



## POPE PAUL CATHOLIC PRIMARY SCHOOL

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### Admission Arrangements 2022/2023

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

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

As a Catholic school, we aim to provide a Catholic education for all pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

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

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

The Governing Body has responsibility for admissions to this school and intends to admit up to the published admission number of 30 pupils to the Reception Class, in the school year which begins in September 2022.

For the last 5 years the school has received more applications than there have been places. In the last 3 years governors have been able to admit children up to criterion 9.

Applications are invited for September 2022 from families whose child attains 4 years of age between 01/09/2021 and 31/08/2022

## Special Educational Needs

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the 'Special Educational Needs Code of Practice' which can be found on [www.education.gov.uk](http://www.education.gov.uk).

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

## Oversubscription Criteria:

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

**These oversubscription criteria are applied to the Admission Year 2022/2023 and will be revised for each Admission Year.**

- 1 Catholic looked after and Catholic previously looked after children.
- 2 Baptised Catholic children, who have a Certificate of Catholic Practice and a Baptism Certificate.
- 3 Other baptised Catholic children.
- 4 Other looked after and other previously looked after children.
- 5 Siblings of any or no faith
- 6 Children of staff
- 7 Children of other Christian denominations whose application is supported either by a certificate of baptism or by a letter from a minister of religion/religious leader, showing membership of the faith community. In accordance with diocesan guidance, Orthodox Christian applicants have priority over other non-Catholic applicants.
- 8 Children of other faiths whose application is supported by a letter from a religious leader confirming membership of the faith.
- 9 Any other children

**Within each criterion priority will be given to**

### a) Exceptional Need:

The Governing Body will give top priority, within each criterion, to an application where compelling evidence is provided, at the time of application, of those exceptional needs of the child. To demonstrate an exceptional social, medical or pastoral need of the child which can only be met at this school, the governing body will require written evidence at the time of application from an appropriate professional, such as a social worker, doctor or priest.

The Governing Body's Admissions Committee considers all applications for admission.

It is this committee which assesses any additional evidence pertaining to an application under exceptional circumstances. Parents will be advised of the outcome of their application by Hertfordshire County Council on behalf of the Governing Body on 16<sup>th</sup> April 2021 and will be confirmed in writing by the Governing Body shortly after that.

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

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

Siblings include step-brothers/sisters and half-brothers/sisters attending the school at the time of application. Sibling also includes a child looked after or previously looked after and, in every case, living permanently in a placement within the home as part of the family household from Monday to Friday at the time of this application who is attending the school at the time of admission.

A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

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

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

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

A 'straight line' distance measurement is used by the local authority in all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences. (Home address is defined as the address at which the child resides for 50% or more of the school week.) In the event that two or more candidates are eligible under the last rule for the remaining place and live the same distance from school, the place will be allocated by drawing the name from a lottery. The tiebreak will be independently verified.

**Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## Notes and Definition of Terms

These notes form part of the oversubscription criteria.

**A looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

**A 'previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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

**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. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the 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/>

**A Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

**Children of other Christian denominations** for the purposes of this policy means children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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

**Children of other faiths** for the purposes of this policy means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

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

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

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

### **Application Procedures and Timetable For Admissions 2022-2023**

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

- The Local Authority (LA) Hertfordshire Application Form (HAF) **must** be completed online. If you live in another local authority area you must fill in the form for that authority.
- The school's Supplementary Information Form (SIF) and Supporting Documentation- signed Certificate

of Catholic Practice form and the candidate's baptismal certificate (where applicable) – **should** be returned to the Headteacher at the school.

The SIF is available from the school or [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) .

### **Certificate of Catholic Practice**

Applicants applying under criterion 2 must submit a Certificate of Catholic Practice by the closing date stated below. This form is available from the parish where the family normally worships.

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

### **Deadlines**

All forms must be returned by the 15<sup>th</sup> January 2022. Applications arriving after that date will be dealt with after all initial offers have been made.

**If Pope Paul's SIF and Supporting Documentation are not received at the school by 15<sup>th</sup> January 2022, the Governing Body will use the information supplied on the LA application form and may be unable to consider your application other than under criteria 9 – 'Any other children' - and it would be very unlikely that your child would get a place at the school.**

Parents will be advised of the outcome of their applications by Hertfordshire County Council on behalf of the Governing Body on 16<sup>th</sup> April 2022 and will be confirmed in writing by the Governing Body shortly after that.

### **Waiting List**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request to remain on the list.

## Deferred Entry

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

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

## Children Educated Outside their Chronological Age Group

### a) *Summer Born Children*

Legally, a child does not have to start school until the start of the term following their fifth birthday. Following guidance issued by the Department for Education on 8 September 2015, the school has amended its policy for summer born children. Children born between 1 April 2018 and 31 August 2018 are categorised as "summer born" and if parents/carers do not believe that their summer born child is ready to join Reception in 2022 they may delay their application until 2023.

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

If parents wish to delay their application for a Reception place they are advised to discuss their child's needs /development with their current early years or nursery provider. If parents wish their child to remain in their existing nursery school or class for a further year (rather than moving into the Reception year group) they must let their current school know before the end of the Spring term in 2022 (before the Easter break).

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

Parents may apply for their child to be educated outside his/her chronological age group; i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be granted in exceptional circumstances

## In Year Admissions

Applications for In-Year admissions are made directly to the school where a copy of the 'In Year Admissions SIF' can be obtained for completion and return to the school. The In Year application form is also available on the school's website [www.popepaul.herts.sch.uk](http://www.popepaul.herts.sch.uk). If a place is available and there is no waiting list, the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time,

then you may ask us for the reasons and you will be informed of your right to appeal. You will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscriptions and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available, the Governing Body will re-rank the list in order to see who is at the top of the list, so that an offer can be made.

### Unsuccessful Applications

If a place cannot be offered for the Normal Reception Admission Round, applicants will be notified by the LA. They will be given reasons related to the oversubscription criteria listed above. All unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child. Hertfordshire parents wishing to appeal, who applied online, should log onto their online school application and click on the link “register an appeal”. Out of county residents and paper applicants should contact the Customer Service Centre (0300 123 4043) to request their registration details and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link “log into the appeals system”. They will also be given the opportunity of being placed on a Waiting List.

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

### Change of details

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

**Application pack to include:** The Governors’ Admission Policy and Procedure;

Pope Paul SIF