



POPE PAUL CATHOLIC PRIMARY SCHOOL

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Determined Admission Arrangements 2021/2022

Pope Paul Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to the Catholic faith in Jesus Christ.

In determining these Admission Arrangements, the Governing Body has consulted with Westminster Diocese and has had regard to the advice that has been given.

As a Catholic school, we aim to provide a Catholic education for all pupils. At a Catholic 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 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.

Where the number of applications exceeds the number of places, priority will be given to Catholic candidates and places will be offered according to the order of priorities listed below

In this policy, the 'applicant' refers to the parent or person with parental responsibility applying for a place, and 'candidate' refers to the child for whom the application is made.

The Governing Body has responsibility for admissions to this school and intends to admit up to the published admission number of 30 pupils to the Reception Class, in the school year which begins in September 2021.

For the last 5 years the school has received more applications than there have been places. In the last 3 years governors have been able to admit children up to criterion 7.

Applications are invited for September 2021 from families whose child attains 4 years of age between 01/09/2020 and 31/08/2021

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Special Educational Needs

The admission of pupils 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' which can be found on www.education.gov.uk.

In accordance with these procedures, the governors will admit a child with an EHCP if the EHCP specifically names the school.

Oversubscription Criteria:

These criteria need to be read in conjunction with the notes below. Where there are more applications than the number of places available, places will be offered according to the following order of priority.

These oversubscription criteria are applied to the Admission Year 2021/2022 and will be revised for each Admission Year.

1. Catholic looked after children and Catholic children who have been adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after.
2. Catholic children previously looked after from abroad (outside England) and subsequently adopted.
3. Baptised Catholic children, who have a Certificate of Catholic Practice and a Baptism Certificate.
4. Other baptised Catholic children.
5. Other looked after children and other children who have been adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after.
6. Other children previously looked after from abroad (outside England) and subsequently adopted
7. Siblings of any or no faith
8. Children of staff
9. Children of other Christian denominations whose application is supported either by a certificate of baptism or by a letter from a minister of religion/religious leader, showing membership of the faith community. In accordance with diocesan guidance, Orthodox Christian applicants have priority over other non-Catholic applicants.
10. Children of other faiths whose application is supported by a letter from a religious leader confirming membership of the faith.
11. Any other children

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Within each criterion priority will be given to:

a) Exceptional Need:

The Governing Body will give top priority, within each criterion, to an application where compelling evidence is provided, at the time of application, of those exceptional needs of the child. To demonstrate an exceptional social, medical or pastoral need of the child which can only be met at this school, the governing body will require written evidence at the time of application from an appropriate professional, such as a social worker, doctor or priest. The Governing Body's Admissions Committee considers all applications for admission. It is this committee which assesses any additional evidence pertaining to an application under exceptional circumstances. Parents will be advised of the outcome of their application by Hertfordshire County Council on behalf of the Governing Body on 16th April 2021 and will be confirmed in writing by the Governing Body shortly after that.

Within criteria one to four priority will then be given to:

a) Siblings i.e. a brother/sister attending Pope Paul School at the time of application:

Siblings include step-brothers/sisters and half-brothers/sisters attending the school at the time of application. Sibling also includes 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 who is attending the school at the time of admission.

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.

Twins and Multiple Births: Where the final place is offered to a child who has other siblings (e.g. one of twins) applying for a place in the same school year, these siblings will also be admitted.

Children of staff (as determined within the Definition of Terms set out below) who are employed at the school.

Distance Tie-Break: Home to school distance measurement for purposes of admissions

A 'straight line' distance measurement is used by the local authority in 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

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of schools and individual residences. (Home address is defined as the address at which the child resides for 50% or more of the school week.) In the event that two or more candidates are eligible under the last rule for the remaining place and live the same distance from school, the place will be allocated by drawing the name from a lottery. The tiebreak will be independently verified.

Fair Access Protocol

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body are empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the Governing Body and the Diocese for the current admission year. This means that such an application will have priority over any applicant on the Continued Interest List. The governing body has this power even when admitting such a child would exceed the published admission number (PAN).

Notes and Definition of Terms

These notes form part of the oversubscription criteria.

