

ST. MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL

Monkswood Lane (Off Monkswood Way) Stevenage Herts SG2 8QJ

www.clitherow.herts.sch.uk
admin@clitherow.herts.sch.uk



ADMISSION POLICY FOR THE NURSERY 2017-2018

Open date: Monday, 6th February 2017

Closing date: Friday, 17th March 2017

The school provides an outstanding experience of Catholic worship, prayer and liturgy.
Pupil achievement in Religious Education is outstanding.
There is a real sense of unity and purpose.



Section 48 Diocesan Inspection May 2014

“Pupils make rapid progress because they are very keen to learn, and because the teaching is highly effective ... Behaviour is excellent. Pupils get along very well and enjoy school, accepting one another’s different views...”



Ofsted March 2013

At St Margaret Clitherow school we are committed to Safeguarding Children

Jesus lives in us, our families, our school, our Church, our world. Jesus is our guide, let us follow Him

St Margaret Clitherow Roman Catholic Primary school was founded by the Catholic Church to provide Catholic education for children of Catholic families. At our nursery, Catholic doctrine and practice permeate every aspect of the nursery's activity. It is essential that the Catholic character of the nursery's education is fully supported by all families in the nursery. All Applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the nursery. This does not affect the right of parents who are not of the faith of this nursery to apply for and be considered for a place here.

The Governing Body has responsibility for admissions to this nursery and intends to admit up to the nursery's Published Admission Number (P.A.N.) of 26 pupils into the nursery class in the school year, which begins September 2017. We will accept applications relating to children whose dates of birth fall between 1st September 2013 and 31st August 2014. **Each 15 hour allocation will be in the form of a morning session, Monday to Friday. Morning sessions will be 9am to 12 noon.**

Your child's attendance at our nursery does not guarantee admission to the school for primary education. Separate applications **must** be made to your home Local Authority and the school for admission to the main school.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked in accordance with the oversubscription criteria below.

Oversubscription 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 were looked after, but ceased to be so because they were adopted (or became subject to a Child Arrangement Order or a Special Guardianship Order).
2. Baptised children with a Certificate of Catholic Practice who have a sibling at the school (in Years R to 5) at the time of **application**.
3. Baptised children with a Certificate of Catholic Practice who are resident in the parish of St. Hilda's Catholic Church, Stevenage. The parish boundaries are attached as Appendix 1.
4. Other baptised children with a Certificate of Catholic Practice who are resident in parishes other than St Hilda's Parish.
5. Other baptised Catholic children.
6. Other 'looked after' children and children who were looked after, but ceased to be so because they were adopted (or became subject to a Child Arrangement Order or a Special Guardianship Order).
7. Children of Catechumens and members of an Eastern Christian Church where this is verified in writing by their Priest or Minister.
8. Christians of other denominations where membership of the faith community is verified in writing by their Minister of Religion.
9. Children of other faiths where membership of the faith community is verified in writing by their Religious Leader.
10. Other children, including those whose Supplementary Information Form (S.I.F.) has not been returned to the school.

Applications in previous years

For the past three years the Governing Body has been unable to offer places to any applicants beyond oversubscription criterion 8.

Applications in any of the criteria listed above will be further prioritised according to the following:

- (a) The attendance of a sibling at the school (in years R to 5) at the time of application.
- (b) The distance from the candidate's residence to the school as determined by Hertfordshire County Council's '*straight line*' distance measurement system which is used for all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places.
- (c) Where two candidates tie for the final place, the offer of a place will be determined by lottery, which will be carried out by the Governors in the presence of an independent witness. When the last offer is made to a child of a multiple birth i.e. twin, triplet etc., the remaining child(ren) will also be offered a place, even though it will mean exceeding the published admission number.

Application Procedures and Timetable

Open date: Monday, 6th February 2017

Closing date: Friday, 17th March 2017

To apply for a place at this nursery the applicant:

1. **must** complete the Local Authority's Common Application Form (CAF) available online from the applicant's home Local Authority – e.g., Hertfordshire – www.hertsdirect.org/admissions or call Children Schools and Families 0300 123 4043 and request a paper copy).
2. **should** complete the nursery's Supplementary Information Form and return it with the requested documentation, being copy baptism certificate and Certificate of Catholic Practice to:

The Admissions Secretary, St Margaret Clitherow Roman Catholic Primary school,
Monkwood Lane, Stevenage, Herts SG2 8QJ.

