



## *St Catherine of Siena Catholic Primary School*

### **Admissions Policy 2023-2024**

*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 admission 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 Admission Number ("PAN") at 30 pupils to be admitted to the Reception year in the school year which begins in September 2023.*

*The governing board will admit over the school's published admission number when a single twin/multiple birth is allocated a place at the school.*

#### **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.*

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## St Catherine of Siena Catholic Primary School

### 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, including those who appear (to the governing board) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or a special guardianship order.
2	Baptised Catholic children 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, including those who appear (to the governing board) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or a special guardianship order.
7	Other children with a sibling at the school on the date of admission.
8	Other children of teaching staff.
9	Children of 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

Where the offer of places to the applicants in any of the categories listed above would exceed the number of places available, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the applicant's home address point to the school address point using a computerised mapping system. The measurement will be conducted by the Local Authority (LA). The AddressBase Premium data used 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 by the local authority's computerised allocation system. Random allocation will be carried out using a unique reference number. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tiebreak the random number is used to allocate the place, with the lowest number given priority.

### 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 returned to The Admissions Committee, St Catherine of Siena Catholic Primary School, Horseshoe Lane, Garston, WD25 7HP.

If you do not provide the information required in the SIF, 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.

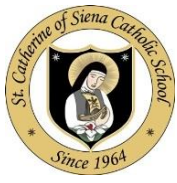
All applications which are submitted on time will be considered at the same time and after the closing date for admissions on 15<sup>th</sup> January 2023. The local authority's published information, as well as the Application Form is available at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions). The local authority will despatch the allocations on behalf of the governing board of the school on 16<sup>th</sup> April 2023.

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. Parents wishing to appeal who applied thorough Hertfordshire's online system should log into 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".

### 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.

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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.

### 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 1<sup>st</sup> January 2024 or 1<sup>st</sup> April 2024. 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 1<sup>st</sup> April and 31<sup>st</sup> 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.

### Continuing Interest (Waiting Lists)

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be specified and confirmed to parents at the time of allocation). To remain on the CI (waiting) list after this time, parents must confirm they are still interested in a place by completing an In-Year application form.

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. Parents can make an online In-Year application via the HCC website at [www.hertfordshire.gov.uk/inyear](http://www.hertfordshire.gov.uk/inyear) or, if they do not have online access, contact the CSC for a paper application form which must be returned direct to the County Council. The school's SIF should be returned to The Admissions

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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.

For children who have been admitted to their current school outside their normal age group, a request to continue in this age group 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 In-Year application is made.

The governing board has determined to admit 4 children over PAN for Key Stage Two (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.

When a place becomes available, but there are more applications than places, 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 county council will write to you with the outcome of your application, and if you have been unsuccessful will include registration details to enable you to login and appeal on line at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals). The school is unable to discuss individual ranking with parents/carers until all parties have been informed of the outcome by the local authority.

Continuing interest lists will be maintained for every year group until the summer term (date to be specified). To remain on the CI (waiting) list after this time, parents must confirm they are still interested in a place by completing a new In-Year application form.

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

### 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. Included in this definition are those children who appear (to the governing board) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

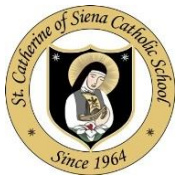
3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes 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 for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.
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. 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 2023-2024. Please visit our school website for an interactive version of the map.

11. 'children of teaching staff' means children of employees at the school whose primary role is teaching in class (i.e. class teacher or teaching assistant), or leadership of teaching staff (i.e. head teacher, deputy head teacher or assistant head teacher), and who have been teaching at the school for at least two years at the time of application.

Please note: the closing date for the local authority's application form is 15<sup>th</sup> January 2023.

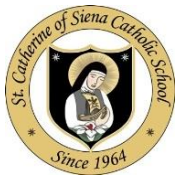
Most recent consultation: October–December 2020

