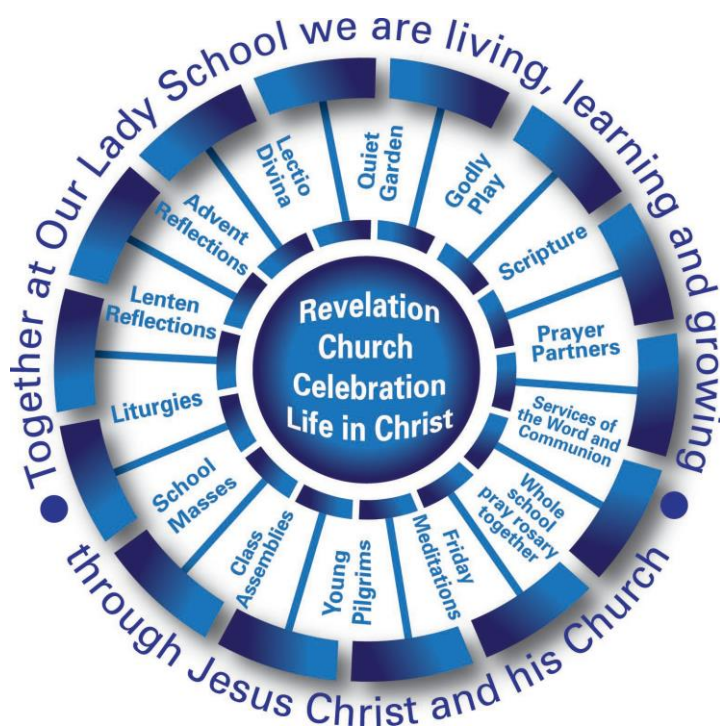




Our Lady Catholic Primary School *Admission Policy*



The Diocese of Westminster Academy Trust
A Catholic Academy

2022/2023

Our Lady Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 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.

The Published Admission Number (PAN) for the reception class at Our Lady Catholic Primary School 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 2022. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2021 and 31st August 2022.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below.

In 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.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC)

The admission of pupils with an Education, Health and Care Plan (EHC) 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.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of places available, places will be offered according to the following order of priority: -

1. Baptised Catholic 'looked after' and previously 'looked after' children, who have been adopted or made subject to child arrangements orders or special guardianship orders (see notes)
2. Baptised Catholic children from Catholic families with a Certificate of Catholic Practice of teachers at Our Lady School who have been employed at the school as a teacher for more than two years at the time at which the application for admission to the school is made.
3. Baptised Catholic children from Catholic families with a Certificate of Catholic Practice who will have a sibling on roll at Our Lady School at the time of admission.
4. Baptised Catholic children from Catholic families with a Certificate of Catholic Practice who are resident in the parish of Our Lady Immaculate and St Andrew, Hitchin and baptised Catholic children from Catholic families with a Certificate of Catholic Practice who are resident outside the parish of Our Lady Immaculate & St Andrew and for whom Our Lady is the nearest Catholic school to their normal place of residence.
5. Other Baptised Catholic children from Catholic families with a Certificate of Catholic Practice.
6. Other Baptised Catholic children.
7. All other looked after children and children who have been adopted (or made subject to Child Arrangement orders or special guardianship orders) immediately following being looked after (see notes)
8. Other children of teachers at Our Lady School who have been employed at the school as a teacher for more than two years at the time at which the application for admission to the school is made.
9. Children of Catechumens.
10. Members of an Orthodox Church.

11. Christians of other denominations.
12. Children of other faiths.
13. Any other applicants.

TWINS/TRIPLETS etc.

Where the last place is offered to a twin (or other child of multiple birth) the remaining child or children will be admitted as 'excepted children'. They will remain 'excepted' until the end of key stage 1. When a child in the class leaves they will not be replaced until the number drops to below 30.

APPLICATIONS IN PREVIOUS YEARS

For the past two years the governing body has been able to offer places to all applicants.

Please refer to the Notes over the page, for a definition of Catholic, Catechumen, Orthodox and other terms mentioned in the above list.

The attendance of a sibling* (see notes) at the school at the time of enrolment will increase the priority of an application **within categories 6-13**.

TIE BREAK

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.