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

Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will 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 purpose of this policy this includes a looked-after child who is part of a Catholic family where a 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 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/>

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Child Arrangements Order is an order under the terms of the Children Act 1989, Sect 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.

Children Looked After is in accordance with Section 22 of the Children's 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)

Children of other Christian denominations for the purposes of this policy 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.

Orthodox Churches membership of these Churches is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

Children of other faiths for the purposes of this policy 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.

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

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

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Resident A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Staff includes all those who are permanently employed directly by the school. Staff must have been employed at the school for 2 years or more at the time when the application for admission to the school is made, or the member of staff may be recruited to fill a vacant post for which there is a demonstrable skill shortage. This is set out in paragraph 1.39 of the School Admissions Code (December 2014). 'Staff' does not include contractors or peripatetic teachers.

Application Procedures and Timetable 20201-20212

Application forms for admission to the school should be made on the following forms:

- The Local Authority (LA) Hertfordshire Application Form (HAF) **must** be completed online. If you live in another local authority area you must fill in the form for that authority.
- The school's Supplementary Information Form (SIF) and Supporting Documentation- signed Certificate of Catholic Practice form and the candidate's baptismal certificate (where applicable) – **should** be returned to the Headteacher at the school.

The SIF is available from the school or www.hertfordshire.gov.uk/admissions.

Certificate of Catholic Practice

Applicants applying under criterion 2 must submit a Certificate of Catholic Practice by the closing date stated below. This form is available from the parish in which the family normally worships or from the diocesan website, www.rcdow.org.uk.

It is the parents' duty to ensure that the CCP is submitted to the school by the due date. The priest will only sign the CCP if he knows you.

Deadlines

All forms must be returned by the 15th January 2021. Applications arriving after that date will be dealt with after all initial offers have been made.

If Pope Paul's SIF and Supporting Documentation are not received at the school by 15th January 2021, the Governing Body will use the information supplied on the LA application form and may be unable to consider your application other than under criteria 7 – 'Any other children' - and it would be very unlikely that your child would get a place at the school.

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Parents will be advised of the outcome of their applications by Hertfordshire County Council on behalf of the Governing Body on 16th April 2021 and will be confirmed in writing by the Governing Body shortly after that.

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. Names are removed from the list after one year, unless applicants request to remain on the list.

Deferred Entry

Applicants may defer entry to school until statutory school age, i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then deferment may be requested. The place will then be held until the first day of the spring or summer term.

Applicants may also request that the child attend part-time until the candidate reaches compulsory school age.

Children Educated Outside their Chronological Age Group

a) *Summer Born Children*

Legally, a child does not have to start school until the start of the term following their fifth birthday. Following guidance issued by the Department for Education on 8 September 2015, the school has amended its policy for summer born children. Children born between 1 April 2017 and 31 August 2017 are categorised as "summer born" and if parents/carers do not believe that their summer born child is ready to join Reception in 2021 they may delay their application until 2022.

These applications will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered at this school.

If parents wish to delay their application for a Reception place they are advised to discuss their child's needs /development with their current early years or nursery provider. If parents wish their child to remain in their existing nursery school or class for a further year (rather than moving into the Reception year group) they must let their current school know before the end of the Spring term in 2021 (before the Easter break).

b) *Children Educated Outside their Chronological Age Group (except summer born children applying for Reception Class)*

Parents may apply for their child to be educated outside his/her chronological age group; i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any

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supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be granted in exceptional circumstances

In Year Admissions

Applications for In-Year admissions are made directly to the school where a copy of the 'In Year Admissions SIF' can be obtained for completion and return to the school. The In Year application form is also available on the school's website (www.popepaul.herts.sch.uk). 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 oversubscription 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 to be placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscriptions 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 re-rank the list in order to see who is at the top of the list, so that an offer can be made..

Unsuccessful Applications

If a place cannot be offered for the Normal Reception Admission Round, applicants will be notified by the LA. They will be given reasons related to the oversubscription criteria listed above. All unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child. Hertfordshire parents wishing to appeal, who applied online, should log onto their online school application and click on the link "register an appeal". Out of county residents and paper applicants should contact the Customer Service Centre (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". They will also be given the opportunity of being placed on a Waiting List.

