

Archdiocese of Westminster

St Thomas of Canterbury Catholic Primary School



Reception Admissions Policy

September 2022 to July 2023

Admissions Policy for 2022/23

Reception

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

St Thomas of Canterbury Catholic Primary School is a Voluntary Aided School in the Trusteeship of the Diocese of Westminster. The school provides a distinctive Catholic education. The Governing Body is responsible for admissions and is guided in that responsibility by the requirements of law, by advice from the Diocesan Trustees and its duty to the Catholic community and the common good.

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.

In the last three years governors have been able to admit in all the categories of the oversubscription criteria.

The Published Admission Number (PAN) for 2022/23 is 15. It is this number because we are a half form entry per year. The Governing Body has sole responsibility for admissions to this school and intends to admit 15 children in the school year which begins in September 2022. Applications are welcome from families whose child reaches his/her 5th birthday between 1st September 2022 and 31st August 2023.

Oversubscription Criteria

Within each category priority will be given to children with a sibling attending the school at the time of admission. This rule will be applied prior to distance criteria.

Where there are more applications 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 have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately after having been looked after including those who appear (to the admission authority) to have been in state care outside of England.

2. Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately after having been looked after including those who appear (to the admission authority) to have been in state care outside of England.
3. Baptised Catholic children
4. Children of families who are members of other Christian faith backgrounds.
5. Children of families who are members of other faith backgrounds.
6. Any other children.

For criteria 4 and 5 either a certificate of baptism or a letter from the minister/faith leader confirming membership of the faith community will be required.

Exceptional Need

Governors will give priority within a category to an application where there is proof of a particular medical or social reason which can only be met at this school. To demonstrate an exceptional social or medical need of the child which can only be met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or a priest.

Multiple Applications

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Tie Break

If there are more applications received that fulfil the criteria in any of the categories than there are places available, the school will offer places up to the admission number to those living nearest the school. Hertfordshire County Council's 'straight line' distance measurement is used for all home to school distance measurements for admission allocation purposes. 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. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

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 the 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 and children may also be admitted before children on the Continuing Interest List if necessary. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

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

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 – January 2015. 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.

Change of Details

If any of the details on your forms change 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 and Definitions of Terms

Catholic: 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 the full communion of the Catholic Church. This also includes a looked-after child in the process of adoption with a Catholic family, who would have been baptised were it not for his/her status as a looked-after child.

Children Looked After:

A “child looked after” is a child who is:

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under Rule 1 and Rule 2.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1 and Rule 2.

Children who were not “looked after” **immediately** before being adopted or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under Rule 1 and Rule 2.

Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 and Rule 2 if the child's previously looked after status and adoption is confirmed by Hertfordshire's "Virtual School".

The child's previously looked status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and
- ii. to have ceased to be in that state care as a result of being adopted.

A child is in "state care" if he or she is in the care of, or accommodated by –

- (a) a public authority,
- (b) a religious organisation, or
- (c) any other organisation the sole or main purpose of which is to benefit society.

Child Arrangements Order.

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

Special Guardianship Order.

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

Parent: means the adult or adults with legal responsibility for the child.

Sibling: A sibling must be on the roll of the school at the time the younger child starts. A 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 after and in every case living permanently in a placement within the home as part of the family household from Monday to Friday at the time of this application.

Where a place is obtained and the child admitted to the school and it is subsequently identified that this place was gained fraudulently, there will be no sibling connection available to subsequent children from that family.

Children of other Christian denominations: for the purposes of this policy, 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 witness to in the Scriptures and is committed to working in the Spirit of the above.

All members of Churches Together in England and Cytun (Wales) are deemed to be included in the above definition, as are all other Churches and ecclesial communities that are in the membership of any local Churches Together Group (by whatever title) on the above basis.

Children of other faiths means children who are members of a religious community that does not fall within the definition of "Other Christian denominations" 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 a belief in more than one God
- 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.

Baptised: By this we mean baptised into the Catholic Church. 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.

