



St Catherine of Siena Catholic Primary School

Admissions Policy 2025-2026

Determined Policy

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 academy company 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 academy company is the admission authority and, whilst retaining oversight, has delegated responsibility for admissions to this school to the local governing board. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admission Number ("PAN") at 30 pupils to be admitted to the Reception year in the school year which begins in September 2025.

The admission authority 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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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	Catholic looked after and previously looked after children (see notes 2 and 3).
2	Catholic children with a sibling at the school on the date of admission (see notes 3 and 8).
3	Catholic children of teaching staff (see notes 3 and 11).
4	Catholic children who are resident in the parishes of Our Lady and St Michael's, St Saviour's, St Helen's and Holy Rood (see notes 3 and 10).
5	Other Catholic children (see note 3).
6	Other looked after and previously looked after children (see note 2).
7	Catechumens and members of an Eastern Christian Church (see notes 4 and 5).
8	Other children with a sibling at the school on the date of admission (see note 8).
9	Other children of teaching staff (see note 11).
10	Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 6).
11	Children of other faiths whose membership is evidenced by a religious leader (see note 7).
12	Any other children.

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.



St Catherine of Siena Catholic Primary School

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1-5, 7, 10 or 11. The Supplementary Information Form should be returned to The Admissions Committee, St Catherine of Siena Catholic Primary School, Horseshoe Lane, Garston, WD25 7HP by 15th January 2025.

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 may not be placed in criteria 1-5, 7, 10 or 11, and this may 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 which is 15th January 2025. 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 admission authority on 16th April 2025.

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 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.

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. 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.



St Catherine of Siena Catholic Primary School

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 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 admission authority 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 admission authority 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 continuing interest 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 local authority 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 continuing interest (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 normal 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 or, if they do not have online access, contact the CSC for a paper application form which must be returned direct to the local authority. 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 (see above).

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 admission authority 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.

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St Catherine of Siena Catholic Primary School

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 the local authority's Common Application Form. This may result in the application being given a lower ranking.

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

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

The admission authority 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.

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 admission authority) 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 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



St Catherine of Siena Catholic Primary School

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.

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) 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 home address as child who is the subject of the application.

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 2025-2026. Please visit our school website for an interactive version of the map.

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St Catherine of Siena Catholic Primary School

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.

12. 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 Common Application Form ("CAF"). 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 CAF, provided that the child resides at that address for any part of the school week.

Please note: the closing date for the local authority's application form is 15th January 2025.

