

St Albert the Great Catholic Primary School



~ ~ ~ PROSPECTUS ~ ~ ~



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Hemel Hempstead, Hertfordshire
HP3 8DW

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Fax: 01442 246418

Website: www.albertthegreat.herts.sch.uk

St Albert's is a Voluntary Aided school.

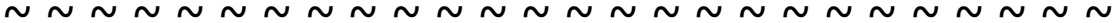


Parents considering applying for admission to the school are very welcome to visit the school by arrangement. Please telephone the school office to make an appointment. Details of the school's current Admissions Policy may be found in this prospectus



Our Mission Statement

"Our Mission Statement is the heart of our school."



St Albert the Great Catholic Primary School

“The more I learn about the world in which I live, the closer I grow to God.”

Our mission is to grow in the knowledge and love of God and to live, develop and share an understanding of the Christian Catholic way of life.

Welcome

On behalf of the Governing Body and staff, we would like to extend to you a warm welcome to St Albert the Great Catholic Primary School. Our school has been recognised as being good and our children have a positive attitude to their work and a great respect for each other. We are very proud of our successes and achievements and hope that the information contained in this prospectus will answer many of your questions about the school and help you make an informed decision with regards to your child's education. This prospectus is not however, a substitute for personal contact. Close relationships between you and the school bring us all into community and help us to reach a better understanding of the children in our care. The education we strive to provide can only be achieved where the home, the parish and the school each plays its part in;

- creating a Christian caring community
- teaching children self-discipline; and
- providing a good, sound education for the future.

St Albert's School Aims



St Albert the Great Catholic Primary School

The staff at St. Albert the Great School aim to create an educational experience which will offer all children learning and opportunities so that they can achieve their full potential. Children will have equal opportunities in every aspect of schooling. The educational experience will be underpinned by the living practice of our Catholic faith.

We endeavour:

- to create a happy, Christian community of pupils, staff, parents, governors and parish where the teaching and values of Christ are at the heart of all our activities
- to sustain the Catholic life of the school through religious teaching, through the experience of prayer and worship and through the Christian values which permeate the school
- to provide a secure, caring and welcoming environment for the children, parents, staff and visitors
- to offer our children the best possible education so that they may develop their aptitudes, abilities, and interests to their full potential within a stimulating learning environment
- to provide and encourage a loving and caring attitude and to maintain the attitudes and values expressed in our Mission Statement
- to ensure that our children develop regardless of gender, ethnic origin, disability or social/educational deprivation
- to support parents who are the first educators of their children
- to promote excellence

We aim:

- to provide a stimulating and challenging curriculum in an effort to attain the highest possible standards
- to encourage our children to question and answer without the feeling of failure, to give them a sense of achievement
- to foster self confidence and to motivate our children to take pride and pleasure in their work, to build on their successes
- to help our children acquire the knowledge and skills to respond with commitment and enjoyment to the learning environment
- to encourage our children to work both independently and co-operatively
- to assist our children to develop problem solving and investigative techniques and to be able to assess their own learning
- to encourage in our children a sense of responsibility for their own learning, their personal growth, their community and for the world in which they live
- to provide support, enrichment and realistic expectations for our children
- to provide opportunities for parental involvement in their children's education

Statement of Catholic Identity

"The Mission Statement helps me follow Jesus' footsteps."

St. Albert the Great Catholic Voluntary Aided Primary School is in the Trusteeship of the Archdiocese of Westminster. The Trust Deed of the

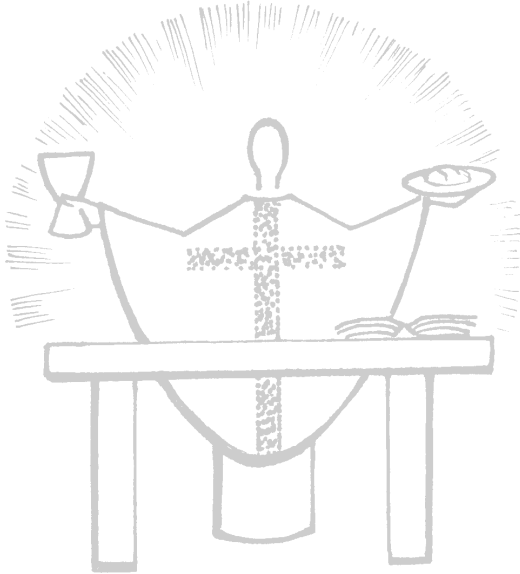
St Albert the Great Catholic Primary School

