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 SCHOOL 2027-2028

Applications open: 2nd November 2026
Applications close: 15th January 2027

Pupils in St Margaret Clitherow Catholic Primary School are happy, confident and very proud of their school. They clearly understand their mission statement, 'Jesus lives in us, our families, our school, our church, our world. Jesus is our guide, let us follow Him.' They can quote scripture to give examples of how they do their best to follow Jesus every day. Pupils explain that if they ever feel worried about something they are confident that adults will help them in a discreet and caring way. They are fully aware of their responsibilities towards the more vulnerable members of society and can reference Catholic social teaching when discussing their work with the local foodbank.

Catholic Schools Inspectorate October 2024

Pupils enjoy school. They respond well to the high expectations of staff. Pupils strive to do their best and achieve well. Pupils are extremely kind and caring. They frequently give up their free time to help each other. Lessons are free from disruption and lunchtimes are a buzz of happy and harmonious play.

Ofsted May 2024

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

Introduction

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 is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round . The admission authority has set the school's Published Admissions Number ("PAN") at 30 pupils to be admitted to the reception year in the school year which begins in September, 2027.
We will accept applications relating to children whose date of birth fall between 1st September 2022 and 31st August 2023. If your child has been attending our Nursery, this 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.

Exceptional circumstances are not considered as part of the school's admission criteria.

If the school has fewer applications than places available, all applicants will be offered a place. 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 previously looked after, but ceased to be so because they were adopted (or became subject to a Child Arrangement Order or a Special Guardianship Order including those Catholic 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).

2. Baptised Catholic 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 Catholic 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 Catholic 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 previously looked after, but ceased to be so because they were adopted (or became subject to a Child Arrangement Order or a Special Guardianship Order including 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).

7. Catechumens and members of an Eastern Christian Church where this is verified either by a certificate of baptism or in writing by their Priest or Minister.

8. Children of other Christian denominations where membership of the faith community is verified either by a certificate of baptism or 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.

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, is used for all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places.

(c) 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 into a hat and the required number of names will be drawn out.

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.

Applications in previous years

For the past three years the admission authority has been unable to offer places to any applicants beyond oversubscription criterion 4. Whilst the school welcomes applications from all categories, it is usually oversubscribed by Catholic candidates.

Timetable and Application Procedures

Open date: 2nd November 2026
Closing date: 15th January 2027

To apply for a place at this school 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.hertfordshire.gov.uk/admissions or call Children Schools and Families 0300 123 4043 and request a paper copy).

2. should complete the school's Supplementary Information Form (if applying under criteria 1-5 and 7-9) and return it with the requested documentation, being copy baptism certificate and Certificate of Catholic Practice, or evidence for oversubscription criteria 7,8 and 9 where relevant to:

   The Admissions Secretary, St Margaret Clitherow Roman Catholic Primary School,
   Monkswood Lane (off Monkswood Way), Stevenage, Herts SG2 8QJ.

Additional copies of the SIF are available from www.hertfordshire.gov.uk/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 Priest at the parish where the family normally worships or from the Diocesan Website. 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.

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 5 or 7 to 9, and this may affect your child's chance of being offered a place.

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

You will be advised of the outcome of your application on 16th April 2027 or the next working day, by the local authority on our behalf. This information will also be available online. Parents/carers should accept the place as soon as possible.

NOTES

Multiple Births
If a child of a multiple birth family is the last one to be admitted before the school is full, then the other children of the multiple birth will be admitted where possible.

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 admission authority reserves the right to withdraw the place, deeming the application to be fraudulent, even if the child has already started the school.

Admission of Children Below Compulsory School Age and Deferred Entry
A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children Outside their Normal Age Group
A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.
Any such request should be made in writing to School Admissions Secretary, St. Margaret Clitherow RC Primary School, Monkswood Lane, Stevenage, SG2 8QJ at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate. Please read the information on the link provided when making a decision as the decision could have implications when your child moves to the next phase of their educational journey. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921255/Guidance_for_parents_September_2020.pdf

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 admission

authority 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 admission authority for the current school year. The admission authority 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 (also known as waiting list).

Fraudulent Applications
The school, 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 school places will be withdrawn when false information is deliberately provided. The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

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 admission authority in accordance with the over subscription criteria. 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 admission authority 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 admission authority 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. We aim to notify parents of the outcome of an in-year application within 10 school days.

Pupils with an Education, Health and Care Plan (EHCP)
The admission of children with an Education Health and Care Plan (EHCP) 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 an EHC plan you must contact your Local Authority EHCP Coordinator. Children with this school named in the EHC plan will be admitted as part of the school's PAN but before the oversubscription criteria are used.

Right of Appeal
If you are unsuccessful you may ask for the reasons for the refusal of a place and you will have the right of appeal to an independent panel. 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 and log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".

For In Year Admissions, we will write to you with the outcome of your application and if you have been unsuccessful, we will include registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals"

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 the 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. When a place becomes available the admission authority 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.

Definitions

'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’** 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.

Where a family has not lived at an address for a year, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months* and the child must be resident in the property at the time of application.

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 used will be the one where the child lives for the majority of the school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

We may ask for proof of your address at any time. If, following an initial investigation and/or any investigation by with the Shared Anti-Fraud Service, the county council concludes that, a fraudulent address has been used, correspondence confirming this decision will be sent to the applicant. We will explain the decision-making process and the action that will be taken with the application. We will also confirm which address will be used as the child’s permanent home address for admission allocation purposes.

If we receive more than one application with different address details and parents don't agree, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

If two different applications are received for the same child from the same address but contain different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

If duplicate applications are made to different LAs for the same child, those LAs will liaise and share information. The child’s home LA will determine if the application will be processed.

