MISSION STATEMENT

Let it be known to all who enter here that Christ is the reason for this school, the unseen but ever present teacher in all its classes, the model for its children, the inspiration for its staff.

Love and Learn in the Footsteps of Christ

St Joseph’s Catholic Primary School was founded by the Church to provide education for Catholic children. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with criteria listed below.

The aim of the school is to provide a Catholic education for all its pupils. Therefore, 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 supported fully 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 Governing Body has sole responsibility for admission to this school and intends to admit 30 pupils (to the Reception Class) in the school year which begins in September 2021. The Published Admissions Number (PAN) for the school is 30.

Applications are invited for September 2021 from families whose child attains 4 years of age between 1 September 2020 and 31 August 2021. Parents/carers of children born between 1 April – 31 August 2016 who, in the 2020-21 Admissions round decided to defer entry until this Admissions round, may apply.

Over recent years, the school has been oversubscribed with Catholic children, however, applications will be welcomed for children who are not Catholic.

Pupils with an Education, Health and Care Plan
The admission of pupils with an 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 an EHC Plan you must contact your local authority SEN Officer. Children with this school named in their EHC Plan will be admitted to the school.
OVERSUBSCRIPTION CRITERIA

Where the number of children put forward by applicants exceeds the number of places available, places will be offered according to the following order of priority.

1. **Baptised** Catholic ‘looked after’ children and baptised Catholic children who were ‘looked after’ children and who ceased to be ‘looked after’ because they were adopted or made subject to child arrangements orders or special guardianship orders with a Certificate of Baptism.¹
2. Baptised Catholic children previously looked after outside England and ceased to have been looked after as a result of being adopted, with a Certificate of Baptism.²
4. Baptised Catholic children with a Certificate of Catholic Practice and a Certificate of Baptism whose parent is a member of staff employed by St Joseph’s and where either or both of the following conditions are met: (i) that member of staff has been employed for two or more years at the time the application is made; (ii) the Governors can demonstrate that the member of staff has been recruited to fill a vacant position for which there is a demonstrable skills shortage. In addition to (i) and/or (ii) the child must live at the same permanent address as the member of staff.
5. Other baptised Catholic children with a Certificate of Catholic Practice and a Certificate of Baptism resident in the Parish of St Joseph’s, Carpenders Park.³ Full details of the Parish Boundaries can be found at:


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¹ A ‘looked after child’ is a child who is in the care of a local authority in England or is being provided with accommodation in a local authority in England in the exercise of their social services functions.

² A child is regarded as having been in State care in a place outside of England if they were accommodated by a public authority, a religious organization or any other provider of care whose sole purpose is to benefit society.

³ St Anthony’s, Croxley Green; Holy Rood, Watford; St Helen’s Watford; Sacred Heart, Bushey; St John Fisher, Harrow; St Gabriel’s, Harrow, Hatch End; St William of York, Stanmore; St Matthew, Northwood; Most Sacred Heart, Ruislip

A map outlining the Parish boundary is available on the school website via the link below and is displayed within school. Copies are also available from the School Office.

St Joseph’s Catholic Primary School, South Oxhey

6 Other baptised Catholic children with a Certificate of Catholic Practice and a Certificate of Baptism resident in local and neighbouring Parishes. Maps of the local and neighbouring parishes are available on the school website, are displayed within the school and copies are also available from the School Office. [See 5 above.]

7 Other baptised Catholic children with a Certificate of Baptism.

8 Other ‘looked after’ children and children who ceased to be ‘looked after’ because they were adopted or made subject to child arrangements orders or special guardianship orders.

9 Other children who appear to be looked after outside of England and ceased to be looked after as a result of being adopted.

10 Children of catechumens with evidence of participation in Catechumen Programme or members of an Eastern Christian Church with a Certificate of Baptism.

11 Christian children of other denominations whose application is supported by a letter from their minister confirming membership of the faith community.

12 Children of other faith communities and whose application is supported by a letter from their minister confirming membership of the faith community.

13 Any other applicants.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, priority will be given in the following order:

- the Governing Body will give priority to an application where evidence is provided 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. Compelling, written, professional evidence from a doctor, social worker or priest must be supplied. A panel of Governors will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule; the evidence must relate specifically to St Joseph’s and will clearly demonstrate why it is the only school which can meet the child’s needs;

- for categories 4-13, the attendance of a sibling at the school at the time of enrolment will increase priority of application within the category;

- next, for categories 5-13, children of staff at the school (as defined in the conditions stipulated in Category 4) will be given priority within the category.

Multiple Births
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/places, even though it will mean exceeding the published admission number.
Tie Break
Where the offer of places to all the applicants in any of the sub-categories listed would still lead to oversubscription, the places up to the admissions number will be offered to those living nearest to the school.