School states that the purpose or object of the Trust is "the advancement of the Roman Catholic religion in the area." The Articles of Government of the School state that the "Religious observance and education in the School shall be in accordance with the rites, practices and doctrines of the Roman Catholic Church."

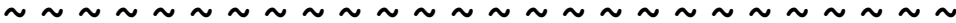
The Governors of St. Albert's wish, therefore, to emphasise that the curriculum, management and conduct of the school are to be understood in the context of the educational traditions of the Catholic Church. The content of the whole curriculum of the school is a reflection of the life and teaching of Jesus Christ as understood and proclaimed by the Catholic Church. The School seeks to ensure that its management and conduct are permeated with the social and moral values of the Gospels.

BUILDING FUND

As a Voluntary Aided school the Governors rely on parental contributions for the cost of essential repairs, maintenance and improvement of our school building. It is suggested that families pay approximately £100 per annum. This can be through standing order of £7 per month or annual contributions.



Catholic Ethos




St Albert the Great Catholic Primary School

Deputy Head teacher: Miss. Rachel Gallagher

Nursery:

Nursery Manager: Mrs. Caroline Rivers
Nursery Nurse: Mrs. Angela Lewis
Nursery Assistant: Mrs. Emma Redman



"The staff at school help us learn about the world in an enjoyable way."

Reception:

Class Teacher: Miss. Chloe Matthews
Teaching Assistants: Mrs. Emma Redman, Mrs. Alice Cullen, Mrs. Clare Jevon

Year 1:

Class Teacher: Miss. Gemma Fuller
Teaching Assistants: Mrs. Veronica Jones, Miss. Kelly Baird and Mrs. McIntosh

Year 2:

Class Teacher: Mrs. Melanie Lulham and Mrs. Katie Michaels
Teaching Assistant: Mrs. Sarah Nolan

Year 3:

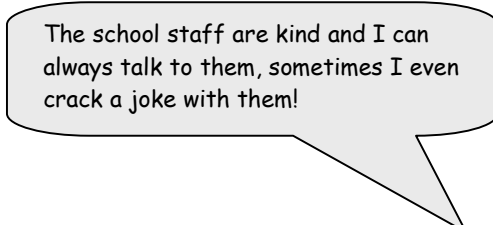
Class Teachers: Mrs. Michelle Anderton
Teaching Assistant: Mrs. Nicole Adams and Mrs. Pauline Skeggs

Year 4:

Class Teacher: Mrs. Sarah Wickens and Mrs. Caroline Gavigan
Teaching Assistant: Miss. Julie Kelliher

Year 5:

Class Teachers: Mrs. Claire Yates
Teaching Assistant: Mrs. Allison Phipps



The school staff are kind and I can always talk to them, sometimes I even crack a joke with them!

Year 6:

Class Teachers: Miss Rachel Gallagher.
Teaching Assistant: Mrs. Allison Phipps

Other teaching staff:

Miss. Alison Bryant
Mr. Danny Byrne
Mrs. Mary McDonagh
Mrs. Mary Dunn
Mrs. Siobhan Burchell

Office Staff:

Mrs. Anna Palmer
Mrs. Angela Langley

Midday Supervisors:

Miss. Kelly Baird (Senior MSA)
Mrs. Julie Baker

Kitchen Staff:

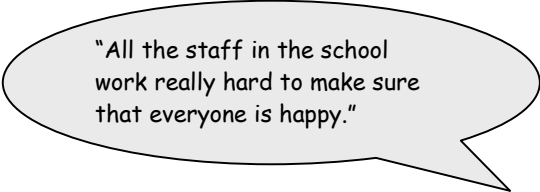
Mrs. Rachel Stewart (Cook)
Miss. Yvonne Bullock (Assistant)

