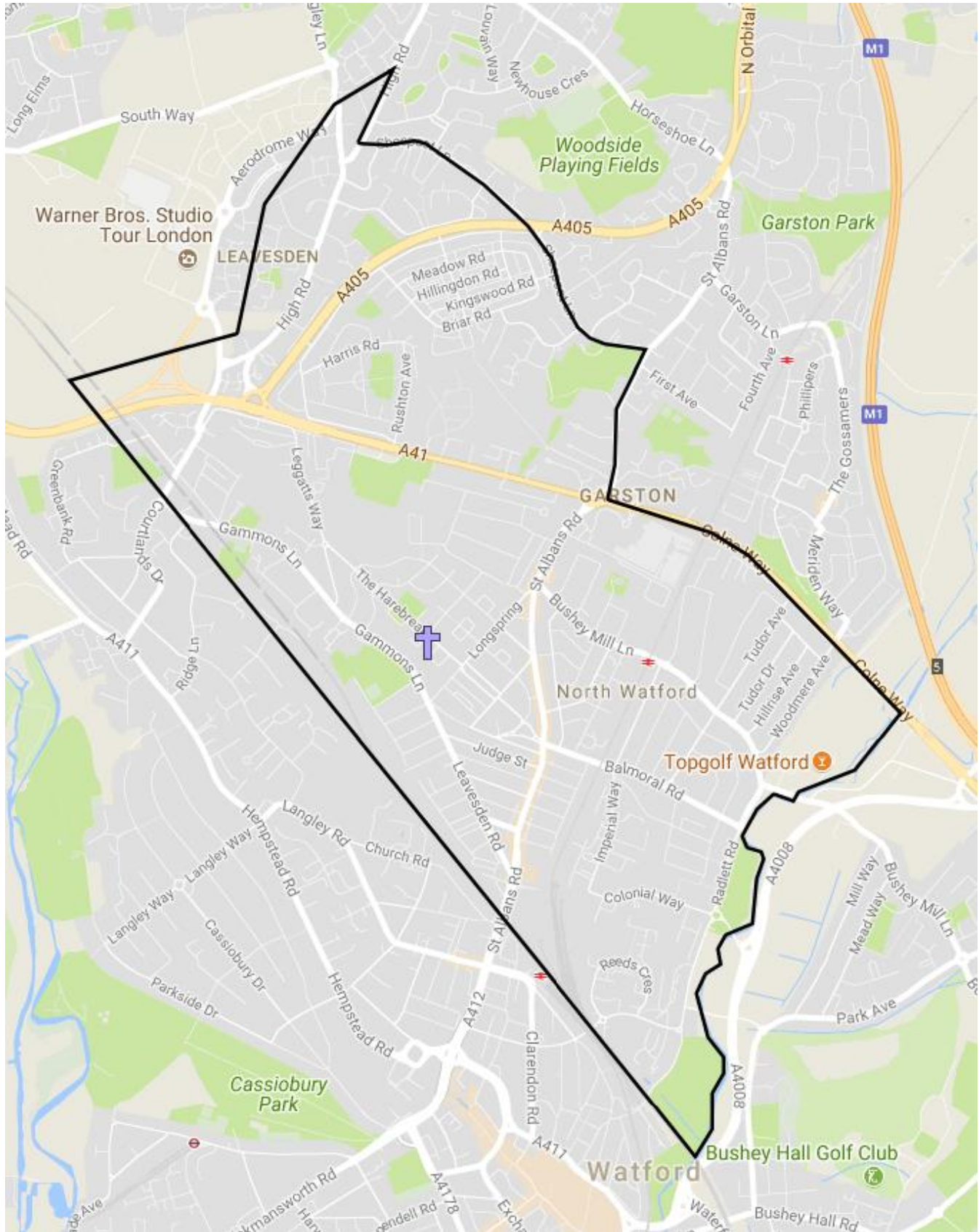
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Parish of St Helen, Diocese of Westminster