Additional copies of the SIF are available from www.hertsdirect.org/admissions, the school's office and the school's website (www.clitherow.herts.sch.uk).

If your application or supporting documentation is received after the closing date, it will be dealt with after the initial allocation process has been completed. **Furthermore, applicants applying under criteria 2-4 must also submit a Certificate of Catholic Practice (CCP) by the closing date.** This certificate is available from your Parish Priest or the Diocesan Website. Parents should fill in the top part of the form with their details and then take the form to their parish Priest (or the Priest where they normally worship) for signature. **It is the parent's duty to ensure that the CCP is submitted to the school in good time.** The Priest will only give you the certificate if he knows you. **You will need to get a separate certificate signed for each Catholic school that requires one.**

The information provided on the SIF and the CCP enables the Governing Body to fully assess your application in the event of over-subscription. If a SIF, copy baptism certificate and CPP are not submitted as requested, the Governing Body will apply their admission arrangements using the information supplied on your home CAF only, which may result in your application being given a lower priority.

The information provided on the SIF and the Certificate of Catholic Practice enables the Governing Body to fully assess your application in the event of over-subscription. If a SIF, CPP and any other requested documentation are not submitted as requested, the Governing Body will apply their admission arrangements using the information supplied on your home CAF only, which may result in your application being given a lower priority.

Late Applications

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the nursery is oversubscribed it is very unlikely that late applicants will obtain a place.

Offers will be received via the same system from which parents applied online from **25th April 2017**.

NOTES

Change of Details

If any of the details on any of your forms changes 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 deeming the application to be fraudulent, even if the child has already started the nursery.

Fair Access

The nursery 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 school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number. Children submitted under this protocol will be prioritised above those on the Continued Interest List.

Fraudulent Applications

The nursery, in liaison with 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 nursery places will be withdrawn when false information is deliberately provided. Action will be taken 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 nursery and their address is different from the address used at the time of application.

In-Year Admissions

In-year applications are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list then applications will be ranked by the Governing Body in accordance with the over subscription criteria with the following modifications: Catholic children without an offer of a nursery place elsewhere (as confirmed by County) are given priority immediately after Catholic 'looked after children; similarly, other children without an offer of a nursery place are given priority immediately after other 'catholic looked-after'. 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 to appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria as above and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will confirm who is at the top of the list so that an offer can be made. The Local Authority will be informed of the offer as soon as it has been accepted.

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

The admission of children 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 Education Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your Local Authority SEN officer. Children with this nursery named in the EHC Plan will be admitted.

Waiting List

Unsuccessful candidates will be offered the opportunity to be placed on a waiting 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. A letter will be sent to the applicant in the Summer Term requesting confirmation that the candidate wishes to stay on the waiting list. If confirmation is not received in writing, the candidate's name will be removed at the end of the academic year. When a place becomes available the Governing Body will confirm who is at the top of the list so an offer can be made. The Applicant must accept the place and start at the nursery within two school weeks of the offer being made. Failure to do so may result in the offer being retracted. The waiting list will remain open until the end of the academic year.

Definitions

'Adopted' - An adopted child is any child who has been formally adopted, having previously been in care and whose parent/guardian can give proof of this.

'Applicant' refers to the parent/guardian with legal responsibility applying for a place

'Candidate' refers to the child for whom an application is made

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

'Catechumen' means a child who is a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.

'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 with the Catholic Church.

'Certificate of Catholic Practice' means a certificate given by the family's parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops' Conference of England and Wales.

'Child Arrangements Order'. A Child Arrangements Order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

'Christian' for the purpose of this policy, means a member of one of the Churches affiliated to 'Churches Together in Britain and Ireland'

‘Distances’ Straight-line distance measurements provided by Hertfordshire County Council and are taken from the AddressBase Premium address point of the candidate’s residence to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

‘Looked After Children (same as Children Looked After)’ has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a Local Authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

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

‘Parish Boundaries’ For the purposes of this Policy, parish boundaries are shown on the attached map and are available on the school’s website.

‘Sibling’ A sibling is defined as: 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.

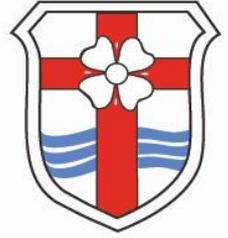
A sibling must be on the roll of the named school at the time the younger child starts. If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

*Children previously looked after are those children adopted or with a Special Guardianship Order or Child Arrangements Order. This definition was amended following a determination by the OSA in August 2014.

