

## **ST TERESA'S CATHOLIC PRIMARY SCHOOL ADMISSION POLICY 2021/2022**

St Teresa's 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 Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our 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 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. The Published Admissions Number (PAN) for the Reception Class at St Teresa's is 30. The Governing Body has sole responsibility for admissions to this school and intends to admit 30 children in the school year which begins in September 2021. Applications are invited from families whose child/ren were born between 1st September 2016 and 31st August 2017. Whenever there are more applicants than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. Where the final place is offered to a child who has other siblings (e.g. twins) applying for a place in the same class/year, these siblings will also be admitted. Within this Policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made. You will be advised of the outcome of your application on 16<sup>th</sup> April 2021 initially by logging into your Hertfordshire Application account (Local Authority - LA) and by email from the local authority on or about 16<sup>th</sup> April 2021, and this will be confirmed in writing by the Governing Body shortly after that.

### **NURSERY CHILDREN**

Please note that attendance at the Nursery does not give any priority for entry to Reception. All parents must apply for a place in Reception whether or not their child attends the nursery.

### **NUMBER OF APPLICANTS**

If there are fewer applications than places available then all applicants will be offered a place. In the event that there are more applications than places available, the school's oversubscription criteria will be applied.

### **OVERSUBSCRIPTION CRITERIA**

Where there are more applicants 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 Arrangement Orders or Special Guardianship orders).
2. Catholic children previously looked after from abroad (outside England) and subsequently adopted.
3. Baptised Catholic Children with a Certificate of Catholic Practice who are resident in the parishes of St Teresa of the Child Jesus (Borehamwood), SS John Fisher & Thomas More (Borehamwood North), The Good Shepherd (Shenley) and St Anthony of Padua (Radlett).
4. Other Baptised Catholic children who are resident in the parishes of St Teresa of the Child Jesus, SS John Fisher & Thomas More, The Good Shepherd and St Anthony of Padua.
5. Other baptised Catholic children.
6. Other 'looked after' children and children who have been adopted (or made subject to Child Arrangements order or Special Guardianship orders)
7. Children of catechumens and members of an Eastern Christian Church.

8. Christians of other denominations and whose application is supported either by a certificate of baptism or by a letter from a minister/religious leader, showing membership of the faith community.
9. Children of other faiths and whose application is supported by a letter from a minister/religious leader, showing membership of the faith community.
10. Any other children.

Where the offer of a place to all the applicants in any of the categories listed above would lead to oversubscription the following provisions will be applied. Within each oversubscription category, highest priority is given to children with “exceptional need” then to “children with siblings” and then “children of teachers who have been employed on a permanent basis within the school for at least two years”

### **EXCEPTIONAL NEED**

The governing body will give top priority, (after the appropriate category of ‘looked after’ children), to applications where evidence is provided showing that a child, parent or their carer can demonstrate a wholly exceptional medical or social need for attendance at this school and that no other school will suffice. The application must be supported by independent objective evidence for example from a doctor, psychologist, social worker or other professional involved with the child. The evidence must relate specifically and wholly to this school and must clearly demonstrate why it is the only school that can meet the child’s exceptional social and / or medical needs.

### **SIBLING**

The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category.

### **CHILDREN OF TEACHERS WHO ARE EMPLOYED ON A PERMANENT BASIS WITHIN THE SCHOOL**

Applications for children of teachers who have been employed by the school for at least two years on a permanent basis at the time of application will increase the priority of an application within each category.

### **APPLICATIONS IN PREVIOUS YEARS**

As the school is usually oversubscribed by practising Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place.

### **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 place up to the admission number will be offered to those living nearest to the school. A ‘straight line’ distance measurement is used 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 of schools and individual residences. In the case of several children living equal distance from the school the decision will be made by random allocation i.e. lottery. This will be done by the Governing Body in the presence of an independent witness.

## **FAIR ACCESS**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number. Children offered places under the HCC Fair Access Protocol will be prioritised before children on continuing interest.

## **APPLICATION PROCEDURES 2021-2022**

In order to make an application, you must complete a Common Application Form (CAF) from Hertfordshire County Council by applying online at

[www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) (Please ask at the school office if you do not have access to apply online and the admin staff will help you with your application). You should also complete the School's Supplementary Information Form (SIF). The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to School, St Teresa's Catholic School, Brook Road, Borehamwood, Herts, WD6 5HL together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15<sup>th</sup> January 2021 the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place. Late applications are processed after on time applications but often (depending upon the exact date of application) before national allocation day. The local authority will inform you (by logging into your Hertfordshire Application account) on behalf of the Governing Body with the outcome of your application on the 16<sup>th</sup> April 2021.

The SIF and all application information will be handled in accordance with the General Data Protection Regulation (GDPR), and application information held by the school will be destroyed on or after 31st December in the year of admissions, with the exception of applications which have been unsuccessful and have indicated a wish to remain on the schools waiting list. In this instance permission will be obtained from the applicant.

