



Ss Alban and Stephen Catholic Junior School

Admissions Policy for September 2019 – August 2020

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 2019.

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 e-admissions system for your local authority must be completed at www.hertfordshire.gov.uk/admissions by 15th January 2019 (paper forms are available on application to the Local Authority.)

In addition, applicants are requested to note that they should complete a Supplementary Information Form (SIF) in full and if 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.

If you do not complete both the LA application and the Supplementary Information Form and return them by the closing date, the governing body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school. The local authority will dispatch all allocations on behalf of the school on 16th April 2019.

All unsuccessful applicants will be given reasons related to the oversubscription criteria listed below and advised of their right to appeal to an independent appeal committee. Hertfordshire parents wishing to appeal, who applied online, should log onto their online school application and click on the link “register an appeal”. Out of county residents and paper applicants should call the Customer Service Centre (0300 123 4043) to request their registration details, log into www.hertfordshire.gov.uk/schoolappeals and click on the link “log into the appeals system”. 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 (Please be aware that the parish information has been under review and when finalized the information will be available from the school.)
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, who provide a certificate of baptism and /or certificate/letter of entry in the Order of Catechumens,

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

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;
- **‘Christian’** Definition of children of other Christian denominations.
- **“Children of other Christian denominations”** means: children who belong to other churches and ecclesial communities which, acknowledging 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 of CYTÛN 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.
- **‘catechumen’** refers to a person accepted into the catechumenate which is demonstrated by a certified copy of the entry in the Register of Catechumens;

- **‘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 after¹ and in every case living permanently² in a placement within the home as part of the family household from Monday to Friday at the time of this application. The sibling link will not be recognized 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.
- **‘parent’** means the person or persons who have legal responsibility for the child;
 - **‘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 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.

¹ 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.

² 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.

–**‘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.

–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.

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 prioritized before children on Continued Interest.

**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'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 of priest providing Certificate of Catholic Practice or faith leader providing letter confirming membership of the faith community:	
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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 governors may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Please note:

- The CCP can be obtained from the priest at the parish where the family normally worships (not from the school) or from the diocesan website
- Applicants from other Christian denominations and other faiths may attach a letter confirming membership, from their minister or religious leader.
- You **must** complete your local authority's Common Application Form by the closing date. If you do not do this you will not be offered a place. This should be done using the online application forms available for Hertfordshire residents at www.hertfordshire.gov.uk/admissions

Checklist:

Have you enclosed:

Copy of baptism certificate

Certificate of Catholic Practice (where necessary)

Have you completed your local authority's Common Application form?