Reviewed date: November 2021

Approved by: Governing Board

Approved date: 25 January 2022

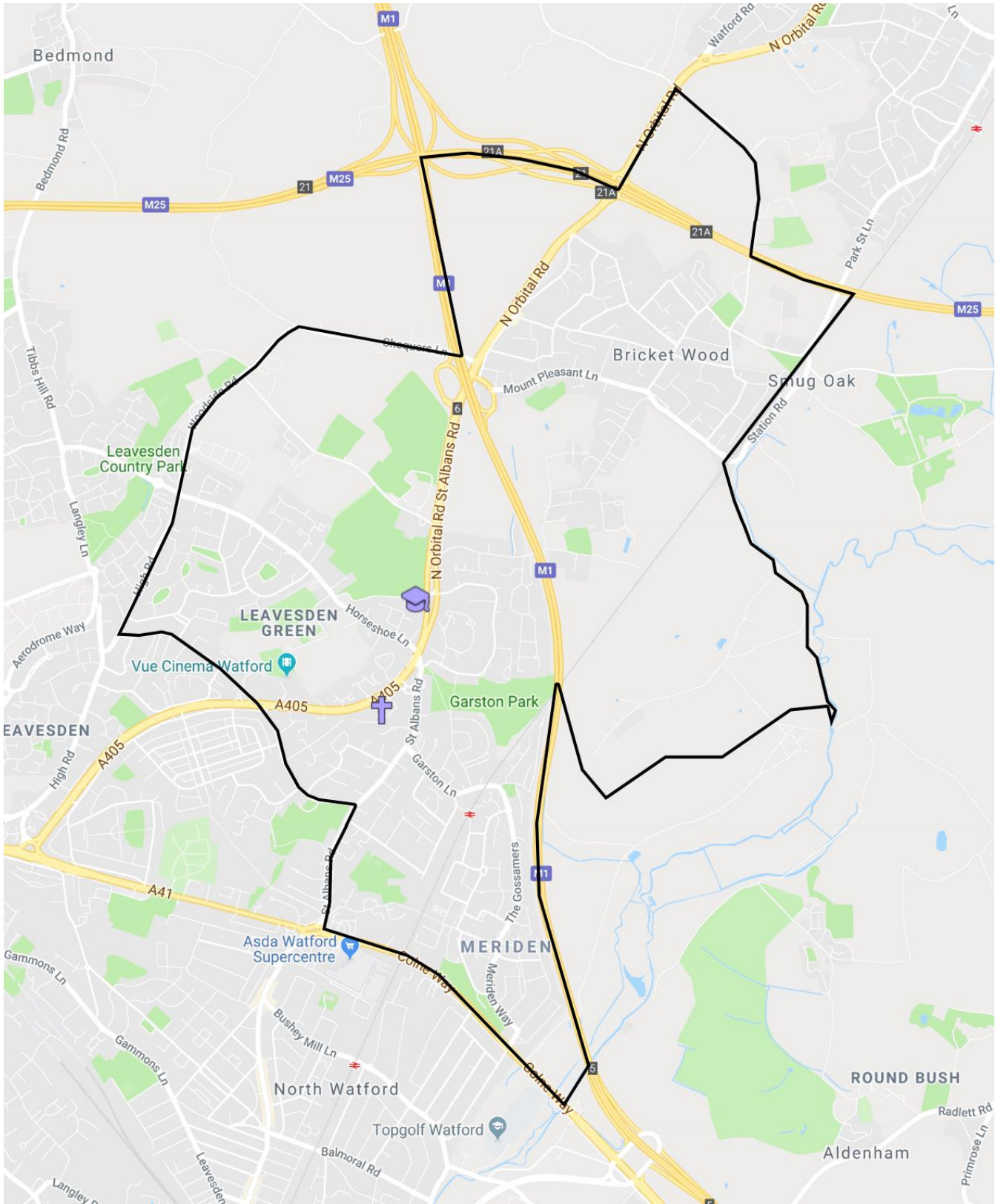
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# St Catherine of Siena Catholic Primary School

**Appendix 1** - These maps are provided for 2023-2024 admissions only, and not for any other purpose.

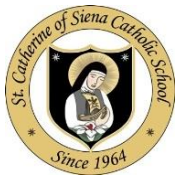
Parish of Our Lady and St Michael, Diocese of Westminster



