



Ss Alban & Stephen Catholic Junior School

ADMISSIONS POLICY 2019 - 2020

St Alban & St Stephen Catholic Junior 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 always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government 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 body is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission

arrangements during the normal admission round. The governing body has set its Published Admissions Number (PAN) at 60 children for the school year which begins in September 2019. Applications for Year 3 are welcome from families whose child reaches his/her 7th birthday between 1st September 2018 and 31st August 2019.

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

Pupils with an Education, Health & Care Plan (EHC)

The admission of pupils with an Education, Health and Care Plan (EHC) 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 their EHC Plan will be admitted. The admission of children with an EHC Plan will reduce the number of places available to other children (see note 1).

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:

1. Catholic 'looked after' children and previously 'looked after' children (see notes 2-5);

2. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in the Parish of St Alban & St Stephen Beaconsfield Road St Alban AL1 (see notes 6, 7, & 13);
3. Other baptised Catholic children for whom St Alban & St Stephen is the nearest Catholic school (see note 6);
4. Other baptised Catholic children (see note 6);
5. Other 'looked after' children and previously 'looked after' children. (see notes 2-5);
6. Children of catechumens and members of an Eastern Christian Church (see notes 8&9);
7. Any other children.

Within each of the categories listed above, the provisions below will be applied in the following order:

- i. The Governing Body will give top priority, within a category, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

- ii. The attendance of a brother/sister at the school at the time of enrolment will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made, after children in (i) above.

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 with Catholic candidates.

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). If two or more applications are received from the same block of flats, the applicant with the lower door number will be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the 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.

Application Procedure for 2018 – 2019

To apply for a place at this school in the normal admission round, you must complete an online application form from your local authority (paper forms are also available on request.) If you are applying under criteria 2, 3, 4 you should also complete the School's Supplementary Information Form (SIF). Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2019, the Governing Body will be obliged to consider your application using only the documents available. If you don't return the SIF on time your child may receive a lower ranking because of this and not be offered a place.

You will be advised of the outcome of your application, on or about Monday 16th April 2019. This information will also be available on line for those who have submitted an online application. Parents should accept or decline the place as soon as possible. If you are unsuccessful (unless your child was offered a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above and you will have right of appeal to an independent appeal panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals should be submitted to the school in writing by Friday 24th May 2019.

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.

Waiting Lists

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 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 and will be held open until 31st July 2020 unless applicants request in writing to remain on the list. Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application for admission can be made for any child at any time outside the normal admissions round. Applications should be made directly to the school by contacting [insert name and contact details]. 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 oversubscription criteria as set out above. 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 to an independent panel and your child will be placed on the waiting list.

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 local authority 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. St Alban & St Stephen Catholic Junior School participates in HCC's Fair Access Protocol. Fair Access Protocol children will be admitted above those on the school's continuing interest list.

Change of Details

If any of the details on either 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, even if the child has already started at the School.

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 S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.
2. A 'Looked after child' has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents at the time of making an 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 a special guardianship order.

3. 'Adopted'. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.
4. '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.
5. '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 prior to the granting of the order qualify under this category.
6. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic 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.
7. '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 holydays 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>

8. Eastern/Orthodox Christian Church is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
9. Parish Boundaries – for the purposes of this Policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2019-20.

St Albans

The urban area of St Albans, Sandridge Civil Parish and part of the Civil Parishes of St Michael and Colney Heath in the District of St Albans and within the boundaries given below.

North: The northern boundary is defined by the meeting of St Albans with Redbourn and Eathampstead Civil Parish boundaries. It takes the following route:-

From the River Ver due east of Punchbowl Lane a line to Horse and Jockey Farm, passing immediately north of Childwick Stud. South on the Harpenden Road to Ayre's End Lane, and from the south side of the Lane, east to the junction of Sandridge Road (B651) and Dyke Lane, skirting north of Pismire Spring, Pudler's Wood and Round Wood. Dyke Lane, Beech-Hyde Farm and a line to Sandridge Civil Parish boundary at Colman Green Spring.

East: Sandridge and Colney Heath Civil Parish boundaries from Coleman Green to the North Orbital Road (A405).

South: From Sleafshyde Farm on the Colney Heath C.P. boundary, the A405 to the link road with Tyttenhanger Lane, Highfield Lane and Hill End Lane to the London Road (A1081). London Road and Milehouse Lane to the north end of Cottonmill Lane; the footpath across the Golf Course northwest to near the end of Riverside Road, then southwest to pass between Boleyn Drive and Monks Close to the railway. The railway to Abbey Station.