St Albert the Great Catholic Primary School

Mr. Jake Edwards
Miss. Sue Edwards
Miss. Susan Lay
Miss. Nicola Wright
Mrs. Sue Hollick

Mrs. Bridget Webster (Assistant)

Caretaker:
Mr. Cliff Buss



Cleaning Staff:
Miss. Kelly Baird (Nursery)
Miss. Nicola Wright (Reception, Years 1 & 2)
Miss. Sue Edwards (Years 3 & 4, admin areas)
Miss. Yvonne Bullock (Years 5 & 6, admin areas, ICT suite)

Other School Support:

School Chaplain:	Father Raymond Legge
PCSO:	Richard Barnes
Peripatetic Brass Teacher:	Darrel Bonser
Peripatetic Guitar Teacher:	Adam Buckley
Peripatetic Violin Teacher:	Kay Geradine
Peripatetic Woodwind Teacher:	Christine Sheridan
School Nurse:	Alison Adams
Police Officer	Jo Stewart
Mrs. Kathy Little	Vice Chair (Foundation)
Mr. James O'Hare	(Foundation)
Mrs. Vee Camparini	(Associate)
Mrs. Louise Fleming	(Head teacher)
Mr. Alan Holyoak	(LEA)
Mr. Sanjit Joseph	(Foundation)
Father Raymond Legge	(Parish Priest)
Mr. Marc Tavernier	(Foundation)
Mr Gary Lewis	(Foundation)
Mrs. Sarah Wickens	(Staff)
Two elected parent governors	

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\*All staff and governors have been checked and confirmed as suitable by the Criminal Records Bureau

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Dates of Term and School Holidays


The Foundation Stage at St. Albert's

Parents can choose the best moment for their child to start their schooling in either Pre-school, Nursery or the Reception class; with statutory schooling starting in the Reception year. The Foundation Stage is the name given to this period of education when children are aged between 3 to 5 years old. During this stage, the children work towards a series of goals. Children further their understanding by playing, talking, observing, experimenting, testing, reflecting, responding to adults and to each other.

Pre-School

At St. Albert the Great Pre-school, we believe that children flourish best in a happy, ordered and positive environment in which children are encouraged to play, explore and learn with other children. We cater for 22 children 3 year olds at present. Parents of these young children can use their Nursery Education Grant to pay for this facility.

The Pre-school has afternoon sessions from 1.00pm. to 3.15pm. on Monday to Thursday afternoons and fees are payable in advance for this facility.



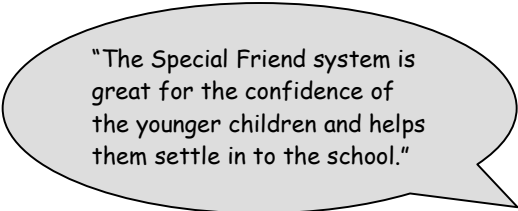
"My child has had an excellent start to his education."

Foundation Stage 1 (FS1)

The Nursery staff give the children as many experiences as possible. Nursery rhymes and role play are very important part of the sessions. The children learn to be creative; they develop an understanding of the world about them; they play inside and outside the classroom. Working in close association with parents, children are encouraged to begin to learn their sounds and numbers.

The Nursery has morning sessions from 8 40a.m. to 11.40 a.m.

Registration is at 9.00 a.m. Children must be collected promptly at the end of the morning.



"The Special Friend system is great for the confidence of the younger children and helps them settle in to the school."

Foundation Stage 2 (FS2)

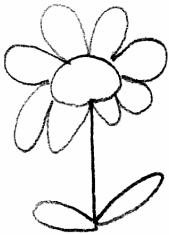
The day becomes more structured in this year. By the end of the Reception year, children will be ready for the formal teaching in Year 1 when

the full National Curriculum is taught.