Home to school distance measurement for purposes of admissions
A ‘straight line’ distance measurement is used in all home to school distance measurements for schools in Hertfordshire. 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.

In the event where two different addresses are the same distance from a school, in the case of a block of flats, for example, the lower door number will be deemed nearest as, logically, this will be the closest to the ground and, therefore, closer. If there are two identical addresses of separate applicants, the tiebreak will be random allocation. Every child entered onto the Hertfordshire County Council Admissions database has an individual, random number assigned between 1 and 1 million against each preference school. When there is a need for a final tie break, the random number is used to allocate the place, with the lowest number given priority.

FAIR ACCESS PROTOCOL
St Joseph’s Catholic Primary School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with Hertfordshire County Council’s Fair Access Protocol. Accordingly, outside the normal round of admissions, the Governing Body is 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 admissions year. The Governing Body has this power even when admitting such a child would exceed the normal admissions number. A Fair Access Protocol child will be admitted before those on the school’s waiting list.

ADMISSIONS PROCEDURE
All parents/carer should complete the On-Line or eAdmissions Form from Hertfordshire Local Authority. Full information and the application form are available at: www.hertfordshire.gov.uk/admissions

Parents wanting their application to be considered under any of the Oversubscription Criteria except criterion 13 or because of exceptional social, medical pastoral or other needs should also complete the Supplementary Information Form (SIF).

Parents/carers wanting their application to be considered under any of Oversubscription Criteria 3-6 should also obtain a Certificate of Catholic Practice Form from the Priest at the church normally attended or from the Diocesan website at:
The Priest will only sign the form if you are known to him and he is aware that you are a practising Catholic family. **It is the parent’s/carer’s responsibility to ensure that the completed and signed form is returned to the school by the closing date. Parents/carers should also submit a Certificate of Baptism.**

If you do not complete the necessary paperwork and submit the appropriate forms [as highlighted within the Oversubscription Criteria] by the closing date listed in the Common Application Form Guidance Booklet [15 January 2021] the Governing Body may be unable to consider your application fully and it is very unlikely your child will get a place at the school.

The Governors’ Admissions Committee will consider all applications in accordance with the stated criteria. In compliance with the revised Statutory Framework, based on the December 2014 Schools Admissions Code, co-ordinated admissions arrangements are in place with the Hertfordshire Local Authority. Parents/carers are required to submit an application to the Local Authority. The deadline for submission of both forms – for the school and the Local Authority – will be listed on the County website:

[www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

Offers of places will be dispatched to parents/carers by the County Council on behalf of the Governors of the school on 16 April 2021. This is Primary National Offer Day. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

Parents/carers of children attending the Nursery **must** make a fresh application for Reception. Attendance at the Nursery **does not** guarantee a place in Reception.

**Right of Appeal**

If you are unsuccessful in your application, you may ask the Governors for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed above and you will have the right to appeal to an independent panel.

Parents/carers wishing to appeal who applied on-line should log into their on-line application and click on the link ‘register an appeal’. Out of County residents and paper applicants should call the Hertfordshire Customer Service Centre on 03300 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.'
Deferred Entry
Applicants may defer entry to school up 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 the deferment is requested. The place will be held until the first day of the Spring or Summer term. Entry may not be deferred beyond statutory school age or beyond the year of application. Therefore, applicants whose children have birthdays in the Summer term may only defer until 1 April 2022.

Applicants may also request that their child attends part-time until statutory school age is reached.

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 in order of the oversubscription criteria set out and not in the order in which applications are received or added to the list. In the event that supplementary information is made available to Governors whilst a child’s name is on the waiting list that was not available at the time of original application, this will be taken into account should a vacancy arise; such information would be of an exceptional educational, social, medical or pastoral need (please refer to Notes). Compelling, written, professional evidence from a doctor, social worker or priest must be supplied. Names are removed from the list at the end of the academic year. A new application must be made every year if you wish to retain ‘continuing interest’ in the school.

SUMMER BORN CHILDREN

Parents/carers may now choose for their Summer born child, i.e. a child born between 1 April – 31 August 2017, to be admitted to Reception in the September following his/her 5th birthday, that is September 2022. Parents/carers making use of this option need not apply in the 2021-22 Admissions round. However, when such parents/carers do apply, they should inform the school of their decision, in writing, at the time of application. The application must then be made in the normal way and will be treated under the same procedure as all other applications and ranked in accordance with the Oversubscription criteria. There is no guarantee that an offer will be made.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP
(except Reception applications for Summer born children)

The school’s policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that “in general, children should be educated in their normal age group”.