Map data © 2019 Google

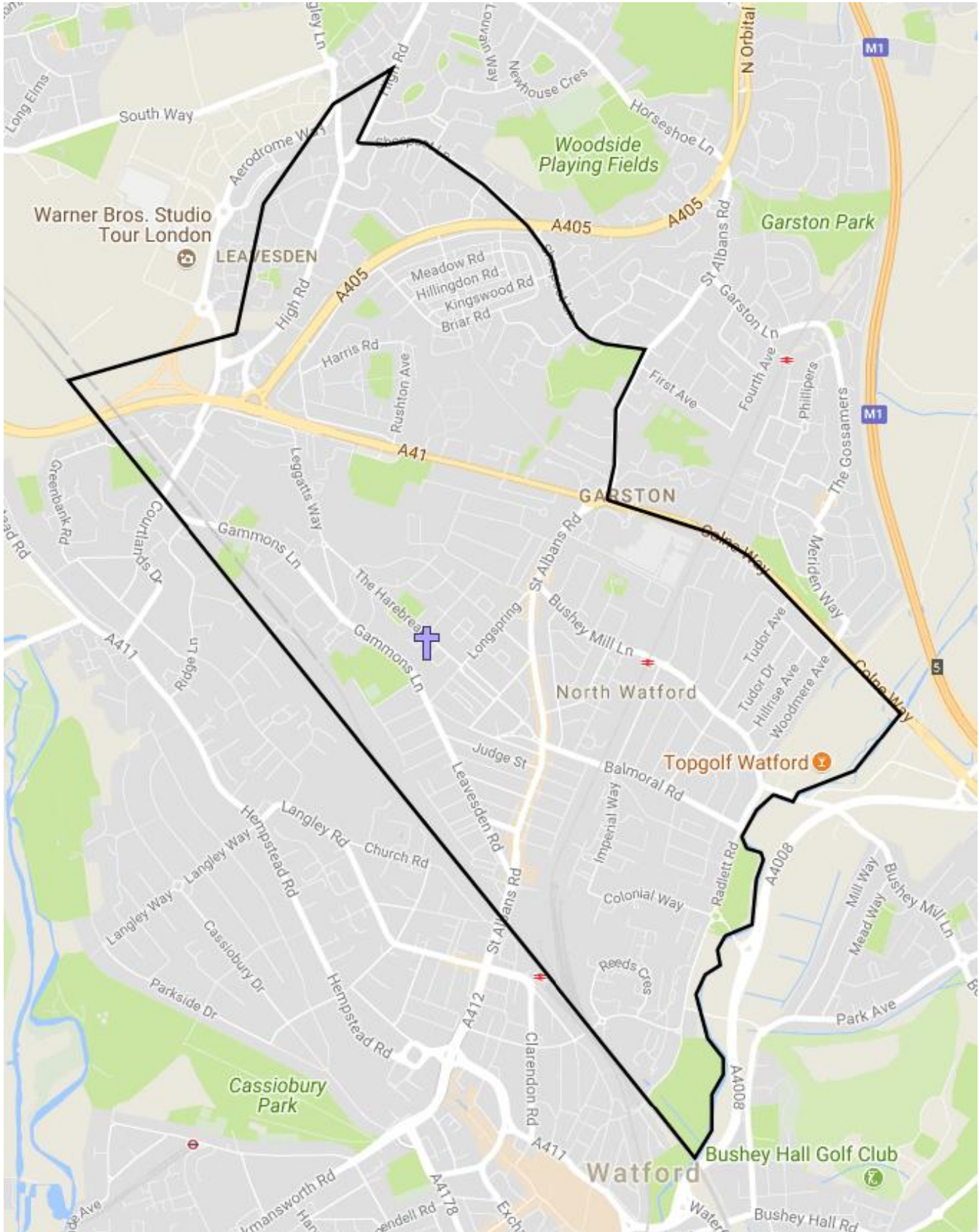
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# St Catherine of Siena Catholic Primary School