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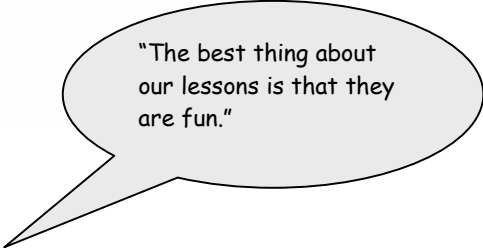
Key Stage 1 (KS1) and Key Stage 2 (KS2)

Morning sessions are 8.45 a.m. to 12.00 noon for KS1 and 8.55 a.m. to 12.20p.m. for KS2. Infant children will be supervised in their classrooms from 8.45am. Junior children should arrive at 8.45am and go straight to their class. Afternoon sessions are 1.00 p.m. to 3.30 p.m. with an afternoon break for the children in KS1. Children should be collected promptly at 3.30 p.m.



I Love Playing
with my friends.

Deena



St. Albert the Great School Curriculum



St. Albert the Great School provides a balanced programme offering a wide range of educational opportunities and experiences within the context of our Catholic faith. Our curriculum is implemented following the guidelines of the National Curriculum.

The Religious Education Policy is drawn up in accordance with Vatican, Diocesan and local church guidelines. The school teaches the importance of love of God and neighbour, of personal awareness and self-esteem, with a view to the development of warm stable relationships with others. This needs to be understood by children in the context of Catholic values and principles. Education in personal and sexual relationships is part of the general curriculum. The school supports parents in their duty to develop every child's understanding of God's creative love, as embodied in human reproduction, at a level suitable to the age of the growing child. The school makes every effort to consult with parents and involve parents in what is being taught.

At St. Albert's we aim to provide the children in our school with a personalised curriculum so that all their needs are met and so that they all feel a sense of achievement. All our children have full curriculum entitlement and our curriculum planning and continuous assessment of their progress and understanding enables us to take account of each child's individual needs. Teachers enhance the learning experience at St Albert's through a range of activities which include:

Literacy and Maths

We base our teaching in Literacy and Maths on the Primary National Strategy and aim to deliver high quality learning and teaching for all children.

Our Literacy curriculum provides opportunities for our children to develop their reading and writing skills while studying a range of fiction, information and poetry texts. We also work with them to further develop their speaking and listening skills and spelling strategies. In the early years we follow the 'Letters and Sounds' framework to help children learn their phonics

During our Maths lessons the children in all classes study five units throughout the year. These are as follows:

Unit 1 - Counting, partitioning and calculating

Unit 2 - Securing number facts, understanding shape

Unit 3 - Handling data and measures

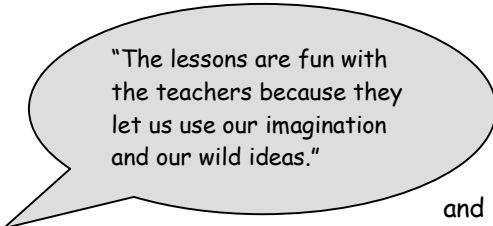
Unit 4 - Calculating, measuring and understanding shape

Unit 5 - Securing number facts, relationships and calculating

We continually look for links between what the children are studying in Literacy and Numeracy with other subjects to ensure that our curriculum is stimulating, purposeful and creative.

Science

In our ever changing world it is essential that our children will be able to understand new discoveries and concepts of the future. We help them prepare for these changes by offering an extensive science curriculum which increases their understanding of the world in which we live. As in all subjects the topics studied are continually reviewed so that the children can build on their learning and develop their investigative science skills.



"The lessons are fun with the teachers because they let us use our imagination and our wild ideas."

ICT

Our ICT curriculum offers our pupils the opportunity to use and increase their controlling and monitoring skills and their understanding of how data can be used and stored. Most importantly they are also taught how to use

the Internet safely. ICT permeates throughout the curriculum to enhance the children's learning in all subjects.

Religious Education

At St. Albert's we follow the 'Here I Am' R.E. scheme. Each year all the children in the school study the same topics at the appropriate level. We then celebrate their learning during our Rejoice assemblies, to which parents are invited. This year's topics are: Babies, Initiation, and Gifts, Judaism, Books, Memories and Death/New Life, Energy Freedom and Responsibility and Special Places.