Parents/carers 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 supporting evidence should be submitted at the same time. Governors will consider each
case on its own merits and permission will only be given in exceptional circumstances. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools.

IN-YEAR ADMISSIONS
The school will remain part of the county council’s coordinated In Year admissions scheme. You can make an In Year application online via www.hertfordshire.gov.uk/inyear or request a paper copy from the Customer Service Centre on 0300 123 4043. Parents/carers should return the application form direct to the County Council (address on the form). If a place cannot be offered at this time, parents/carers may ask the Governing Body for the reasons and will be informed of their right of appeal and offered the opportunity to place the candidate’s name on a ‘waiting’ list.

In Year Appeals
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

NOTES (these notes form part of the oversubscription criteria)

‘Child Arrangements’ Order: an order under the terms of Children and Families Act 2014, which amended section 8 of the Children Act 1989 and which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

‘Adopted’: an adopted child is any child who has been formally adopted, having previously been in care and whose parent/carer can give proof of this.

‘Special Guardianship Order’: 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).

*That Code of Practice can be accessed at https://www.gov.uk/government/publications/send-code-of-practice-0-to-25; click on the link on that page to download the Code. Paragraphs 9.78 to 9.87 (pages 172-174) deal with requests for a specific school to be included in the Educational Health and Care Plan; the Code sets out the factors, including the necessary consultations that the local authority must take into account in reaching a decision.
‘Parent/carer’: the adult or adults with legal responsibility for the child.

‘Looked after Child’ according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents). [Section 22(1) of The Children Act 1989.]

‘Sibling’:

- ‘brother or sister, to include adopted brothers and sisters, half, step or foster brothers and sisters;
- a ‘looked after’ child 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 application.

A sibling link will not be recognised for a child 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.

A sibling relationship does not apply when the older child will leave before the younger one starts.

‘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/

The Certificate of Catholic Practice form can be obtained from the Priest at the church normally attended or from the Diocese of Westminster website at:


It is the parent’s/carer’s responsibility to ensure that the completed and signed form is returned to the school by the closing date.
‘Family’ includes the Catholic or Catholics who have legal responsibility for the child.

‘Catholic’: a member of Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This must be evidenced by a Certificate of Baptism in a Catholic Church or Certificate of Reception into full communion of the Catholic Church. For the purposes of this policy, this includes a Looked after Child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a Looked after Child.

‘Catechumen’: a member of the catechumenate of a Catholic Church. This would normally be evidenced by a Certificate of Reception into the Order of Catechumens.

‘Christian children of other denominations’: 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.

‘Christian’: All members of Churches Together in England and of Churches together in Wales (CYTÜN) 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.

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

‘Children of other faith communities’: children who are members of a religious community that does not fall within the definition of ‘Christian children of other 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.

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.
Demonstrating ‘exceptional social, medical, or pastoral need’ for a child which can only be met at this school: the Governing Body will require written, compelling, professional evidence from a doctor, social worker or priest.

‘Parish of St Joseph’s, Carpenders Park’: a map showing the boundaries of the parish of St Joseph’s is available on the school website, is displayed within the school and is available from the School Office. [See Oversubscription Criterion 5.]

‘Local and neighbouring parishes’: maps showing the boundaries of the local and neighbouring parishes are available on the school website are displayed within the school and copies are also available from the School Office.

‘Home address’ is where the child resides for 50% or more of the school week. 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 and/or the family owns the property or has a tenancy agreement for a minimum of 12 months.

Home address
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 which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child’s main residence.

If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

If a child’s residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

If two different applications are received for the same child from the same address, e.g. containing different preferences, the application from the parent in receipt of child benefit will be processed if the applications cannot be
Applications from children* from overseas

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

Applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria.

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative “work” address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes.

HCC will also consider accepting applications from children* whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire.

Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (4 December 2020 for secondary transfer and 1 February 2021 for the Under 11s process) cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will not be accepted for the purposes of admission until the child is reconciled.
resident at that address.

Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

**Fraudulent applications**
The school works in close liaison with the Hertfordshire County Council to 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. Hertfordshire County Council will take action in the following circumstances:

- when a child’s application address does not match the address of that child at their current school;
- when a child lives at a different address to the applicant;
- when the applicant does not have parental responsibility;
- when a family moves shortly after the closing date of applications, when one or more of the following applies:
  - the family has moved to a property from which their application was less likely to be successful;
  - the family has returned to an existing property;
  - the family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
  - Council Tax information shows a different residence at the time of application.
- When a child starts at the allocated school and their address is different from the address used at the time of application.