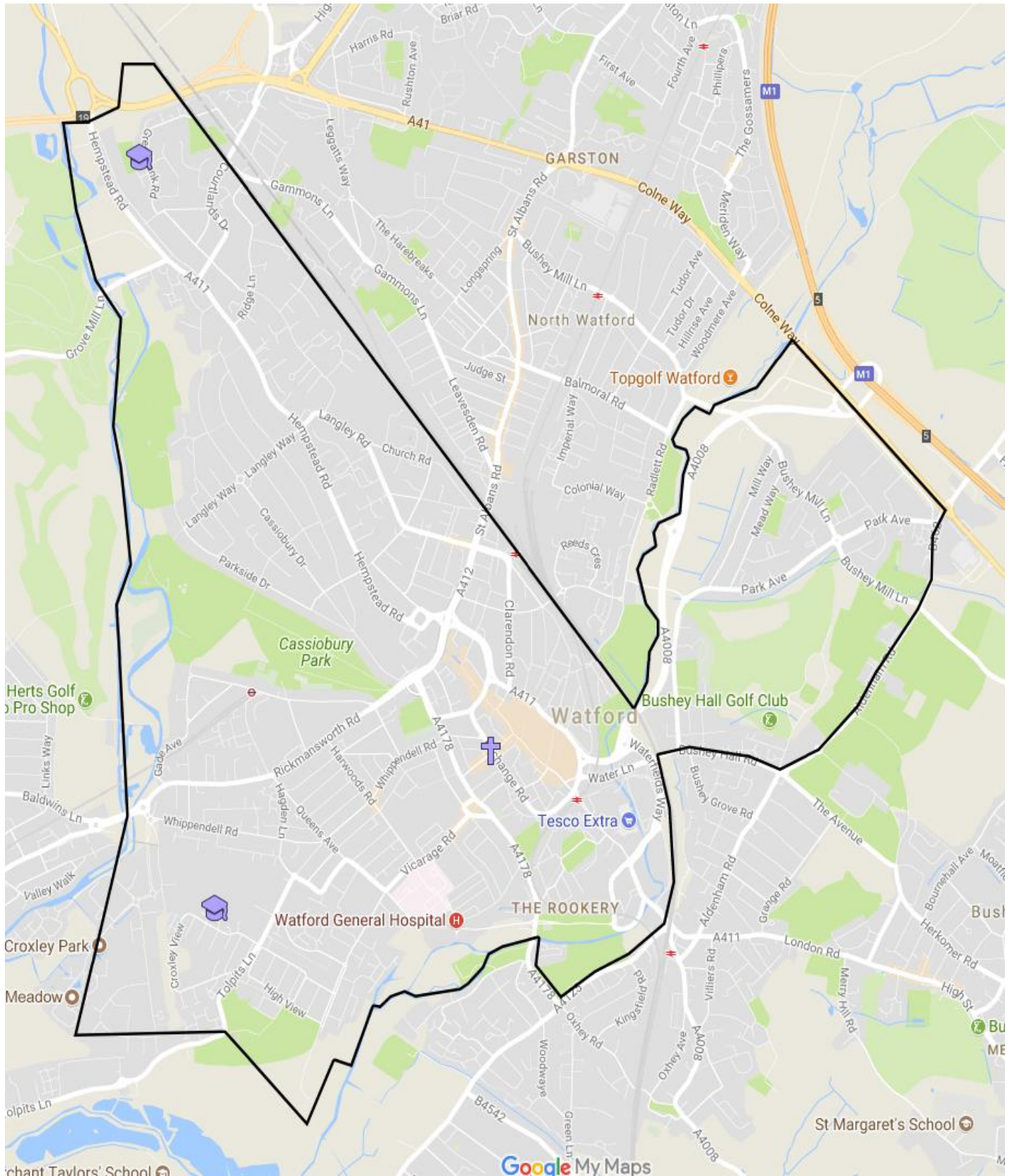
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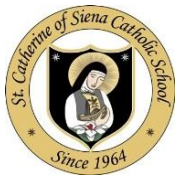
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Parish of Holy Rood, Diocese of Westminster



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St Catherine of Siena Catholic Primary School

Parish of St Saviour, Diocese of Westminster



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