



**Archdiocese of Westminster**



St Francis of Assisi  
CATHOLIC ACADEMY TRUST

## St Thomas of Canterbury Catholic Primary School



**Admissions Policy**

**September 2025 to July 2026**

Ratified by Local Governing Board 21/11/2023

# Admissions Policy for 2025/2026

## Reception

St Thomas of Canterbury Catholic Primary School,  
Puckeridge, Ware, Herts SG11 1RZ

*'Learn, Love and Respect through Jesus'*

### ADMISSION POLICY 2025/2026

**St Thomas of Canterbury** 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 trust and Local Governing Body 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 has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at 15 pupils 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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## **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 and previously looked after children. (see notes 2&3)
2. Baptised Catholic children. (see note 3)
3. Other looked after and previously looked after children. (see note 2)
4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
6. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
7. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each 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. (see note 8)

## **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 children living closest to the school determined by the shortest distance. Distances are calculated using HCC's measurement system. This is calculated using HCC's distance system of home/school measurement between individual address points to the school's address point. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of the 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.

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 and supervised by a person independent of the school. All the names will be entered and the required number of names will be drawn out.

## 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. Please refer to the Hertfordshire published information and Application Form which can be accessed at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) for either online or paper application and return it to them. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 & 2 or 4 to 6. The Supplementary Information Form should be returned together with all other relevant paperwork required for your application to **St Thomas of Canterbury School, High Street, Puckeridge, Herts SG11 1RZ by 15<sup>th</sup> January 2025**. Receipt of the Supplementary Information Form will be acknowledged by the School Office by 22<sup>nd</sup> 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 will not be placed in criteria 1 & 2 or 4 to 6, and this is likely to affect your child's chance of being offered a place.

**Please contact us if you need help in applying for admission to our school:**

Telephone : 01920 821450

E-mail : [head@stcanterbury.herts.sch.uk](mailto:head@stcanterbury.herts.sch.uk)

## Offers

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2025.

You will be advised of the outcome of your application (*see timetable available from the Local Authority or school website*) by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher in your application) 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.

If you applied online, you can use online facilities including appeals and continuing interest. Parents/carers should accept or decline the place offered as soon as possible

## Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. 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.

## **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 1<sup>st</sup> April and 31<sup>st</sup> 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 Chair of Governors via **the Head Teacher (Mrs Michelle Keating, St Thomas of Canterbury School, High Street, Puckeridge, Herts SG11 1RZ)** 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 considering 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.

## **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting 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. Names will be removed from the list on 31<sup>st</sup> August 2026, unless applicants request 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 can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places.

Applications for In-Year admissions are made by providing the School (for attention of Mrs Michelle Keating, Head Teacher, St Thomas of Canterbury School, High Street, Puckeridge, Herts SG11 1RZ) with a completed Supplementary Information Form (SIF), available on the [school website](#); In addition, applications must be made via HCC, the Local Authority. Parents can fill in the Local Authority form online at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or they can access a hard copy of the form

from the Customer Service Centre on 0300 123 4043. Parents should return the application form direct to HCC (address on the form). If a place is available and 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 Admission Authority in accordance with the oversubscription criteria. If your application is unsuccessful, HCC will write to you with registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals). 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. After places have been offered, the school's Continuing Interest (CI) - waiting list - will be maintained by the Admission Authority. A child's position on the Continuing Interest (CI) 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. HCC on behalf of the school's Admission 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. HCC advise parents of the closing date in writing at a later date and ask parents to make an In-Year application if they wish to be on the list for the following year. When a place becomes available the Admission Authority will re-rank the list, in accordance with the oversubscription criteria, so that an offer can be made. HCC will inform parents whether or not a place is to be offered.

### **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 published admission number (subject to the infant class size exceptions).

### **Nursery Children Applying for a Place in Reception:**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home Local Authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**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.**

## Appeals

Parents have the right to express their preference for a particular school but this preference must be expressed in accordance with our admission arrangements as above. Parents applying for places for the Primary school have the right to appeal to an Independent Appeals Panel, if they are unsuccessful in gaining a place.

Parents wishing to appeal who applied through Hertfordshire's online system should log in to 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, log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

### Proposed Timescales for 2025/2026

Key Dates	Date
Closing date for online applications to be submitted to the LA	15 <sup>th</sup> January 2025
Statutory deadline for receipt of paper applications	15 <sup>th</sup> January 2025 (receipt of SIF will be acknowledged by School by 22 <sup>nd</sup> January 2025)
Allocation information dispatched to parents	19 <sup>th</sup> April 2025
Date by which parents/ carers may accept or reject place offered	3 <sup>rd</sup> May 2025
Date by which parents / carers return appeal forms	16 <sup>th</sup> May 2025 (exact date to be confirmed)

### *Notes (these notes form part of the school's admission arrangements)*

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 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 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.

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. 'Brother or sister' 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; and
  - (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 the 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. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the Admission Authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. 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.

**Diocese of Westminster**  
**Catholic Primary Schools**  
**Supplementary Information Form 2025 – 2026**

**St Thomas of Canterbury CATHOLIC Primary SCHOOL**  
**SUPPLEMENTARY INFORMATION FORM**  
**2025/2026**

If you are expressing a preference for a place for your child at St Thomas of Canterbury School in Puckeridge 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 Mrs W Sellers, Office Manager at the school** by the closing date **15<sup>th</sup> January 2025**. Receipt of the Supplementary Information Form will be acknowledged by the School Office by 22<sup>nd</sup> 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/academy, with all supporting documentation, by the closing date, (and this has been acknowledged by the school office), your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Name of child: \_\_\_\_\_

Address of child: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Carer Details:

Parent/Carer Name: \_\_\_\_\_

Please read the school Admission Policy, noting in particular any faith criteria and the published information of the Local Authority, 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/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy 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 looked after and previously looked after children	<input type="checkbox"/>	
2. Baptised Catholic children	<input type="checkbox"/>	
3. Other looked after and previously looked after children	<input type="checkbox"/>	
4. Catechumen or Member of an Eastern Christian Church	<input type="checkbox"/>	
5. Member of other Christian denomination	<input type="checkbox"/>	
6. Member of other faith	<input type="checkbox"/>	

Catholic Parish/Deanery in which your child lives:
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In compliance with the General Data Protection Regulation (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

St Thomas of Canterbury Catholic Primary School, High Street, Puckeridge, Herts SG11 1RZ

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

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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 Mr Jerry Walsh and you can contact them with questions relating to our handling of the data. You can contact them by email: [dpo@stcanterbury.herts.sch.uk](mailto:dpo@stcanterbury.herts.sch.uk)
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 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 GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the 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 referring to our Complaints Policy available on our school website: [www.stcanterbury.herts.sch.uk](http://www.stcanterbury.herts.sch.uk). 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](http://ico.org.uk).

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, 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 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 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 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 application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The letter 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).
- Letter confirming membership of a Christian denomination or other faith (where applicable).
- Have you completed and returned your local authority's Common Application Form?

## **ADMISSIONS PRIVACY NOTICE FOR St Thomas of Canterbury School**

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St Thomas of Canterbury School is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018. We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the Local Authority is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals.

**We may also use this data for the following purposes:**

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

**In order to administer admissions to this school the following information may be collected by us:**

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice
- Information on parish of residence

**Agencies we will share the information with:**

- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme\process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

**School Retention Policy:**

The information listed above will be retained securely by the school for 8 years, after which it will be destroyed.

**For further information, please refer to the Privacy Policy on the School website or contact: [Mrs M Keating, Head Teacher 01920 821450](#)**