Parish of St Helen, Diocese of Westminster



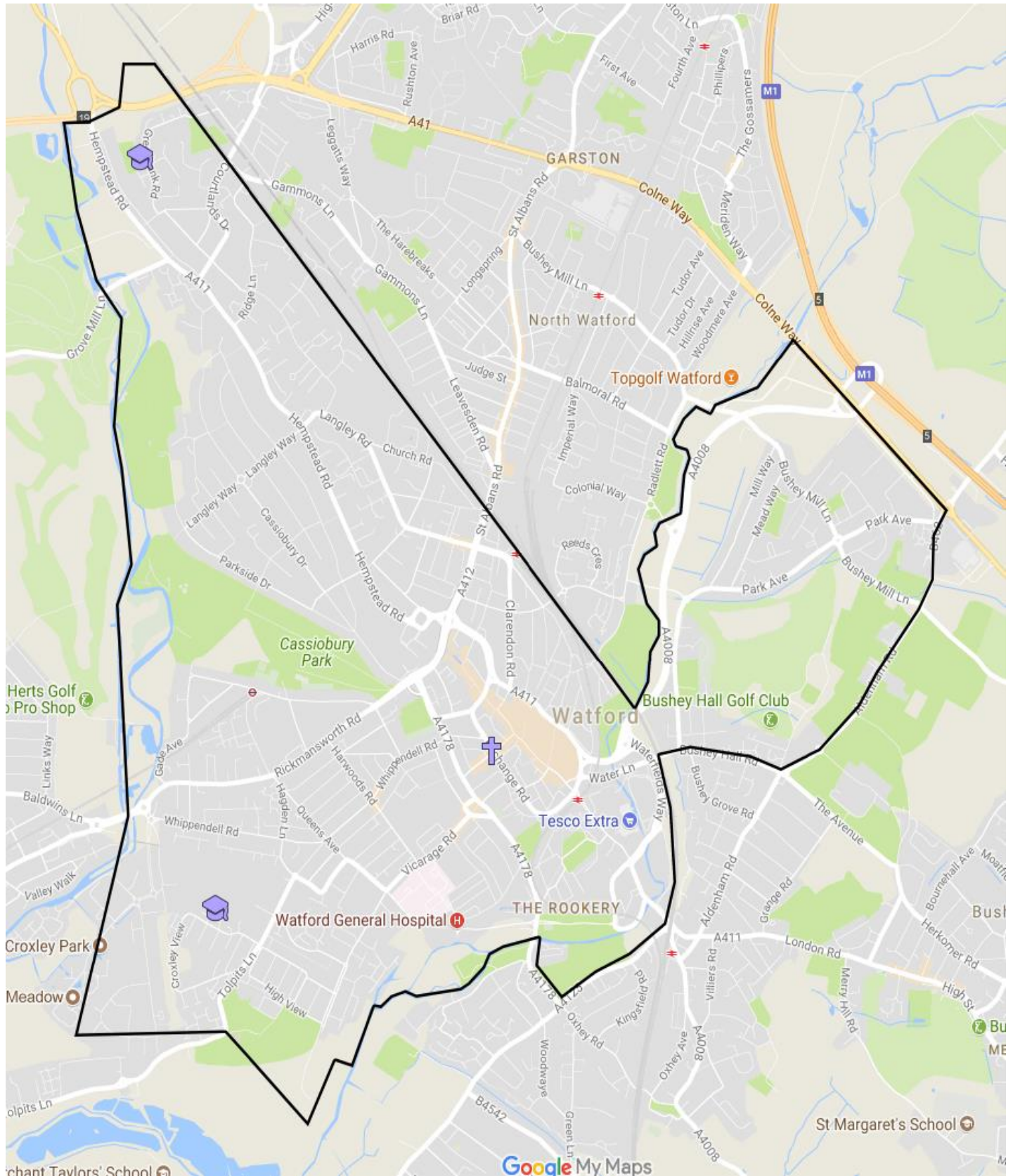
Map data © 2017 Google

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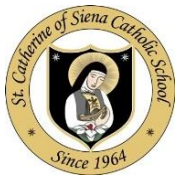
# St Catherine of Siena Catholic Primary School

Parish of Holy Rood, Diocese of Westminster



Map data © 2017 Google

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# St Catherine of Siena Catholic Primary School

Parish of St Saviour, Diocese of Westminster



Map data © 2017 Google

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Supplementary Information Form 2023-2024

Child's Details

Child's surname:	
Child's first name:	
Date of birth:	
Home address:	
Postcode:	

Parent/Carer's Details

Parent/Carer's name:	
Address:	
Telephone number:	

Details of Religion

Religion of child: Please tick & name of denomination (e.g. Baptist) if applicable	<input type="checkbox"/> Catholic	<input type="checkbox"/> Other Christian	<input type="checkbox"/> Other faith
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## St Catherine of Siena Catholic Primary School

Parish you live in:	
Church where child was baptised and date of baptism: (baptism certificate required)	
Church you currently attend:	
Name and position of 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 governing board may withdraw any offer of a place even if the child has already started school.

Signed ..... Date .....

### Please note:

- 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 the faith community.
- You must complete the local authority's Common Application Form on line by the closing date. If you do not do this you will not be offered a place.

### Checklist:

Have you enclosed?  Copy of baptism certificate (where applicable)

Have you completed your local authority's Common Application Form?  Y / N

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 the notice below.

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### Admissions Privacy Notice

St Catherine of Siena Catholic Primary 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 Governing Board is the admission 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.

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