Most recent consultation: November–December 2022

Reviewed date: August 2023

Determined by: Governing Board

Determined date: 12 December 2023



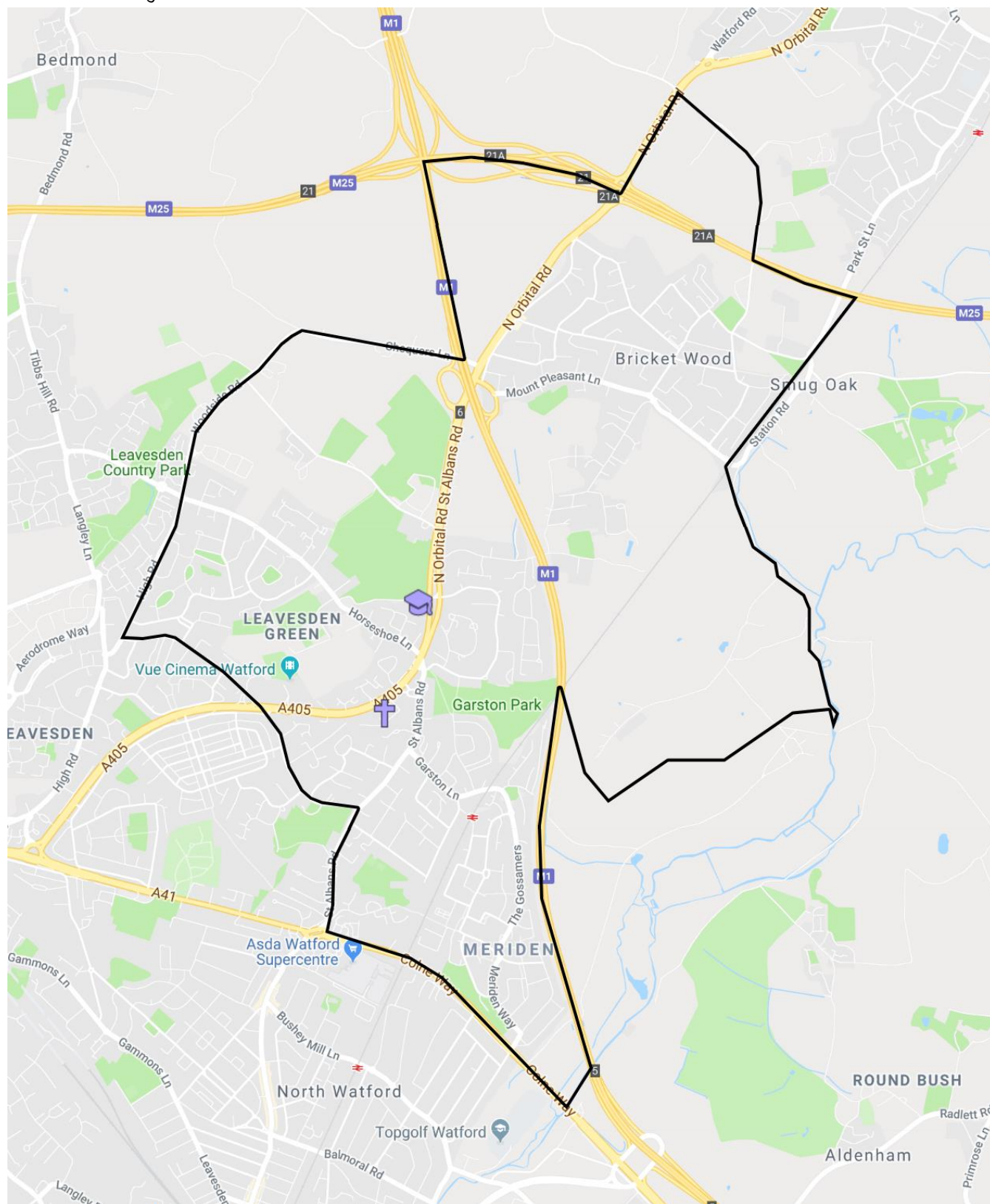
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St Catherine of Siena Catholic Primary School

Appendix 1 - These maps are provided for 2025-2026 admissions only, and not for any other purpose.

