



SS Alban & Stephen Catholic Infant & Nursery School

Board of Governors

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Chair: Dr David Miveld



Dear Sir/Madam

12 December 2018

**Consultation on the admission arrangements 2020 - 2021 of Ss Alban & Stephen Catholic Infant & Nursery School.**

Please find attached a copy of the School Admission Policy 2020 - 2021 and the Supplementary Information Form (SIF) 2020 - 2021.

The governing body of Ss Alban & Stephen Catholic Infant & Nursery School is putting the above documents out for consultation between Wednesday, 12 December 2018 and Wednesday, 23 January 2019. I would be grateful if you would display these documents in a prominent position and distribute them to all parents/guardians of children at your pre-school/playgroup.

The published admission number (PAN) for 2020 - 2021 will be 60 and this has not changed from previous years.

The changes on which we are asking your opinion are:

1. New oversubscription criteria 2 – “Catholic children who can evidence to the governing body to have been in state care outside England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside England if they were accommodated by a public authority, a religious organization or any other provider of care whose sole purpose is to benefit society.”
2. Amendment to oversubscription criteria – the determination as to whether a child is resident in the parish of Ss Alban & Stephen will be made by the governing body rather than the Diocese of Westminster.
3. New oversubscription criteria 9 – “Other children who can evidence to the governing body to have been in state care outside England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside England if they were accommodated by a public authority, a religious organization or any other provider of care whose sole purpose is to benefit society.”
4. New oversubscription criteria 11 – “Children of a member of staff of Ss Alban and Stephen Infant & Nursery School provided that the member of staff is the child's parent and (1) has been employed at the school for two or more years at the time at which the application for admission to the school is made, or (2) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the teaching staff or leadership team. This definition does not include contract staff. This definition does not include peripatetic staff employed by HCC.”
5. Amendment to explanation of “tie break” – “If more children qualify under a particular criterion than there are places available, a distance tiebreak will be used. In the case of two applicants with exactly the same priority under the admissions criteria, but only one place being available, the governing body will draw lots in the presence of an independent witness.”
6. Amendment to the explanation of “Catholic” to include the following wording: “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. Amendment to the explanation of "Education, Health and Care Plans" to delete reference to "statement of special educational needs"
8. Amendment to the explanation of the certificate of Catholic Practice to include the following wording: "The CCP should be dated less than 6 months before the date of the application to the school"

All other criteria remain the same as previous years. The Supplementary Information Form now includes the following wording: Addition of the following wording to the Supplementary Information Form – "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 look on the school website under Privacy Notice or contact the school for a hard copy."

We would be pleased to receive any comments on this. The policy and SIF are on the school website, with contact details for replying by email. You may wish to contact the school for a hard copy of the admission arrangements which you can collect or which can be posted to you.

Please address your comments to Mrs O'Regan, Office Manager, at the school address, or by email to [admin@ssasinfants.herts.sch.uk](mailto:admin@ssasinfants.herts.sch.uk).

You can also reply by phone on 01727 854643.

Please make sure to reply by Wednesday 23 January 2019 as governors will then be meeting to determine the admission arrangements for 2020-2021.

Yours faithfully

A handwritten signature in blue ink that reads "David Mivell". The signature is written in a cursive style.

Chair of Governors