For the transfer application rounds, if the initial differing applications (one or both) were received “on-time”, an amended joint application will also be considered “on-time” if received before the “late deadline”. If the amended joint application is received after the late date, it will be treated as “late”. The final late deadline for the 2027/28 transfer application process is 1 December 2026 for secondary and upper applications and 1 February 2027 for primary, junior and middle applications. If these dates change, amendments will be published on the HCC admissions web pages at the start of the 2027/28 application process in September 2026.

* If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested.

‘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.

‘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].

'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests http://rcdow.org.uk/education/governors/admissions/

'Children of other Christian denominations' 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 witnessed to in the Scriptures and is committed to working in the spirit of the above.
All members of Churches Together in England and of CYTÛN 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.

'**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 belief in more than one God, and
- A religion which does not involve belief in a God.

'**Distances'** from the candidate's residence to the school as determined by Hertfordshire County Council's '*straight line*' distance measurement system is used for all home to school distance measurements. 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.

'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 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 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.

'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 admitting authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted. **'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.

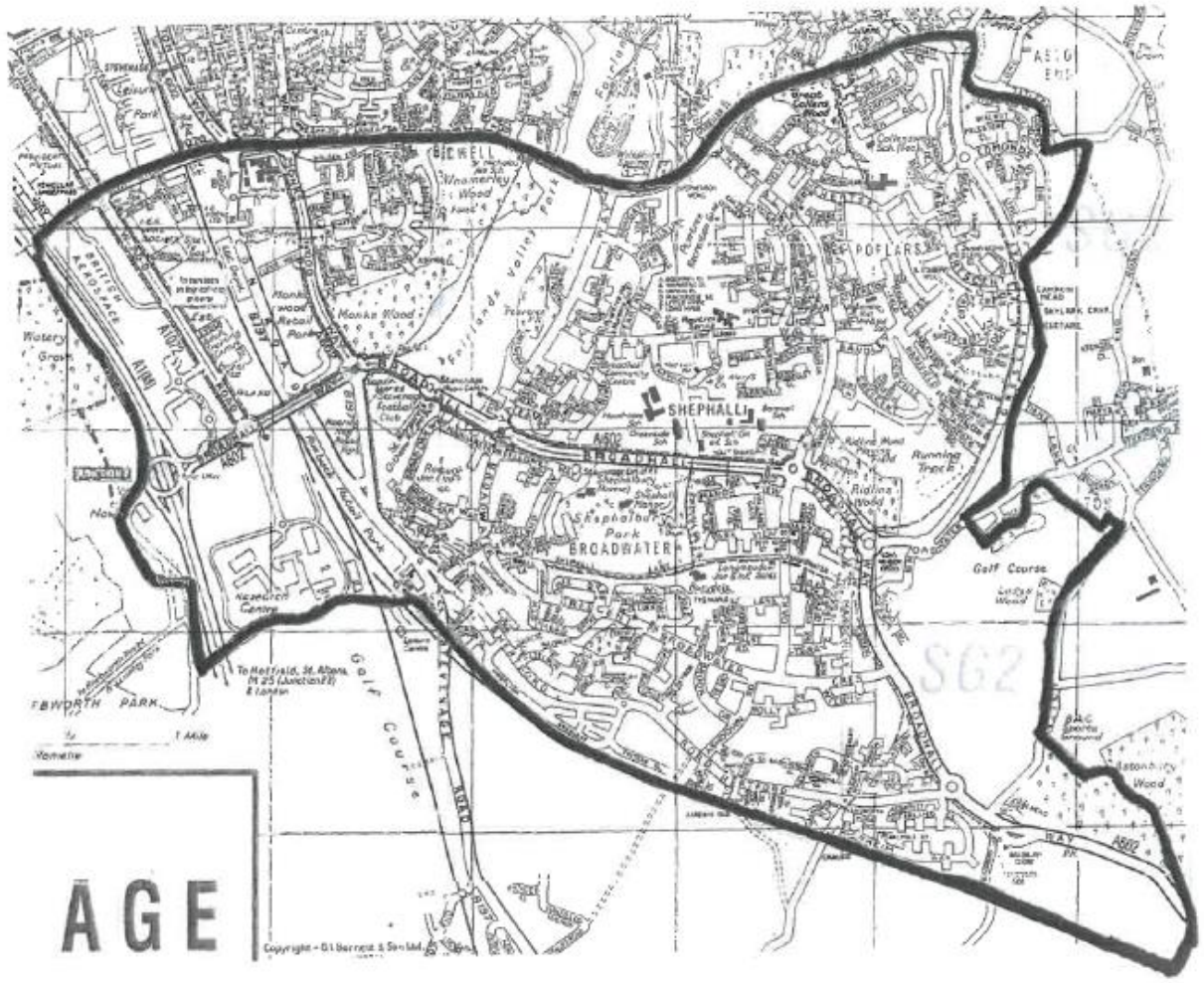
'Sibling' Priority for siblings helps bond links between the school and families. It also provides a degree of domestic convenience for parents. However, schools must not operate a 'siblings first' policy where the effect is to admit a non-Catholic sibling thereby denying a place to a Catholic child who may be the first or only child from a Catholic family. For this reason, the diocesan model policy allows for priority 16 to be given to siblings who will be placed at the top of the criteria under which the application has been made if that particular criterion is oversubscribed.

ST. MARGARET CLITHEROW

ROMAN CATHOLIC PRIMARY SCHOOL

APPENDIX 1

St Hilda's parish boundary, 9 Breakspear, Stevenage, Herts SG2 9SQ



Barnett's Street Plan of Stevenage, Copyright – G.I. Barnett & Son Ltd Licence No. 398861

If you would like to see a larger version of this map, please contact the school office.