We are very fortunate to have links with St. Joseph's, a convent in Bethlehem and are developing links with Loreto Sealdah, a school in India. We promote these links during our R.E. lessons and assemblies, increasing the children's awareness of other societies and cultures.

P.E.

All children in the school are entitled to two hours of P.E. a week. We belong to the School's Sports Partnership Trust which enables us to work closely with other local schools and obtain a huge variety of P.E. resources that can be used both during lessons and after-school clubs.

History and Geography

Teachers in all classes encourage the children to be creative. These subjects are often taught through topic work which promotes creativity. Links between curriculum areas are planned for and learning is made as fun as possible.

Healthy Living

We work together as a community to ensure that all children eat a lunch that meets the minimum recommended nutrition standards. Staff raise awareness about healthy eating and drinking by identifying opportunities within the formal curriculum. Physical activity is encouraged.

"At St. Albert the Great we use our creative and thinking minds in all our lessons."

French

In our Junior classes the children learn French through games, drama and role play. We have a variety of resources to aid their learning and pronunciation.

Music

One of the highlights at the end of the school year is the music recital morning. The children share their music making with parents and pupils. In the Foundation Stage, the children enjoy singing with a visiting pianist on a weekly basis, which supports their daily music making.

The Wider Opportunity scheme is offered to Years 4 and 5, in which all the children play either the Tenor Horn or the Trombone. In addition to this, children from Y2 to Y6 have

INCLUSION

At St. Albert the Great Catholic Primary School, in line with the Gospel values, we believe that all pupils have gifts and talents. Through our Inclusion policy we have adopted classroom procedures that recognise and promote the gifts and talents of our children. Our aim is to provide additional learning experiences that develop, enhance and extend their identified abilities.

Special Educational Needs (SEN)



We believe that all children have strengths as well as individual needs. Every year group will contain children with a wide range of abilities and achievements. Children will have different temperaments, concentration spans, and levels of confidence. We believe that most children can have their needs met by school routines and schemes of work that are designed to meet the needs of the majority. The needs of children who have been identified as having Special Educational Needs are met through support, enrichment and differentiation as appropriate.

Support is necessary where a child's rate of progress in that area is slower than that of the majority of the children in the class.

Enrichment, or the use of extended tasks, enables us to challenge a child who shows particular ability in an area and where their rate of progress exceeds that of the majority of children in the class.

Differentiation is seen to be essential for meeting the wide range of diverse needs of children in a class. Differentiation is the use of a variety of teaching techniques and organisational strategies as well as the provision of a range of tasks and resources.

The SEN Code of Practice is implemented in our school. All children are carefully observed and their achievements are carefully monitored so that specific needs can be identified. The staff share their concerns and observations with the parents of the child. Relevant agencies may be invited to support staff and parents in responding to the child's needs.



St Albert the Great Catholic Primary School


Our approach to behaviour at St Albert's

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The safety and well-being of the pupils in our care is paramount.

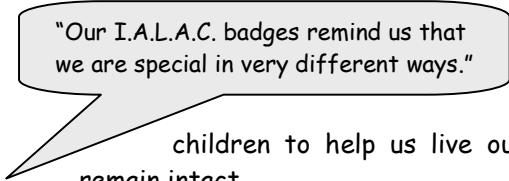
Discipline in a Christian community is about self discipline. We actively teach, by example and discussion, that we are called:

- to respect ourselves
- to show love, care and respect for others and our environment
- to tell when we have a problem so that adults may help us
- to choose to do what is right
- to say sorry and restore friendships when we have failed
- to make the correct choice



We try to behave well all the time and make sure that everyone can wear their I.A.L.A.C. badge. We remember that we are followers of God.

We do not allow children to sort out their problems by hurting, physically or verbally. It is our aim to provide the framework for the growth of self discipline which we believe that parents will also be following.



"Our I.A.L.A.C. badges remind us that we are special in very different ways."

