

# Sacred Heart Catholic Primary School

Merry Hill Road, Bushey, Hertfordshire, WD23 1SU

Telephone: 01923 493040

Fax: 01923 493041

Email: [admin@sacredheart682.herts.sch.uk](mailto:admin@sacredheart682.herts.sch.uk)

Website: [www.sacredheart682.herts.sch.uk](http://www.sacredheart682.herts.sch.uk)

Headteacher: Mrs R Tregear



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## Admission policy for 2019/2020

*Living, learning and loving happily together, with Christ at the Centre*

**There is no automatic transfer from Nursery to the Reception class.**

**Formal application to the child's Local Authority must be made for entry to Reception.**

### Admissions to Reception for 2019/2020:

Sacred Heart Catholic Primary School and Nursery exists primarily to provide education for Catholic children in the parish of Sacred Heart & St. John the Evangelist. Applications are invited for September 2019 from families whose child attains 4 years of age between 01/09/2018 and 31/08/2019.

As a Catholic school, we aim to provide a Catholic education for all our pupils and 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. The school constitution states that religious observance and education in the school shall be in accordance with the practices and doctrines of the Catholic Church. The school's Catholic-centred ethos is reflected in its Mission Statement and supporting aims.

Applications must be made to your own Local Authority (LA) and returned to them in accordance with their instructions. The Governing Body will be informed of all applications made to your own LA and will consider these applications. Applications received after the deadline date will be considered only if the full quota of places has not been filled. Change of status notified before the admissions committee allocation meeting will be considered by the Governing Body.

The Published Admission Number (PAN) for the school is 40. The Governing Body will admit up to 40 children into the Reception year group each year. Offers of places will be made to eligible applicants in line with the Hertfordshire County Council (HCC) timetable.

### Oversubscription Criteria

In reaching the decision concerning a child's admission to the school, the Governing Body will give preference to baptised Catholics with 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.

The only evidence used by the Governing Body to determine whether or not a child is Catholic is the Baptism certificate. The priest's Certificate of Catholic Practice is only required for criteria 2, 3 and 4. Applicants wishing to be considered for criteria 2, 3 or 4 must submit a Certificate of Catholic Practice along with the fully completed Supplementary



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Information Form (SIF). The Certificate of Catholic Practice must be submitted even if one has previously been supplied on application to the School Nursery.

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. 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.
2. Baptised Catholic children who have a baptised sibling attending Sacred Heart School at the time of admission, with a Certificate of Catholic Practice.
3. Baptised Catholic children who are resident in the parish of Sacred Heart & St. John the Evangelist, with a Certificate of Catholic Practice.
4. Other Baptised Catholic children, with a Certificate of Catholic Practice.
5. Baptised Catholic children who have a baptised Catholic sibling attending Sacred Heart School at the time of admission.
6. Baptised Catholic children who do not fit criteria 1-5.
7. Other children looked after (CLA) and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
8. Christians of other denominations have a brother/sister attending Sacred Heart School at the time of admission.
9. Christians of other denominations
10. Non-Christians who have a brother/sister attending Sacred Heart School at the time of admission.
11. Any other applicants.

A map of the Parish of Sacred Heart and St John the Evangelist can be found on the school website [www.sacredheart682.herts.sch.uk](http://www.sacredheart682.herts.sch.uk) .

In addition to the above categories, the Governing Body will give top priority to an applicant within a category where compelling evidence is provided from the appropriate authorities (for example a letter from a registered health professional such as a doctor or social worker), at the time of application, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

## Pupils with an Education Health Care Plan (EHCP)

The admission of pupils with an Education, Health and Care Plan (EHCP) are dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home LA. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Children with this school named in their EHC Plan will be admitted.



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## Multiple applications from the same family

The Governing Body will admit twins, triplets or other multiple applications from one family for the same year group, even if the statutory limit of 30 places is exceeded, only if one child has been allocated the last place available.

## Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school, distance as measured by Hertfordshire County Council. This will be measured by County using a 'straight line' distance measurement from the address point of the child's home to the address point of the school. 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 and Timetable

In order to make an application, the online admissions form or **eAdmissions** form from your local authority must be completed. The **School's Supplementary Information Form (SIF)** should also be completed. The information on the SIF enables the Governing Body to assess your application fully against the school's criteria in the event of oversubscription. The SIF is obtainable from the school and also from the school website

[www.sacredheart682.herts.sch.uk](http://www.sacredheart682.herts.sch.uk). The Certificate of Catholic Practice can be obtained from the priest at the parish where the family normally worships or downloaded from the diocesan website [www.rcdow.org.uk](http://www.rcdow.org.uk). The SIF, the Certificate of Catholic Practice, the original Baptismal Certificate and proof of address should all be returned to school to complete your application.

If the forms described above are not completed and returned by 15 January 2019, the Governing Body may be unable to consider an application fully and it is less likely that a place will be offered. Applications received after this time will be dealt with after the initial allocation process has been completed.

