



## **Ss Alban and Stephen Catholic Junior School**

### **Admissions Policy for September 2018 – August 2019**

#### **Mission Statement:**

*“Nurturing every child to grow and flourish in Christ”*

Ss Alban & Stephen Junior school was founded to provide education for children of Catholic families. 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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Governing Body has sole responsibility for admissions to this school and intends to admit 60 pupils, the Published Admissions Number (PAN), in the school year which begins in September 2018.

Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the over subscription criteria listed below.

#### **Application Procedures and Timetable**

The standard Common Application Form (CAF) form must be completed and returned to your Local Authority by 15th January 2018.

In addition, applicants are requested to note that they should complete a Supplementary Information Form (SIF) in full and provide proof of address. Home address refers to the address at which the child resides for 50% or more of the school week.

If applicants wish to be considered under criterion 2, 3, 4 or 5, they should also obtain a completed Certificate of Catholic Practice from the priest at the parish where they normally worship. The SIF is available from the school office and the school website [www.ssasjm.herts.sch.uk](http://www.ssasjm.herts.sch.uk).

If you do not complete both the LA application form and the Supplementary Information Form and return both by the closing date, the governing body may be unable to consider your application fully and your child will be allocated to criterion 11 and is unlikely to get a place at the school. The local authority will write to all applicants on behalf of the Governing Body with the outcome of your application on 16 April 2018.

All unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child. Hertfordshire parents wishing to appeal, who applied online, should log onto their online school application and click on the link “register an appeal”. If the application was not made using Hertfordshire’s online application system parents should contact the Customer Service Centre (0300 123 4043) to request an appeal pack. For In Year applications parents should contact the school directly in the first instance.

For the last five years this school has been able to admit some, but not all other baptised Catholics with a Certificate of Catholic Practice(Criterion 5). It was not possible to admit applicants who did not fulfil Criteria 1, 2, 3, 4 or 5. Late applications will be considered only after the initial allocation of places.

### **Over subscription 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:

1. Catholic ‘looked after’ children and Catholic children who ceased to be ‘looked after’ because they were adopted or made subject to Child Arrangements Orders or Special Guardianship Orders.
2. Baptised Catholic children with a Certificate of Catholic Practice, currently in Year 2 at the Infant School at the time of application.
3. Baptised Catholic children with a Certificate of Catholic Practice who will have a sibling at the Infant School or Junior School at the time of admission.
4. Baptised Catholic children with a Certificate of Catholic practice who are resident in the parish of Ss Alban & Stephen (for details of the parish, see the link to the Westminster Diocese parish map from our school website ([www.ssasjm.herts.sch.uk](http://www.ssasjm.herts.sch.uk))).
5. Other baptised Catholic children with a Certificate of Catholic Practice.
6. Other baptised Catholic children.
7. Other ‘looked after’ children and children who ceased to be ‘looked after’ because they were adopted or made subject to Child Arrangements Orders or Special Guardianship Orders.
8. Children who have a sibling at the Infant or Nursery school or Junior school, at the time of admission. First consideration will be given to those whose minister supplies a supporting letter confirming membership of their faith community.
9. Children of Catechumens and members of other Eastern Christian Churches. First consideration will be given to those who provide a certificate/letter of entry into the order of catechumens, or a certificate of baptism in an Eastern Christian Church.

10. Christian children. First consideration will be given to those who provide a certificate of baptism or whose minister supplies a supporting letter confirming membership of the faith community.

11. Any other children.

### ***Tie-Break***

The Governing Body will give top priority to an application within a category where compelling written evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can only be met at this school.

Where the final place is offered to a child who has a twin/triplets etc. applying for a place in the same school year, these siblings will also be admitted.

### **CERTIFICATE OF CATHOLIC PRACTICE**

Applicants applying under criteria 2, 3, 4 or 5 must submit a Certificate of Catholic Practice by the closing date. The Certificate is available from the priest at the parish in which the family normally worships or from the diocesan website. It is the parent's duty to ensure that the Certificate of Catholic Practice is submitted to the school in good time.

-**'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/>

For the purposes of the over subscription criteria above:

- **'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;

- **'sibling'** means the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after<sup>1</sup> and in every case living permanently<sup>2</sup> in a placement within the home as part of the family household from Monday to Friday at the time of this application.

- **'catechumen'** refers to a person accepted into the catechumenate which is demonstrated by a certified copy of the entry in the Register of Catechumens;

- **'looked after'** child means a child in the care of the Local Authority or provided with accommodation by them e.g. children with foster parents (see section 22 of the The Children's Act 1989);

- **'Adopted'**. An adopted child is any child who has been formally adopted and whose parent/ guardian can give proof of adoption.

- **'Child Arrangements Order'**. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

- **'Special Guardianship Order'**. A 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). Children 'looked after' immediately before the order is made qualify in this category.

- **'parent'** means the person or persons who have legal responsibility for the child;

- **'Christian'** means a member of a church which belongs to "Churches Together in Britain and Ireland";

- a baptismal certificate will be required at the time of application to certify that your child has been baptised.

## **Distance**

Where the offer of places to all of the applicants in any of the categories above would lead to over subscription, places up to the Published Admissions Number will be offered to those living nearest the school. 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.

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<sup>1</sup> Children previously looked after are those children adopted or with a Special Guardianship Order or Child Arrangements Order. This definition was amended following a determination by the OSA in August 2014.

<sup>2</sup> A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

### **Waiting Lists (Continuing Interest List)**

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list in accordance with the over subscription criteria set out above. Parents will be offered information on the appeals process. The waiting list is held open for a full academic year from the date of admissions.

### **Pupils with an Educational, Health and Care Plan**

The admission of pupils with an Educational, Health and Care plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of Educational Health Care Plans by the pupil's home Local Education Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Under the Education Act 1996, the governors are obliged to admit any child with an Educational, Health and Care plan where this school is named in the plan.

### **In-Year Admissions**

Applications for In-Year admissions are made directly to the school. Where there is no waiting list the local authority will be notified and the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription 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 of 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 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 re-rank the list and an offer will be made.

### **Admission of children outside their chronological age group**

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

If a child has been admitted to the Infant school outside of their chronological age group they will be admitted to the Junior School accordingly.

### **Fair Access Protocols**

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 admitted under HCC's Fair Access Protocol will be prioritised before children on Continued Interest.