## **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. Applicants must also fill the Hertfordshire 'In Year On Line Application Form' (<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/in-year-admissions>). 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 of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year, unless applicants request to remain on the list. When a place becomes available the Governing Body will decide who best meets with the school's criteria

so that an offer can be made. The Local Authority will be informed of the offer as soon as it has been accepted.

### **CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except summer born children)**

Parents may apply for their child to be educated outside their chronological age group i.e. a year behind or a year ahead. Applications 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 an individual basis and permission will only be granted in exceptional circumstances.

### **RECEPTION YEAR 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 then the deferral is requested once the offer of a place has been received. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year for which the application has been made. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2022.

### **SUMMER BORN CHILDREN**

If a parent wishes for their summer born child to start school in Reception in the September following their 5th birthday i.e. a child born between 1st April and 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing to the Chair of Governors during the autumn term in the (academic) year of application. Parents must make clear the reasons for their application and provide compelling professional evidence. Summer born applications will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents must also submit an application for a Reception place in the normal way. These applications will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

### **CERTIFICATE OF CATHOLIC PRACTICE**

The Certificate of Catholic Practice is only required from those wishing to be considered under oversubscription criterion 2. Applicants applying under criterion 2 must submit a Certificate of Catholic Practice (CCP) by the closing date. This certificate is only available from your parish priest at the parish where you normally worship. Please contact your parish priest to make an appointment to complete this form. The priest will only complete and sign the form if he knows you.

### **RIGHT OF APPEAL**

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the Policy and you will have the right of appeal to an independent panel. Parents wishing to appeal who applied online should log on to their online application and click on the link "register an appeal". For reception applications 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 to log into the appeals system. For in year appeals the school will inform you of the outcome of your In Year application. If you have been

unsuccessful, Hertfordshire County Council will contact you with registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://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 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 will be removed from the list on 31st August 2022, unless applicants request to remain on the list and register with Hertfordshire's Continuing Interest list.

### **PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)**

The admission of pupils with an Education Health and Care Plan (EHCP) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs) 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.

### **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.

### **NOTES (these notes form part of the oversubscription criteria)**

**'Looked after children'** has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

**'Adopted Children'** – An adopted child is any child who has been formally adopted, having previously been in care and whose parent/guardian can give proof of this. Priority will be given to all children who have proof of adoption.

**'Child Arrangements Order'** – A Child arrangements order is an order under the Children's 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.

**'Special Guardianship Order'** A Special Guardianship order is an order under the terms of the Children Act 1989 S.14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately before the order is made qualify in this category.

**'Sibling'** - A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner 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 must be on the roll of the named school at the time the younger

child starts. [\*Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014. \*\*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.]

A sibling must be on the roll of the named school at the time the younger child starts. If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

**‘Children of teachers who have been employed for a minimum of two years at the time of application within the school’** means children of teachers working on a full or part time basis on a permanent contract for at least two years at St. Teresa’s Catholic Primary School, Borehamwood’

**‘Parent’** means the adult or adults with legal responsibility for the child

**‘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.

**‘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/>]

**‘Catechumen’** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.

**‘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 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’** “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.

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. ‘Resident’ A child is deemed to be resident at a particular address where he/she resides there for 50% or more of the school week. Parish Boundaries: There is a link on the school website under ‘Admissions’ which clearly defines the parish boundaries. ([www.stteresas.herts.sch.uk](http://www.stteresas.herts.sch.uk)) or from the Westminster diocese website ([www.rcdow.org.uk](http://www.rcdow.org.uk) )

**Diocese of Westminster  
Catholic Primary Schools  
Supplementary Information Form  
2021-2122**



<b>Name and Address of School: St Teresa's Catholic Primary School, Borehamwood</b>
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**Child's Details**

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

**Parent/Carer Details**

Parent(s)/Carer(s) name:	
Address (if different from above):	
Telephone number:	
Alternative contact details: Name:	
Address:	
Telephone number:	

**Details of Religion**

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

Name and position of priest supplying Certificate of Catholic Practice, or a letter from a minister/religious leader, showing membership of the faith community.	
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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>

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice from the parish where the family normally worships. Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter from their minister or religious leader confirming membership.
- You **must** complete your local authority's Common Application Form online at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)
- If you do not do this you will not be offered a place.

The SIF and all application information will be handled in accordance with the General Data Protection Regulation (GDPR) and will be destroyed on or after 31<sup>st</sup> December in the year of admissions, with the exception of applications which have been unsuccessful and have indicated a wish to remain on the schools waiting list. In this instance permission will be obtained from the applicant.

**Checklist:**

Have you enclosed?

**Original Baptism certificate (where applicable)**  
**Certificate of Catholic Practice (where applicable)**  
**Evidence of exceptional need (where appropriate)**

**Have you completed** your local authority's Common Application Form? (Online Application) [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

**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.....