

ST. MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL

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



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ADMISSION POLICY FOR THE SCHOOL 2016-2017

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 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 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. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The Governing Body has responsibility for admissions to this School and intends to admit up to the School's Published Admission Number (P.A.N.) of 30 pupils into the Reception class in the School year, which begins September 2016. Applications are invited for September 2016 intake from families whose child attains 4 years of age between 01/09/2015 and 31/08/2016.

Whenever there are more applications than places available, priority will always be given 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 have been adopted or made subject to Child Arrangements Orders or Special Guardianship Orders.
2. Baptised Catholic children from practising Catholic families who have a sibling at the School (in Years R to 6) at the time of **admission**.
3. Baptised Catholic children from practising Catholic families who are resident in the parish of St. Hilda's Catholic Church, Stevenage.
4. Other Baptised Catholic children from practising Catholic families who are resident in Parishes other than St Hilda's Parish.
5. Other Baptised Catholic children.
6. Other looked after children and children who have been adopted or made subject to Child Arrangements Orders or Special Guardianship Orders.
7. 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 this is verified in writing by their Minister of Religion.
9. Children of other faiths where this 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.

For the past three years no Applicant has been admitted beyond Criterion 4.

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 6) at the time of **admission**.
- (b) The distance from the candidate's residence to the School as determined by the home-school measurement system used by Hertfordshire County Council (as outlined in the County's admission arrangements and application literature).
- (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.

Note: Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may only be admitted if they are an 'excepted pupil' as defined in the Code of Practice.

Application Procedures and Timetable

To apply for a place at this School, the Applicant must complete and return two separate forms by Friday, 15th January 2016.

1. The Applicant **must** complete the Local Authority's Common Application Form 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. The Applicant **should** also complete the School's Supplementary Information Form (S.I.F.) attached to this policy and return it with requested documentation to The Admissions Secretary, St Margaret Clitherow Roman Catholic Primary School, Monkswood Lane (off Monkswood Way), Stevenage, Herts SG2 8QJ. The information provided on the S.I.F. and the Certificate of Catholic Practice enables the Governing Body to fully assess your application in the event of over-subscription. These forms are available from the School (either in person, or we can send them to you) and the School's website (www.clitherow.herts.sch.uk). The S.I.F. is also available from www.hertsdirect.org/admissions.

If a S.I.F. and other requested documentation are not submitted as requested, the Governing Body will apply their admission arrangements using the information supplied on your home Local Authority Common Application Form only, which may result in your application being given a lower priority.

Your application may be compromised if both of these forms and requested documentation are not received Friday, 15th January 2016. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

Applicants applying under criteria 2-4 must submit the Certificate of Catholic Practice by the closing date. This form is available from the school or from the Diocesan Website at www.rcdow.org.uk/schools/governors/admissions.

The Local Authority will write to you on behalf of the Governing Body with the outcome of your application on or about Monday, 18th April 2016. This information will also be available on line. Parents/carers should accept the place as soon as possible.

NOTES

Change of Details

If any of the details on either 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, even if the child has already started the School.

Reception Year Deferred Entry

Applicants may defer entry to school up until statutory school age (i.e. the first day of the term following the child's fifth birthday) by applying in the usual way and then requesting deferment once the offer of a place has been received. The place will then be held until the first day of the subsequent Spring or Summer Term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. **Entry may not be deferred beyond statutory school age or beyond the year of application.** Applicants whose children have birthdays in the Summer Term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are very unlikely to obtain a place.

Out of Year Group Requests (except Reception applications for 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 (i.e., September-December 2015 for children born between 01.09.11-31.08.12). 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.

Summer Born Children

If your child was born between **1st April and 31st August 2012** and you do not believe that they will be ready to start Reception in the 2016/2017 academic year, you may instead make an application in **November 2016** for your child to start Reception in **September 2017**. **Parents must notify their nursery establishment before the last day of Spring Term 2015 if they wish their summer born child to remain in Nursery for 2016/2017.**

Pupils with a Statement of Special Educational Needs / Education, Health and Care Plan (EHC)

The admission of children with a Statement of Special Educational Needs or Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has a Statement of SEN or EHC plan you must contact your Local Authority SEN officer. In accordance to Section 324 of the Education Act 1996, Governors must admit a child with a Statement or EHC Plan where St Margaret Clitherow Roman Catholic Primary School, Stevenage is named.

Fair Access

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 school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Right of Appeal

At transfer time parents wishing to appeal who applied online should log into their online application and click on the link 'register an appeal'. For those who did not apply online, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack. For In-Year applications, parents wishing to appeal should contact the school directly in the first instance.

Waiting List

In addition to their right of appeal, 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 school 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.

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 school place elsewhere (as confirmed by County) are given priority immediately after Catholic 'looked after children; similarly, other children without an offer of a school 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.

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' will be deemed as where the child resides for 50% of the week or more as stated on the School's Supplementary Information Form or your Local Authority's Application Form.

'Catechumen' means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

'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.

'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 will be provided by Hertfordshire County Council.

'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.

'Practising Catholic' means a Catholic child from a practising Catholic family where weekly practice is verified by a Certificate of Catholic Practice from a Catholic priest in the standard format laid down by the Diocese. 'Family' includes the Catholic or Catholics who have legal responsibility for the child.

'Sibling' will include brothers and sisters, step brothers and sisters, half brothers and sisters or adopted brothers and sisters. A sibling relationship does not apply when the older child(ren) leaves before the younger one is admitted.

'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.