Parish of Our Lady and St Michael, Diocese of Westminster



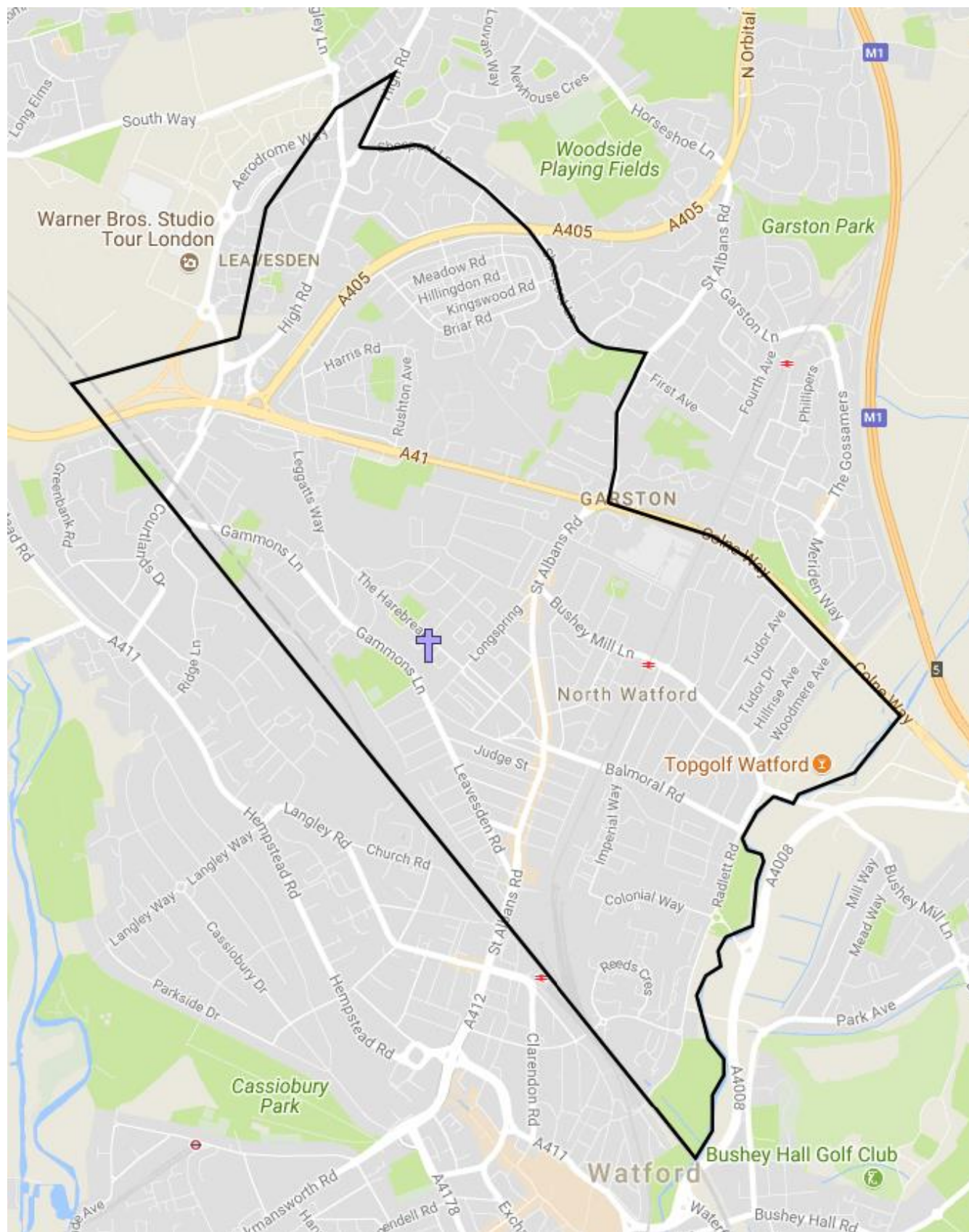
Map data © 2019 Google

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St Catherine of Siena Catholic Primary School

Parish of St Helen, Diocese of Westminster



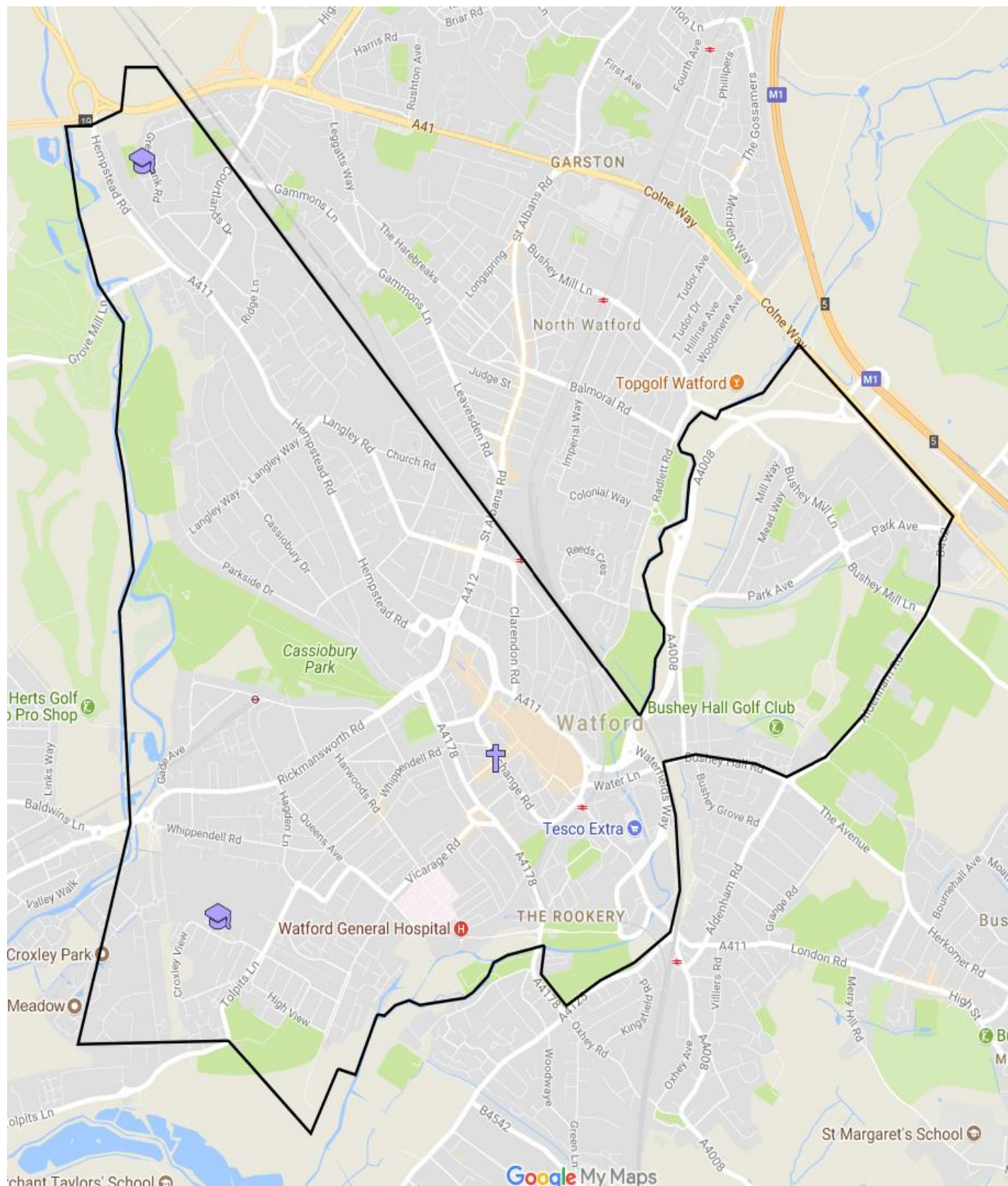
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Parish of Holy Rood, Diocese of Westminster



