



**Archdiocese of Westminster**



## **St Thomas of Canterbury Catholic Primary School**

### **Nursery Admissions Policy**

September 2027 to July 2028



St. Thomas of Canterbury Catholic Primary School  
(part of the St Francis of Assisi Catholic Academy Trust)  
**NURSERY ADMISSION POLICY [2027/28]**

St Francis of Assisi Catholic Academy Trust Catholic Primary Schools were 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. Each school is conducted by St Francis of Assisi Catholic Academy Trust 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 these admission arrangements.

St Francis of Assisi Catholic Academy Trust is the admission authority and has responsibility for admissions to each school within the Trust. The admission authority has set the school's Published Admissions Number ("PAN") at **15** pupils to be admitted to the Nursery year in the school year which begins in September 2027.

The admission authority will, where logically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

#### **Applications in previous years**

In the past two years governors have been pleased to offer places in most categories.

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

Parents of children with an Education, Health and Care Plan (EHCP) need to evidence this at the time of applying by sending a copy of the EHCP to the Admissions Officer at St Thomas of Canterbury School. Children with an EHCP that names the school must be admitted.

#### **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).
- (iii) Children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. will be given priority 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) and (ii) above.

### **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 on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school, using the local authority's computerised measuring system on the following basis: 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

In order to make an application, you must complete an **Early Years Application Form (EYAF)** - available on the Admissions page of the school website or by requesting a hard copy from the School Office. You are also requested to complete the **Supplementary Information Form (SIF)** attached to this policy if you wish to apply under oversubscription criteria 1 to 6. **The SIF and EYAF should be returned along with all other relevant paperwork for your application by the closing date of 13<sup>th</sup> December 2026.** Receipt of this will be acknowledged by 20<sup>th</sup> December 2026.

### Offers:

On **1<sup>st</sup> March 2027**, you will receive an email and letter from the school notifying you of the outcome of your Application. Parents/carers should accept or decline the place offered by **15<sup>th</sup> March 2027**.

*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 may not be placed in criteria 1 to 6, and this may affect your child's chance of being offered a place.*

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is [13<sup>th</sup> December 2026]

### Late Applications:

Applications received after the closing date of 13<sup>th</sup> December 2026 will be collated and ranked according to our Admissions Criteria above on **1<sup>st</sup> March 2027**. On this same day, parents will receive an email and letter from the school notifying parents of the outcome of their application.

Any further Applications received after 1<sup>st</sup> March 2027 will be collated and ranked according to our Admissions Criteria above **on 7<sup>th</sup> June 2027**. On this same day, parents will receive an email and letter from the school notifying parents of the outcome of their application.

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

Telephone 01920 821450

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



### **In-Year Admissions to Nursery:**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, 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 your application is unsuccessful you may ask us for the reasons and have the option to remain on our Continued Interest list. 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. Continuing interest lists will be maintained for Nursery until the summer term. When a place becomes available the Governing Body will decide who is at the top of the list, in accordance with the oversubscription criteria, so that an offer can be made.

### **Part-time attendance:**

Applicants may request that their child attend part-time.

### **Children Educated Outside their Chronological Age Group (except Reception applications for summer born children):**

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind. Application should be made to the Chair of Governors at the time of application, and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

### **Nursery Children:**

Attendance at the nursery **does not** guarantee a place in Reception. Parents of children attending St Thomas of Canterbury Nursery **must make a fresh application for reception**. If an applicant is found to have supplied false or deliberately misleading information or to have withheld any relevant information, the Governing Body reserves the right to withdraw any offer of a place, prior to the child starting at the school.

### **Waiting List:**

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list (our Continued Interest List). This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on **22<sup>nd</sup> July 2027**.



### Appeals:

Parents have the right to appeal to the Governors of the school. This should be done by email to the School Office ([admin@stcanterbury.herts.sch.uk](mailto:admin@stcanterbury.herts.sch.uk)) marked for the attention of the Chair of Governors.

### 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 governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### Timescales for 2027/2028:

Key Dates	Date
Closing date for applications to be submitted to the school.	13 <sup>th</sup> December 2026 (receipt of the application will be acknowledged by 20 <sup>th</sup> December 2026)
Allocation information dispatched to parents	01 March 2027
Date by which parents/ carers accept or reject place offered	15 March 2027

### 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 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 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 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 CYTUN 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.

### **St Francis of Assisi Trust Primary Schools:**

[www.stcanterbury.herts.sch.uk](http://www.stcanterbury.herts.sch.uk)  
[www.stjosephs207.herts.sch.uk](http://www.stjosephs207.herts.sch.uk)  
[www.stjosephsherts.co.uk](http://www.stjosephsherts.co.uk)  
[www.stjosephs255.herts.sch.uk](http://www.stjosephs255.herts.sch.uk)  
[www.sacredheart312.herts.sch.uk](http://www.sacredheart312.herts.sch.uk)  
[www.staugustines.herts.sch.uk](http://www.staugustines.herts.sch.uk)  
[www.stcross.herts.sch.uk](http://www.stcross.herts.sch.uk)



ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL  
SUPPLEMENTARY INFORMATION FORM FOR NURSERY APPLICATIONS  
2027/2028

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 the Admissions Officer, St Thomas of Canterbury Catholic Primary School, High Street, Puckeridge, Herts SG11 1RZ by the closing date 13<sup>th</sup> December 2026. Receipt of the Supplementary Information Form will be acknowledged by the School Office by 20<sup>th</sup> December 2026.
- 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, your child may not be placed in the appropriate faith category and this could affect your child's chance of being offered a place.
- Remember – you must also complete the Early Years Application Form

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

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

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.



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 whose membership is evidenced by a minister of religion	<input type="checkbox"/>	
6. Member of other faith whose membership is evidenced by a religious leader	<input type="checkbox"/>	
7. Any other children	<input type="checkbox"/>	

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 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 Dr Dominic Tissi, St Francis of Assisi Trust DPO: [d.tissi@stfrancistrust.net](mailto:d.tissi@stfrancistrust.net) and you can contact them with questions relating to our handling of the data.
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.

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).
- Early Years Application Form



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

**St Thomas of Canterbury Catholic Primary 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 the Head Teacher: 01920 821450