In our school everyone has the right to wear their I.A.L.A.C. (I Am Lovely And Clever) badges and we have recently introduced eight special values that were suggested by the children to help us live out the Gospel Values so that everyone's badges remain intact.

These special values are:

Sharing, courage, love, generosity, respect, honesty, tolerance and kindness

Each class has adopted a value and will promote this throughout the school.

Should any child appear to have particular problems with regard to their behaviour in school parents will be invited in to discuss the perceived difficulties so that an appropriate course of action, for the good of the child, may be agreed.

We have developed a Behaviour Policy in consultation with parents, staff and Governors. New parents and pupils are asked to sign the school's home/school agreement.

Bullying, racism and sexism are dealt with promptly.

We rely on support from parents and ask that they show this by ensuring that their children adhere to our policies, including the School Uniform policy.

St Albert the Great Catholic Primary School

Payment for meals can be made weekly or half-termly by cash or cheque. Cheques should be made payable to Herts County Council. If you believe your child may be entitled to free school meals, please contact Children, Schools and Families on their financial help line 01438 737334.

If you wish your child to have sandwich lunches, please provide a clearly labelled packed lunch box. The lunch should be healthy with no crisps, chocolates, sweets or biscuits.

Milk

Infant children can have milk if they wish. An order form will be sent out each term. Nursery children receive free milk.

Public Access Documents

Documents issued by the Department of Education and Skills are available in school for inspection.

Charging and Remission Policy (Section 110, Education Reform Act)

In accordance with the above act, the Governors have decided that visits, journeys and swimming must be funded by voluntary contributions. If there is not good support from parents, these activities may have to be cancelled.

For the annual residential journeys a charge will be levied for the board and lodging element. The balance of the journey must be funded by voluntary contributions. We would not want children to be excluded on grounds of cost, i.e. if parents are having financial difficulties/in case of hardship. Please contact the Headteacher who will deal with all queries in the utmost confidence.

Parents may be charged for cookery and craft items where they have indicated in advance that they wish to keep the end product made by their child.

Leave of Absence

Parents are expected to confine family holidays and outings to the school holiday periods. Full attendance is expected from all pupils, except in cases of illness. Holidays taken during school periods will normally be designated as unauthorised absences.

Children who are taken out of school and who miss significant periods of time through additional holidays and outings do find it hard to catch up with their work on their return. In exceptional circumstances only, parents are asked to apply for periods of leave for their children using the appropriate form. Please ask in the school office.

Sickness

In the interest of Health and Safety it is imperative that parents inform us of a child's absence from school by 9.15 a.m. on the first day of absence. We also have to publish

St Albert the Great Catholic Primary School

attendance figures and this necessitates data collection on reasons for pupil non attendance.

Medical/Dental Appointments

Please try to arrange these out of school hours whenever possible. If you are not able to do this, please send an explanatory note.

Uniform Policy

The Governing Body of St Albert's has adopted a uniform policy for the Nursery and for the school. The requirements of the policy are available when pupils are offered a place. The PTFA run the school shop and orders can be made at the school office or on-line

www.stalbertsptfa.com

Copies of these and all other school policies can be obtained via the school office.

PTFA (Parents, Teachers and Friends Association)

The PTFA is a very good way to bring together parents, teachers and others to raise money and to support the school. It provides an opportunity for everyone to work together towards a common goal. All parents, teachers and friends can get involved even if they only have a small amount of time available. The school will benefit from the additional funds it will raise and the increased opportunity for parents to be more involved in school life.

What does our PTFA do?

- Raise funds to help the school provide "extras" for the pupils.
- Run social events for parents and children.
- Provide support for school trips and outings and other special events.
- Organise meetings to inform parents about up and coming events

If you could spare a little time once or twice a year for different events and would like to be part of St Albert's PTFA, please leave a message via the contact link on the web page or talk to one of the committee members.

"The experiences we have at this school change our lives."