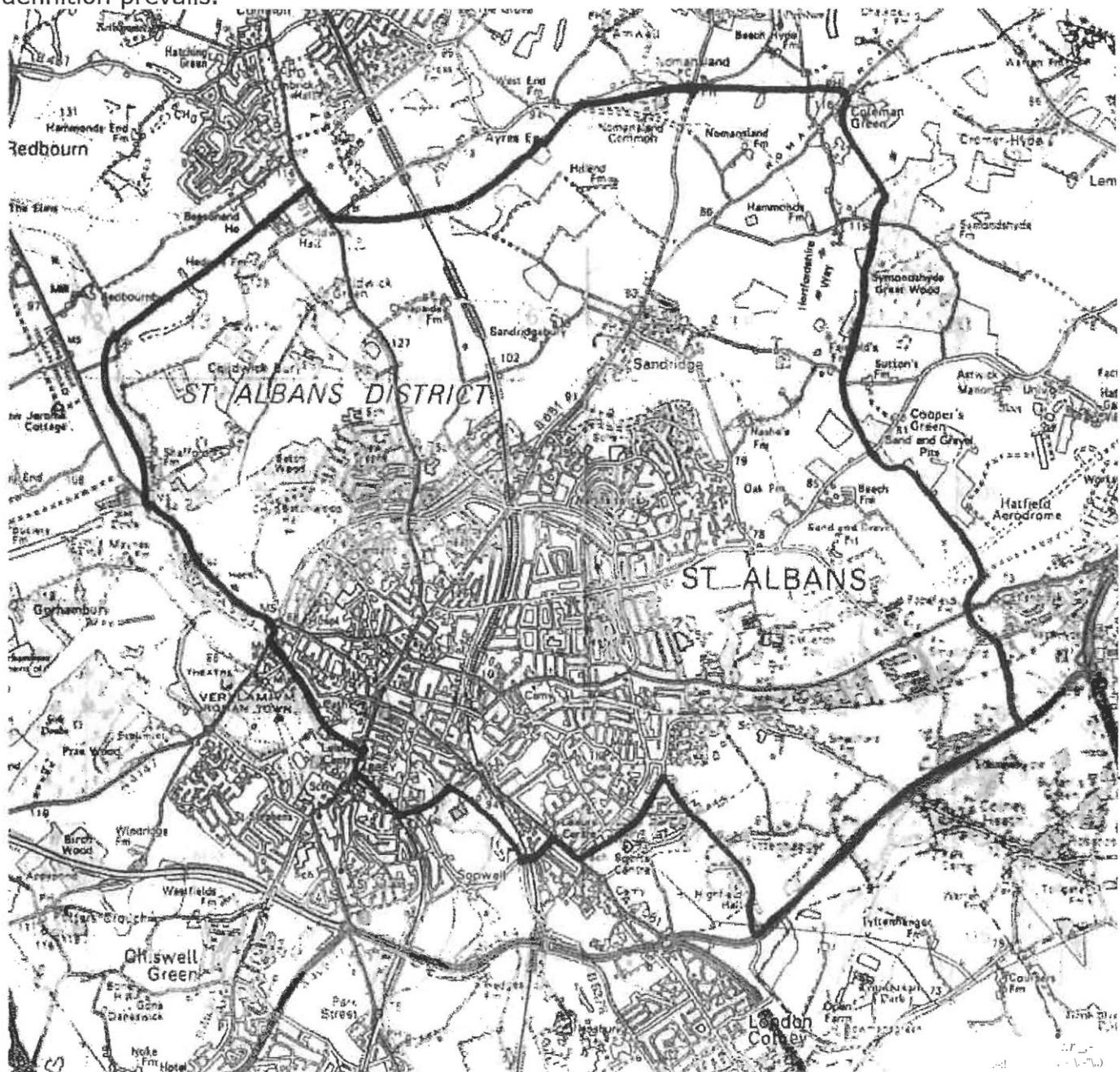
West: From Abbey Station, Holywell Hill to the River Ver, the Ver to Bluehouse Hill, then Redbourn Road to Bow Bridge. The River Ver from Bow Bridge to due east of Punch Bowl Lane.

Note: The boundary runs along the centre of any road, river or railway mentioned as a boundary unless specifically stated otherwise.

Agreed by St Albans Deanery 8.2.94
Herts Area Advisory Council 29.1.96

Indicative map of Parish Boundaries

In any discrepancy between this map and the written definition above, the written definition prevails.

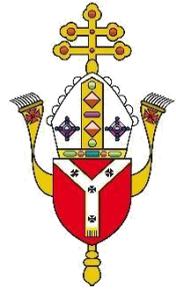


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Diocese of Westminster

Catholic Primary Schools

Supplementary Information Form 2019 – 2020



Name and Address of School:

Child's Details

Child's surname:	
Child's first name:	
Home Address:	Date of Birth:
	Postcode:

Parent/Carer Details

Parent/Carer's name:	
Address (if different from above):	
Telephone number:	

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination)	Other faith
Catholic Parish you live in:			

Church where child was baptised and date of baptism: (baptism certificate required)

Name and position of priest supplying Certificate of Catholic Practice (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 governors may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice from the parish in which they worship or from the Diocese of Westminster website.
- Applicants from other Christian denominations and other faiths may attach a letter from their minister or religious leader, confirming membership of that faith community.
- You **must** complete your local authority's application form online or on paper 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 necessary)

Certificate of Catholic Practice (where necessary) Evidence of exceptional need (where necessary).

Have you completed your local authority's online application form?