

## **ST PAUL'S CATHOLIC PRIMARY SCHOOL, CHESHUNT GOVERNORS' ADMISSION POLICY 2016-17**

Applications are invited for September 2016 from families whose child attains 4 years of age between 01/09/2015 and 31/08/2016.

St Paul's is a Catholic voluntary aided primary school maintained by Hertfordshire local authority. It was founded by and is part of the Catholic Church. The school is to be conducted as a Catholic school in accordance with canon law and teachings of the Catholic Church and in accordance with the trust deed of the Diocese of Westminster.

As a Catholic school we aim to provide Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeates every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The responsibility for the admission of pupils rests solely with the governing body of the school, who will give priority to children from Catholic families.

The school's Published Admission Number (PAN) is 30. Over the last five years the intake has been primarily Catholic siblings and Catholics from St Paul's, St Martin de Porres and St Joseph's Parishes. However there is no recognisable pattern and, for example, the numbers of siblings has varied each year.

### **Application Procedures**

Applications must be submitted to Hertfordshire County Council on their Common Application Form (either online or on paper) by 15<sup>th</sup> January 2016. If you do not reside in Hertfordshire, you must apply for a primary place on your home LA's application form. Parents/carers are also requested to complete a Supplementary Information Form and submit it to the school, with a copy of your child's Baptismal Certificate, by the same date. This enables the governors to know which criteria your application comes under. The Supplementary Information Form is available from the school office – 01992 635060, email [admin@stpauls373.herts.sch.uk](mailto:admin@stpauls373.herts.sch.uk) or the school website at [www.stpauls373.herts.sch.uk](http://www.stpauls373.herts.sch.uk)

Your application may be compromised if these forms are not received by the published closing date of 15<sup>th</sup> January 2016. You will be advised of the outcome of your application by the LA on behalf of the Governors on 16<sup>th</sup> April 2016. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria listed below, and you have the right of appeal to an independent panel.

### **Age of Admission and Deferral of Places**

Hertfordshire County Council's policy is that children born on and between 1 September 2011 and 31 August 2012 would normally commence primary school in Reception in the academic year beginning in September 2016.

All Hertfordshire infant, first and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. If a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in that school year (the first day of term following the child's fifth birthday). In these situations, application is made in the usual way and then deferment is requested. Schools will "hold" a child's school place until that child starts full-time within the academic year.

Legally, a child does not have to start school until the start of the term following their fifth birthday. However, once a school place has been allocated parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Parents can also request that their child attends part-time until the child reaches compulsory school age. Any parents interested in taking up a part-time place or deferring entry should contact the school to discuss the matter further. When considering requests the school will take into account the individual circumstances of the child

Where a parent of a 'summer-born' child (15 April – 31 August) wishes their child to defer the start school in the autumn term following their fifth birthday, they will normally need to make an In Year application for a Year 1 place (see "Children Out of Year Group") below.

### **Children Out of Year Group**

Hertfordshire County Council's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children.

If parents/carers believe their child(ren) should be educated in a different year group they must, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort.

### **The Admission of Summer Born Children**

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the Autumn term in the year of application ie Sept – Dec 2015 for children born between 1/09/2011 – 31/08/2012. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

### **Medical/Social Need**

The Governing Body will give top priority to an application within a category where compelling evidence is provided at the time of application of a social or medical need of a child which can only be met at this school. Applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted. All applications are considered individually but a successful application should include the following;

- Specific recent professional evidence that justifies why only one school can meet a child's individual needs and/or
- Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs
- If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.

Applications can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist, or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

### **Special Education Needs/Education Health and Care Plan**

The admission of pupils with a Statement of Special Educational Needs/Education Health and Care Plans is dealt with by a completely separate procedure which is set out in the Special Educational Needs Code of Practice. Section 324 of the Education Act 1996 requires the governing body to admit a child with a statement of special educational needs/education health and care plan that names the school.

**Admission to the Nursery does not guarantee a child a place in Reception. Parents must apply again for a Reception place.**

### **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. Baptised Catholic looked after children and Catholic children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
2. Baptised Catholic children residing in the Parish of St Paul's, Cheshunt or St Martin de Porres, Cuffley who have a brother or sister attending the school at the time of admission.
3. Baptised Catholic children who are **not** resident in the Parishes of St Paul's, Cheshunt or St Martin de Porres, Cuffley and who have a brother or sister attending the school at the time of admission.
4. Baptised Catholic children residing in the Parish of St Paul's, Cheshunt or St Martin de Porres, Cuffley.
5. Baptised Catholic children who are **not** resident in the Parishes of St Paul's, Cheshunt or St Martin de Porres, Cuffley.