St Albert the Great Catholic Primary School

Admissions to St Albert's Nursery

St Albert the Great School is a Catholic foundation intended for the education of Roman Catholic children. The admission of pupils rests with the Board of Governors. Accordingly, the Governors will consider applications for admission to the Nursery made on behalf of eligible pupils by parents or guardians who are prepared to give positive support to the school's Catholic Aims and Ethos.

The Governors intend to admit up to thirty pupils into the Nursery in each school year. Consideration will be given and offers of places will be made to eligible pupils in accordance with the following criteria and order of priority:

1. Looked After Children from Catholic Families
2. Practising baptised Catholics with a letter of support signed by the Parish Priest, who are resident in the parishes of Our Lady Queen of All Creation, Adeyfield and the Church of the Resurrection, Grovehill. (A letter proforma and guidance notes are available from the school office)
3. Practising baptised Catholics with a letter of support signed by the Parish Priest, who are resident in other parishes. (A letter proforma and guidance notes are available from the school office)
4. Other baptised Catholics.
5. Non Catholic Looked After Children
6. Baptised Christians of other denominations whose parents or guardians are in sympathy with the Aims and Ethos of the school.
7. Children whose parents or guardians are in sympathy with the Aims and Ethos of the school.

In each case of the expected presence of a brother or sister already in the school when the child is due to start will increase priority within that category. After this, priority within a category will be accorded to a child who;

- has special pastoral needs, and whose application is supported by the local church
- has special medical needs, and whose application is supported by local health authorities

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

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

In the event of over-subscription, the geographical proximity of the child's home to the school by the shortest safe walking route will be taken into account.

The Governors reserve the right to give extra priority to a child who has special pastoral or medical needs, and whose application is supported by the local church or health authorities.

The Governors meet annually to consider applications that may be made any time from birth but must be submitted according to the timetable notified to all parents by Herts. County Council. Parents will be informed if a place is available for their child by the date as notified on that timetable.

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.

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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.

St Albert the Great Catholic Primary School

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.

St Albert the Great Catholic Primary School



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"The more I learn about the world in which I live the closer I grow to God"



SUPPLEMENTARY REGISTRATION FORM
FOR NURSERY (FS1) ENTRY

CHILD'S NAME: _____

DATE OF BIRTH: _____

NAME OF PARENT/S: _____

ADDRESS: _____

Post code _____

TELEPHONE NO: _____

RELIGION: _____

DATE OF BAPTISM: _____

PLACE OF BAPTISM: _____

PLACE OF WORSHIP: _____

PARISH PRIEST: _____

BROTHERS/SISTERS
IN SCHOOL: _____

SIGNATURE OF PARENT/CARER

(Please note that Herts County Council's own Application Form must also be completed and returned to County as per their 'Starting Nursery' information. You should receive this direct from Herts County Council. If you do not receive this, please let us know)

Evidence needs to be presented with this form

For School use:

BAPTISM CERTIFICATE SEEN _____
(obtainable from the Church of Baptism)

BIRTH CERTIFICATE SEEN _____

DATE APPLICATION RECEIVED _____

PRIEST'S REFERENCE RECEIVED _____

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SUPPLEMENTARY REGISTRATION FORM
FOR RECEPTION (FS2) ENTRY

CHILD'S NAME: _____

DATE OF BIRTH: _____

NAME OF PARENT/S: _____

ADDRESS: _____

Post code _____

TELEPHONE NO: _____

RELIGION: _____

DATE OF BAPTISM: _____

PLACE OF BAPTISM: _____

PLACE OF WORSHIP: _____

PARISH PRIEST: _____

BROTHERS/SISTERS
IN SCHOOL: _____

SIGNATURE OF PARENT/CARER

(Please note that Herts County Council's own Application Form must also be completed and returned to County as per their 'Starting Nursery' information. You should receive this direct from Herts County Council. If you do not receive this, please let us know)

Evidence needs to be presented with this form

For School use:

BAPTISM CERTIFICATE SEEN _____
(obtainable from the Church of Baptism)

BIRTH CERTIFICATE SEEN _____

DATE APPLICATION RECEIVED _____

PRIEST'S REFERENCE RECEIVED _____