If a place cannot be offered for an In Year Admission application, the Governing Body will inform the applicant and give reasons related to the oversubscription criteria. In Year Admissions applicants will also be given the opportunity to be placed on a Waiting List. If your application is unsuccessful the county council will write to you with registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals.

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 at the School.

Application pack to include: The Governors' Admission Policy and Procedure;
Pope Paul SIF

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POPE PAUL CATHOLIC PRIMARY SCHOOL



Headteacher Mrs E Heymoz

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E-mail: admin@popepaul.herts.
Website: www.popepaul.herts.sch.uk

Diocese Of Westminster Catholic Schools' Supplementary Information Form **2021-2022**

Child's Details

Child's surname:	
Child's first name:	
Home Address:	Date of Birth:
Post Code:	

Parent/Carer Details

Parent's name:	
Address (if different from above):	
Telephone number:	

(If Applicable) Catholic Parish in which your child lives: _____

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Religious Status of child

Please indicate by placing a tick in the appropriate row – please note that a tick should be indicated in only a single row.

Criteria	Tick	Evidence Provided	Office Use Only
1. Catholic looked after children and Catholic children who have been adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after.			
2. Catholic Children previously looked after from abroad (outside England) and subsequently adopted.			
3. Baptised Catholic children, who have a Certificate of Catholic Practice and a Baptism Certificate.			
4. Other baptised Catholic children.			
9. Children of other Christian denominations whose application is supported either by a certificate of baptism or by a letter from a minister of religion/religious leader, showing membership of the faith community. In accordance with diocesan guidance, Orthodox Christian applicants have priority over other non-Catholic applicants.			
10. Children of other faiths whose application is supported by a letter from a religious leader confirming membership of the faith.			

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 governors may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

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Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

[The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.]

Evidence of Catholic Practice

If application is being made for a place at the school for a Catholic child with a Certificate of Catholic Practice, this must be signed by a Catholic priest in the form laid down by the Bishops' Conference of England and Wales. The certificate should be obtained from the family's parish priest, or the priest in charge of the Church where the family practises, and should be provided at the same time as this form is returned to the school.

Evidence of Membership of an Eastern Christian or Orthodox Church

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

Evidence for Other Christian Denominations and Other Faiths

If an application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school.

[Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Certificate of Catholic practice (where applicable).
- Letter confirming membership of a Christian denomination or other faith (where applicable).

Have you completed and returned your local authority's Common Application Form

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Pope Paul Catholic Primary School
 Baker Street
 Potters Bar
 Hertfordshire
 EN6 2ES

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SUPPLEMENTARY INFORMATION FORM – IN YEAR ADMISSIONS
To be Completed and Returned to the School Admissions Officer
Please also complete the HCC On Line Application Form
www.hertfordshire.gov.uk

Child's Details

Child's Surname:		Child's First Name:	
Home Address: Postcode:		Date of Birth:	
		Date of Baptism (if applicable)	
		Place of Baptism (if applicable)	
Religion of child:	Catholic	Other Christian (name of denomination e.g. Baptist)	Other faith
Name & Address of Current School:			

Parent/Carer Details

Parent/Carer's name:		
	Relationship:	Relationship:
Telephone number:		
Email Address:		

Details of Religion

Church you currently attend:	
Name of priest supplying Certificate of Catholic Practice or reference (where appropriate)	

Name of brother or sister at this school (currently attending)	
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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.)	
YES	NO

I confirm that I have read and understood Pope Paul's 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, the governors may withdraw any offer of a place, even if the child has already started school. (Any withdrawal of places will be in line with paragraphs 1.50-1.51 of the School's Admissions Code.)

Signed.....

Date.....

Please note:

- Parents can obtain a Certificate of Catholic Practice from their priest or from the Diocese of Westminster website at www.rcdow.org.uk/Education.
- Applicants from other Christian denominations and other faiths may attach a reference from their minister or religious leader.

Checklist:

Have you enclosed?

- Copy of baptism certificate (where appropriate)
- Certificate of Catholic Practice, Priest's Reference Form or confirmation of religious practice (where appropriate)
- Evidence of exceptional need (where appropriate)

Have you also completed the Hertfordshire On Line Application Form?

Supplementary Information Form for In Year Applications