

St Albert the Great Catholic Primary School

The DCSF require that parents complete a separate admissions form for entry to a Reception class.



St Albert the Great Catholic Primary School
"The more I learn about the world in which I live the closer I grow to God"



ADMISSION POLICY 2010/2011

St Albert the Great 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.

Whenever there are more applicants than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. All applicants are required to declare their positive support for the aims and ethos of the school.

The governing body has responsibility for admissions to this school and intends to admit 30 pupils (the Published Admission Number for the School) to the Reception class in the school year, which begins in September 2010.

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. Looked after Catholic children.
2. Catholic Children from practising Catholic families who are resident within the local serving parishes who have siblings attending St. Albert's at time of entry.
3. Catholic Children from practising Catholic families who are resident within the local serving parishes.
4. Catholic Children from practising Catholic families who are not resident within the local serving parishes.
5. Other baptised Catholic children.
6. Other looked after children.
7. Children of Catechumens and members of an Eastern Christian Church
8. Children from Christian families of other denominations whose parents wish them to have a Catholic education and whose application is supported by a minister of religion.

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9. Children from Christian families of other denominations whose parents wish them to have a Catholic education.
10. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader
11. Any other applicant whose parents have completed the school's Supplementary Information Form
12. Any other applicant whose parents have not completed the school's Supplementary Information Form

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.

The attendance of a sibling at the school **at the time of enrolment** will increase the priority of an application within each category. A sibling means a sister, brother, step brother or sister, half brother or sister or adopted brothers and sisters living at the same address.

Where applications are received in respect of twins, triplets etc, the parent will be asked to confirm, in the case of there being insufficient places for all of these siblings, whether or not any available place(s) should be offered to just one (or possibly more in case of triplets etc) of the children. Where only one place is available for more than one child within the same family the offer of a place will be decided by lottery which will be carried out by governors in the presence of an independent witness.

The governing body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school.

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. The home to school distance will be measured using the shortest designated route as defined by Hertfordshire County Council.

Application Procedures and Timetable

To apply for a place at this school, you should complete and return **two separate forms** by 16th January 2011. The **Supplementary Information Form (SIF)** and the **Diocesan Priest's reference form** are obtainable from the school and the SIF is also obtainable from the LEA offices and from the school website and the LEA website links (links). You can collect the forms from the school or contact the school and ask for them to be sent to you. The SIF should be returned to the Head Teacher.

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You should also complete a **Common Application Form** from Hertfordshire Children, Schools and Families and return it to the school's admissions officer in the Admissions and Transport Team: West at Apsley One.

Your application may be compromised if both of these forms are not received by 15 January 2011.

You will be advised of the outcome of your application by initially by a letter from the LEA on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you may ask us for the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not complete BOTH the forms described above and return them by the closing date, the governing body may be unable to consider your application and your child is very unlikely to get a place at the school.

In the event of the above criteria not being able to distinguish between applicants within each category, priority will be given to those who live nearest the school. Distances will be measured using the 'shortest designated route' from the school entrance to the applicant's front door which is:

- A public right of way, with a proper made-up surface, such as tarmac or concrete; or
- A road, which does not need to have a separate pavement; or
- A cycleway adopted by Hertfordshire County Council.

The route can be lit or unlit. We measure to 2 decimal places.

Children whose birthday falls between 1st September and 28th February will be admitted to Nursery in September, those whose birthday falls 1st March - 31st August are admitted in January. Applications must be made on the Governors' Nursery Registration form.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a 'Continued Interest' list. This list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Parents are normally contacted after six months to confirm their continued interest in the school.

Pupils with a Statement of Special Educational Need

The admission of pupils with a Statement of Special Educational Need is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home Local Educational Authority. Details of this separate procedure is set out in the Special Educational Needs Code of Practice.

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To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require written evidence from an appropriate professional, such as a social worker, doctor or priest. This documentation will give top priority to an application within each category.

Under the Education Act 1996, the governors are obliged by law to admit any child with a Statement of Special Educational Needs where this school is named in the Statement.

Hard to Place Children

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. The governing body has this power even when admitting such a child would exceed the normal admission number.

Glossary (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).

‘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.

‘Practising Catholic’ means regular family attendance at Sunday Mass which is confirmed by the Diocesan Priest’s reference (‘family’ normally includes the Catholic or Catholics who have legal responsibility for the child.)

‘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.

‘Eastern Christian Church’ includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

‘Home Address’ the address at which the child resides for 50% or more of the school week.