**A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved, or a looked after child in a respite placement or very short term or bridging foster placement.

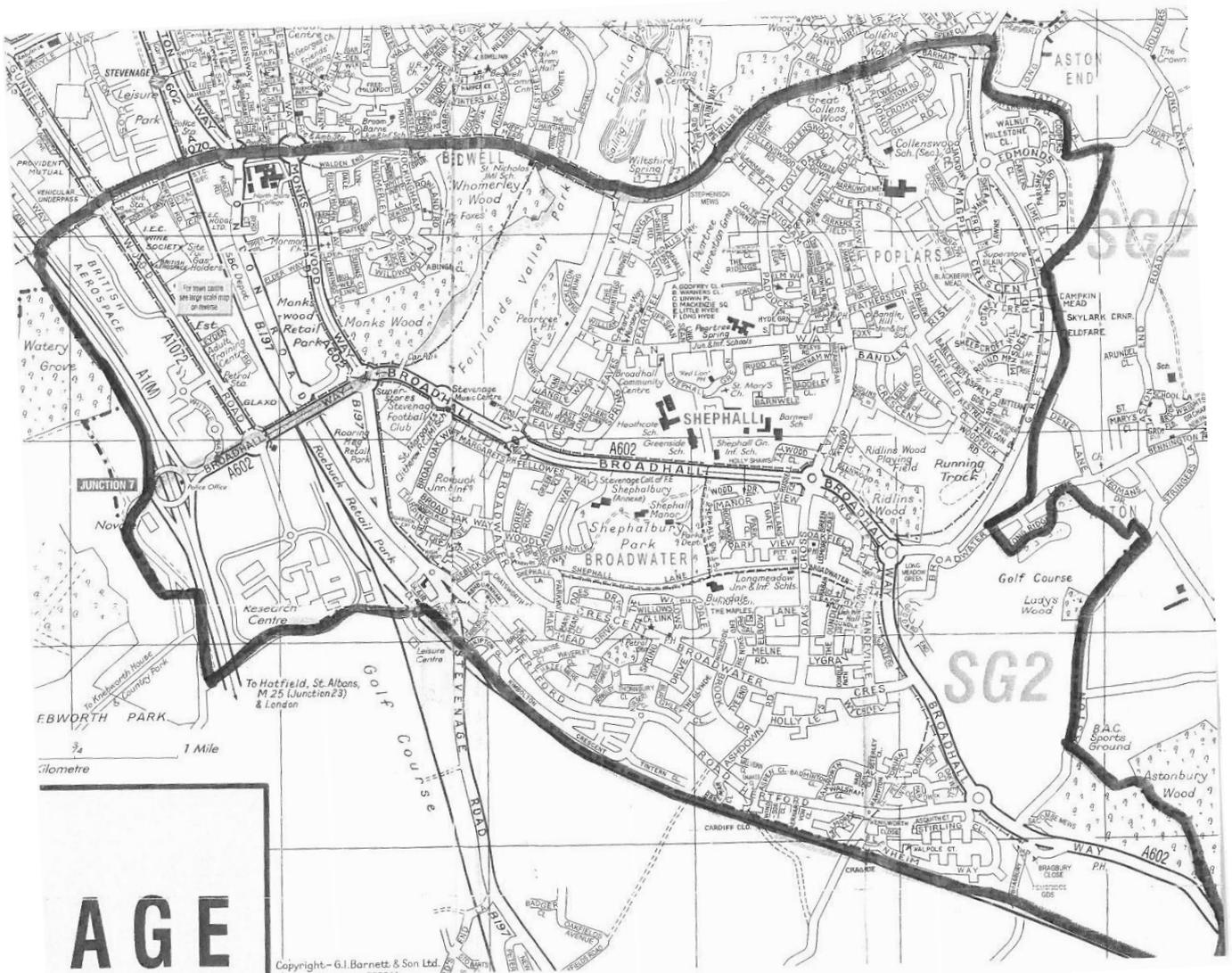
‘Special Guardianship Order’ A Special Guardianship Order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). This applies to children who were looked-after up until this order was made. Children looked after immediately before the order is made qualify in this category.

ST. MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL



APPENDIX 1

St Hildas' Parish Boundary, 9 Breakspear, Stevenage, Herts SG2 9SQ



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