Resident: A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Home to school distance measurement

Hertfordshire County Council's 'straight line' distance measurement is used for all home to school distance measurements for admission allocation purposes. 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.

APPLICATION PROCEDURE 2022 - 2023

In order to make an application, you **must** complete an **Online Application Form (OAF)** or paper application using the **Common Application Form (CAF)** from your local authority (LA). Please refer to the Hertfordshire published information and Application Form which can be accessed at www.hertfordshire.gov.uk/admissions for either online or paper application and return it to them. You **should** also complete the school's **Supplementary Information Form (SIF)** available on our website. 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 at the address above** together with all other relevant paperwork required for your application.

The Hertfordshire Primary Application form (**OAF or CAF**) and **SIF** must be completed and submitted by **15th January 2022** and if a SIF is not received by the school by the closing date the Governors will apply the school's admission arrangements using only the information supplied on the OAF or CAF, which may result in the application being considered under a much lower criteria, and you may be less likely to be successful in being allocated a place.

Offers

The local authority will email you the school you've been allocated, if you applied online and confirmed your email address. The online allocation system will be updated with allocations and be available only after allocation emails have been sent. Notification emails will be posted first class only to parents or carers who applied on paper. 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. *See timetable available from the LA or school website.*

Please contact us if you need help in applying for admission to our school:- telephone : 01920 821450

e-mail : head@stcanterbury.herts.sch.uk

In-Year Admissions

Applications for In-Year admissions are made directly to the Local Authority (LA) and the School's Supplementary Information Form (SIF) should be provided directly to the school. Parents can fill in the form online at 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 the County Council (address on the form). If a place is available and there is no waiting list the LA 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 your application is unsuccessful the county council will write to you with registration details to enable you to login and appeal online at 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 (waiting) list will be maintained by the governing body. 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. The county council on behalf of the school's governing body, 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 Governing Body will re-rank the list, in accordance with the oversubscription criteria, so that an offer can be made. The LA will inform parents whether or not a place is to be offered.

Reception Year Deferred Entry

Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferment is requested. The place will then be held until the first day of the spring or summer term as applicable. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore, applicants whose children have birthdays in the summer term may only defer until the 1st April 2023.

Part-time attendance

Applicants may request that their child attend part-time until compulsory school age is reached.

Summer Born Children

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

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 or a year ahead. 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.

Waiting List

In addition to their right of appeal, 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 31st August 2023, unless applicants request to remain on the list.

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 and click on the link "log into the appeals system".

Proposed Timescales for 2022/2023

Key Dates	Date
Closing date for online applications to be submitted to the LA	15 January 2022
Statutory deadline for receipt of paper applications	15 January 2022
Allocation information dispatched to parents	19 April 2022

Date by which parents/ carers may accept or reject place offered	03 May 2022
Date by which parents / carers return appeal forms	May 2022 (exact date tbc)

Diocese of Westminster

Catholic Primary Schools

Supplementary Information Form 2022 – 2023

St Thomas of Canterbury CATHOLIC Primary SCHOOL

SUPPLEMENTARY INFORMATION FORM

2022/2023

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 15th January 2022
- 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 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 Details¹

Parent/Carer Name: _____

¹ This does not require completion where an application is being made by a pupil on their own behalf for entry to year 12.

[Please read the relevant school/academy 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)²

Criteria	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Catholic with a Baptismal Certificate ³	<input type="checkbox"/>	
2. [Other] Catholic ⁴	<input type="checkbox"/>	
3. Catechumen	<input type="checkbox"/>	
4. 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:

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

² Schools will need to delete options to tailor the form to match their oversubscription criteria thereby avoiding asking for information which is unnecessary to apply the criteria.

³ See notes 1 and 2.

⁴ See note 1.

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 Mr Vincent King 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
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. 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 governing body 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).⁵

Have you completed and returned your local authority's Common Application Form?]

ADMISSIONS PRIVACY NOTICE FOR St Thomas of Canterbury School

(to be attached to SIF)

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:

⁵ Delete where schools are not using criteria giving priority to members of another Christian denomination or other faith.

- 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