*Parents seeking admission for their children under criteria 1, 2, 3, 4 and 5 must submit the certificate of Baptism of their child as evidence of their catholicity.*

*In the event of over-subscription under criteria 2-5, priority will be given to children of **practising** Catholic families within each criteria. The Diocesan Priest's Reference Form is required for those wishing to be considered as practising Catholics and is available from the school office.*

6. Other looked after children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.
7. Non-Catholic children who have a brother or sister attending the school at the time of admission.
8. Any child, attending St Paul's Nursery that is eligible for Early Years Pupil or Service Premium Funding.
9. Christian children whose parents wish them to have a Catholic education.
10. Children of other faiths whose parents wish them to have a Catholic education.
11. Any child eligible for the Pupil Premium or Service Premium funding
12. Any other children

***Where further priority is needed within any criteria, places will be offered to those children living nearest to the school. The home to school distance will be measured from the address point of the child's home to the single address point of the school in a straight line.***

Address point data has previously been supplied by NLPG (National Land and Property Gazetteer) but moved to Address base when NLPG data was no longer available from October 2014.

## **In-Year Admissions**

Applications for In-Year admissions should be made to Hertfordshire County Council who maintain a database of places available across the County. Such applications can be made by filling in a form online at [www.hertsdirect.org/inyear](http://www.hertsdirect.org/inyear) or by hard copy which can be accessed from the Customer Service centre on 0300 123 4043. If there is a vacancy in the year group needed County will liaise with the Governors to ensure that the place is still available. In the case of two requests for the same place the school's normal criteria will apply. In which case, a Supplementary Information Form would need to be filled in. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list so that the Local Education Authority can inform the parent that a place is now available.

## **Fair Access Protocols**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body for the current year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

## **Notes**

'Catholic' means a full member of a Church in 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.

'Practising Catholic' means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese.

'Christian' is defined as a member of a church which belongs to 'Churches Together in Britain and Ireland.'

'Parent' is defined as the person or persons who have legal responsibility for the child.

For the purposes of this policy, a sibling is a brother or sister, half-brother or half-sister, foster-brother or foster –sister, step brother or step sister, adopted brothers and sisters who lives in the same property from Monday to Friday. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts. 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.

Home address: The address provided must be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications. 'Permanent' means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months. The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence. If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested. If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

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

Looked after child/child in care is a child in care of a local authority or provided with accommodation by the authority in the exercise of their social services functions (section 22(1) of The Children Act 1989).

'Adopted' is any child who has been formally adopted and whose parent/guardian can give proof of adoption. The Adoption and Children Act was not enacted until December 2005, therefore children adopted before December 2005 are not eligible. Children in the process of being adopted are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

'Residence/Child arrangement Order'. This is an order under the terms of the Children Act 1989 s.8 which defines it as an order setting the arrangements to be made as to the person with whom the child is to live.

'Special Guardianship Order'. A special guardianship order is an order under the terms of the Children Act 1989 s. 14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

## **APPEALS PROCEDURE**

All applications will be considered in the light of the Governors' Admission Policy and some parents may be unsuccessful in their application. Hertfordshire parents wishing to appeal who applied online, should log onto their online application and click on the link 'register an appeal'. Those who did not apply online should contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.

Parents who are unsuccessful in their application to the school may put their child's name on a 'continuing interest list'. This 'waiting' list will be drawn up according to the criteria for admission.

If a place becomes available it will be offered according to the circumstances of the children on the waiting list at the time of the place becoming available.

Parents need to apply annually to keep their child's name on the continuing interest list.

## **Applications from children from overseas**

All children of compulsory school age (5 to 16 years) in the UK have a right of access to education. However, where a child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals, normally have unrestricted entry to the UK.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the Primary and Secondary transfer processes applications will not normally be accepted from overseas addresses. Hertfordshire County Council will not allocate a school place to a child that is not resident in the UK.

The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants. In these cases HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address, for consideration of the application against oversubscription criteria.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will **not** be accepted for the purposes of admission until the child is resident at that address.

Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are resident in the UK. Proof of residency such as an endorsed passport or entry visa will be required with the application.

### **Fraudulent applications:**

Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses. Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant
- When the applicant does not have parental responsibility
- When a family move shortly after the closing date of applications when one or more of the following applies:
  - The family has moved to a property from which their application was less likely to be successful
  - The family has returned to an existing property
  - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period
  - Council tax information shows a different residence at the time of application
- When a child starts at the allocated school and their address is different from the address used at the time of application

The admissions policy and criteria will be subject to annual review.