Closing date for online applications to be submitted to the LA	15 January 2019
Statutory deadline for receipt of paper applications	15 January 2019
Offer letters posted for delivery	16 April 2019
Date by which parents/carers to accept or reject place offered	30 April 2019
Date by which parents/carers return appeal forms	18 May 2019



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## Appeals

Unsuccessful applicants will be advised of their right of appeal to an Independent Appeal Panel. Reasons related to the oversubscription criteria listed above will be given. The Governing Body can be contacted by writing to the school. Parents wishing to appeal who applied online should log into 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](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

## Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained for this academic year in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. In the event of a place being offered, the Governing Body will allocate in line with the criteria. Children are automatically removed from the waiting list at the end of the academic year.

## 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 school year. The Governing Body has this power even when admitting a vulnerable and/or hard to place child would mean exceeding the published number. Children admitted under Hertfordshire Count Council's Fair Access Protocol will be prioritised before children on the continuing interest list/waiting list.

## Cross Border Co-ordination

Parents must apply for Primary places on their home Local Authority's application form.

## Age of Admission and Deferral of Places

The school's policy is that children born on and between 1 September and 31 August would normally commence primary school in Reception in the academic year beginning in September. 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 defer the date their child is admitted to school until later in the same academic year or until the term in which the child reaches compulsory school age. Summer born children are only able to "defer" entry to Reception class until the beginning of the final term of the school year for which the offer was made.



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Where parents wish, children can attend part-time until they reach compulsory school age. Any parents wishing to take up a part-time place or deferred entry should contact the individual school(s) to discuss their child's requirements.

## Reception intake and summer born children

Legally, a child does not have to start school until the start of the term following their fifth birthday. Parents are now allowed to keep summer born children in Nursery for an extra year. Summer born children for this admissions year are those born between 1 April 2014 and 31 August 2014.

If your child was born between 1 April and 31 August 2014, and they did not start in Reception in the 2018/19 academic year, you may instead make an application for your child to start Reception in September 2019.

## Children Educated Out of Their Chronological Age Group

Any application for a child to be educated out of his/her age group will be considered by the Governing Body on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the Autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence.

## In-Year Admissions

For In-Year admissions please make your application direct to [www.hertfordshire.gov.uk/inyear](http://www.hertfordshire.gov.uk/inyear). You will also need to complete the school's SIF form (Supplementary Information Form) and return it to the school office to ensure your application is considered correctly in our oversubscription criteria. The county council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals). You will be offered the opportunity of being placed on a continuing interest list. This list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year; applicants will need to re-apply at the end of the academic year to the Local Authority and re-submit the school's SIF form directly to the school, should they wish to continue to be considered for the next academic year. When a place becomes available, the Governing Body will decide which applicant meets the oversubscription criteria best and an offer will be made on our behalf by the Local Authority.



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## DEFINITIONS

**'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 or a certificate of reception into the Catholic Church. For the purposes of the admission policy, the definition of a Catholic includes a looked after child who is part of a Catholic family where a Priest's Certificate of Catholic Practice demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

**'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 a 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, acknowledge 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 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' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:



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- A religion which involves belief in more than one God, and
  - 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.

**'children looked after'** Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised. Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to Child Arrangement Orders or a special guardianship order.

A child looked after is a child who is:

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

**'resident'** This is where a child legally resides for more than 50% of the school week. The address of another relative or a temporary address is not acceptable unless there is a residency order at this address. Any attempt to mislead the school will render the application void and/or any subsequent offer of a place will be withdrawn. Families in the process of moving house must refer to the additional information available online at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions).

**'sibling'** This is the sister, brother, half brother or sister, adopted brother or sister or step brother and sister, 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 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.



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**‘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).

**‘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.


**‘parent’** Means the adult or adults with legal responsibility for the child.





**Diocese of Westminster  
Catholic Primary Schools  
Supplementary Information Form  
2019 – 2020**



<b>Name and Address of School:</b>	
Sacred Heart Catholic Primary School Merry Hill Road Bushey WD23 1SU	

**Child's Details**

Child's surname:	
Child's Christian or other first name:	
Home Address:	Date of Birth:
	Postcode:

**Parent/Carer Details**

Parent/Carer name:	
Address (if different from above):	
Telephone number:	

**Details of Religion**

Religion of child: (Please tick)	Catholic	Other Christian <small>(name of denomination e.g Methodist)</small>	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			

Name and position of priest providing Certificate of Catholic Practice or religious leader supplying letter confirming membership of the faith community (where appropriate) :	
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Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence will be required.)	
<b>YES</b>	<b>NO</b>

**I confirm that I have read and understood the Admissions Policy 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 that the governors may withdraw any offer of a place even if the child has already started school.**

Signed..... Date.....

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice from the parish where the family normally worships or from the diocesan website [www.rcdow.org.uk](http://www.rcdow.org.uk) (follow schools, For parents.)
- Applicants from other Christian denominations and other faiths may attach a letter from their minister or religious leader confirming membership of the faith community.
- You **must** complete your local authority's Common Application Form and return it to the council offices by the closing date. If you do not do this you will not be offered a place.

**Checklist:**

- Have you enclosed?
- Baptism certificate (where necessary)
  - Certificate of Catholic Practice (where necessary)
  - Evidence of exceptional need (where appropriate)
  - Proof of address

**Have you completed** your Local Authority's Common Application Form?