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Parish of St Saviour, Diocese of Westminster



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St Catherine of Siena Catholic Primary School

Supplementary Information Form 2025-2026

If you are expressing a preference for a place for your child at St Catherine of Siena Catholic Primary School in Hertfordshire and wish to apply under a faith criterion, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be returned to The Admissions Committee, St Catherine of Siena Catholic Primary School, Horseshoe Lane, Garston, WD25 7HP by the closing date 15th January 2025.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place.
- Remember – you must also complete the Common Application Form.

Child's Details

Name	
Date of birth	
Home address	

Parent/Carer's Details

Name	
Email	
Telephone number	

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St Catherine of Siena Catholic Primary School

Please read the relevant school Admissions Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school at the proposed time of admission. If this information is not provided the admission authority of the Catholic school may not be able to place the application within the correct criteria.

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence: insert details in accordance with the Notes below
1. Catholic	<input type="checkbox"/>	
2. Catechumen	<input type="checkbox"/>	
3. Member of an Eastern Christian Church	<input type="checkbox"/>	
4. Member of other Christian denomination	<input type="checkbox"/>	
5. Member of other faith	<input type="checkbox"/>	

Catholic Parish in which your child lives:

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St Catherine of Siena Catholic Primary School

In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are The Diocese of Westminster Academy Trust. The academy trust company is the data controller, and St Catherine of Siena Catholic Primary School is part of the academy trust company.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Micon Metcalfe, Chief Financial Officer and you can contact them with questions relating to our handling of the data. You can contact them via the 'Contact Us' form on the Trust website <https://www.dowat.co.uk/148/contact-us-1>.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the school's complaints policy. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

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St Catherine of Siena Catholic Primary School

I confirm that I have read the Admissions Policy of the school 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 admission authority may withdraw any offer of a place even if the child has already started school.

Signed

Date

Notes

1. Evidence of Catholic Baptism

If an application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.

2. Evidence for Catechumens

If an application is being made for a place at the school for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

3. Evidence of Membership of an Eastern Christian Church

If an application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

4. Evidence for Other Christian Denominations and Other Faiths

If an application is being made for a place at the school as a member of another Christian denomination or another faith evidence confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The evidence should be provided at the same time as this form is returned to the school.

Checklist

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Evidence confirming membership of a Christian denomination or other faith (where applicable).

Have you completed and returned your local authority's Common Application Form?

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