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.
Carpenders Park

The Civil Parish of Watford Rural in the District of Three Rivers and part of Three Rivers in the area of Brightwell’s Farm and Oxhey Hall as contained within the following boundaries:

North: Watford Borough boundary from a point south of the junction of Tolpits Lane and Chaffinch Lane to the south end of Bucks Avenue.

East: Three Rivers/Hertsmere boundary from Bucks Avenue to Hertfordshire County boundary on the north-eastern edge of Grimsdyke Golf Course.

South: The County boundary from Grimsdyke Golf Course to Watford Road at Eastbury.

West: Watford Road, Sandy Lane and a line from Sandy Lane at Hamper Mill corner to Watford Borough boundary south of the Tolpits Lane junction with Chaffinch Lane.

Note: The parish boundary runs along the centre of any roads mentioned as boundaries.

Agreed by Watford Deanery 17.5.94
Herts Area Advisory Council 29.1.96
SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO SCHOOL 2021-2022

<table>
<thead>
<tr>
<th>Child’s surname and first name:</th>
<th>Date of Birth:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Address (including postcode):</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Date of Birth:</td>
</tr>
<tr>
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<td></td>
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</tbody>
</table>

Parent/Carer Details

<table>
<thead>
<tr>
<th>Parent/Carer’s name:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone number:</td>
<td></td>
</tr>
<tr>
<td>Email address:</td>
<td></td>
</tr>
<tr>
<td>Other Contact details:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
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<tr>
<td>Telephone number:</td>
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<tr>
<td>Email address:</td>
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</table>

Details of Religion

<table>
<thead>
<tr>
<th>If your child is Catholic, please complete the boxes below and sign the form on the next page:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parish you live in:</td>
</tr>
<tr>
<td>Church where child was baptised and date of baptism:</td>
</tr>
<tr>
<td>(Baptism certificate and Certificate of Catholic Practice which is available from the Parish Priest at the church normally attended or from the Diocese of Westminster website: <a href="http://rcdow.org.uk/att/files/education/admissions/certificate%20of%20catholic%20practice.pdf">http://rcdow.org.uk/att/files/education/admissions/certificate%20of%20catholic%20practice.pdf</a> should be sent with this form.)</td>
</tr>
<tr>
<td>Church you currently attend:</td>
</tr>
</tbody>
</table>
If your child is not a Catholic, please complete the appropriate box below and sign the form

<table>
<thead>
<tr>
<th>Other Christian</th>
<th>Other faith</th>
<th>Other Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>(name of denomination e.g. Baptist) Name and address of Minister/Religious Leader Please see note below*</td>
<td>Name and address of Minister/Religious Leader Please see note below*</td>
<td></td>
</tr>
</tbody>
</table>

*In accordance with the Admissions Policy, the appropriate letter signed by your Minister/Religious leader should be sent to the school with this form.

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

Signed………………………………………    Date…………………………

Please note:

- You **must** complete the Local Authority’s On-Line or eAdmissions Form and return to the Council Offices by the closing date, 15 January 2021. If you do not do this you will not be offered a place.
- Where applicable, parents/carers can obtain a Certificate of Catholic Practice form from the Parish Priest at the church normally attended or the Diocese of Westminster website at: [http://rcdow.org.uk/att/files/education/admissions/certificate%20of%20catholic%20practice.pdf](http://rcdow.org.uk/att/files/education/admissions/certificate%20of%20catholic%20practice.pdf)
- Where applicable, a copy of the child’s Baptism Certificate should be enclosed.
- Where applicable, parents/carers should obtain a letter signed by their Minister/Religious leader which should be sent to the school with this form.
- Parent/carers are requested to complete the School Information Form (SIF) and return it to the school by the due date, 15 January 2021. If a SIF is not completed, the Governing Body will apply its admission arrangements using the information on the Hertfordshire Local Authority Common Application form only, which will result in an application being given a lower priority.
- Completion of this form does not guarantee the offer of a place in the Reception Class.

**Checklist:**

- Have you completed? Local Authority’s On-Line or eAdmissions Form
- Have you enclosed? Certificate of Catholic Practice (where applicable) Copy of Baptism Certificate Letter from Minister/Pastoral Leader (where applicable)

Application received at School Office _____________________

*The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school’s Privacy Notice please read the attached 'Admissions Privacy Notice.'*
St Joseph’s Catholic Primary School is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the School is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals

We may also use this data for the following purposes:
- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

In order to administer admissions to this school the following information may be collected by us:

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice
- Information on parish of residence.

Agencies we will share the information with:

- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme\process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

School Retention Policy:
The information listed above will be retained securely by the school for [8] years, after which it will be destroyed.

For further information please refer to the Privacy Policy on the School website or contact: [insert name and contact details of relevant person at school]