Distance Rule I: Where the offer of places to all the applicants in any of the subcategories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school. This will be measured in a straight line distance measurement provided by Hertfordshire County Council.

Distance Rule II: If the last two children under any criteria live the same distance from school the offer of a place up to the admission number will be decided by random allocation. This will be a lottery which will be carried out by the governors 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 local authority 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.

APPLICATION PROCEDURE for 2022-2023

In order to make an application, you **must** complete an **online Application Form** from your local authority. (paper forms can also be obtained from your local authority.) All published information for Hertfordshire residents is available at www.hertfordshire.gov.uk/admissions. The closing date is 15th January 2022. You **should** also complete the **School's Supplementary Information Form (SIF)**. Whilst this is not compulsory, 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 the school, 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 15th January 2022, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion.

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

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 given in exceptional circumstances.

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 2, 3, 4 and 5 should submit a Certificate of Catholic Practice (CCP) by the closing date. This Certificate is available from the priest at the parish where the family normally worships or from the diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

OFFERS

Allocations will be despatched by the Local Authority on behalf of the Governing Body on 16th April 2022.

LATE APPLICATIONS

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

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. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing by Friday 21st May 2022.

CONTINUING INTEREST LIST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a continuing interest 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 2023, unless applicants request in writing to remain on the list.

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.

IN-YEAR ADMISSIONS

The school will remain part of the county council's coordinated In Year admissions scheme. Application forms can be accessed via www.hertfordshire.gov.uk/admissions or from the Customer Service Centre, 0300 123 4043. Parents should return the application form direct to Herts County Council and also complete a new Supplementary Information Form which must be returned to the school together with an up to date Certificate of Catholic Practice (where applicable).

Where there is no continuing interest list the local authority will be notified and the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria, with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children. 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 continuing interest list. This continuing interest list will be maintained by the governing body in the order of the oversubscription criteria as modified above and not in the order in which the applications are received. Names are removed from the list at the end of June each year, therefore parents will need to re-apply at the beginning of July for their child to be included in the continuing interest list and provide a new Supplementary Information form and an up to date Certificate of Catholic Practice. When a place becomes available the governing body will re-rank the list so that the Local Authority can inform the parent that the school is making an offer. Classes at Key Stage 2 will be limited to thirty four pupils.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until compulsory 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. 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 compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1ST April 2023.

SUMMER BORN CHILDREN

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way for the 2023-2024 admissions round. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

NOTES (these notes form part of the oversubscription criteria)

'Looked after child' has the same meaning as in S.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).

Children previously looked after abroad and subsequently adopted will also be prioritised under the 'looked after' rules if the child's previously looked status and adoption is confirmed by Hertfordshire's "Virtual School".

The child's previously looked status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and
- ii. to have ceased to be in that state care as a result of being adopted.

A child is in "state care" if he or she is in the care of, or accommodated by –

- (a) a public authority,
- (b) a religious organisation, or
- (c) any other organisation the sole or main purpose of which is to benefit society.

'Adopted'. 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.

'Child Arrangements Order'. A Child Arrangements order is an order under the terms of the Children 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). A child 'looked after' immediately before the order is made qualifies in this category.

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

'Sibling' means brother or sister, to include adopted brothers and sisters, half, step or foster brothers and sisters. 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 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. A sibling relationship does not apply when the older child will leave before the younger one starts.

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

For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic 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 law 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 a 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 at

<http://rcdow.org.uk/att/files/education/admissions/certificate%20of%20catholic%20practice%20guidance%20for%20clergy.pdf>

'Catechumen' means a child or parent who is a member of the catechumenate of a Catholic Church. This will 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 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, acknowledge 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 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" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above 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 when he/she resides there for more than 50% of the school week.

Parish Boundaries – for the purposes of this Policy, parish boundaries are as shown on the attached map. (If parishes or other geographical areas are mentioned in the oversubscription criteria a map must be provided.)

'Distance from school' 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. If distances are identical, the Governing Body will draw lots in the presence of an independent witness. The same measurement is used to determine the nearest Catholic school to your normal place of residence.



OUR LADY CATHOLIC PRIMARY SCHOOL

The Diocese of Westminster Academy Trust A Catholic Academy

Old Hale Way, Hitchin, Herts, SG5 1XT

www.ourladys.herts.sch.uk

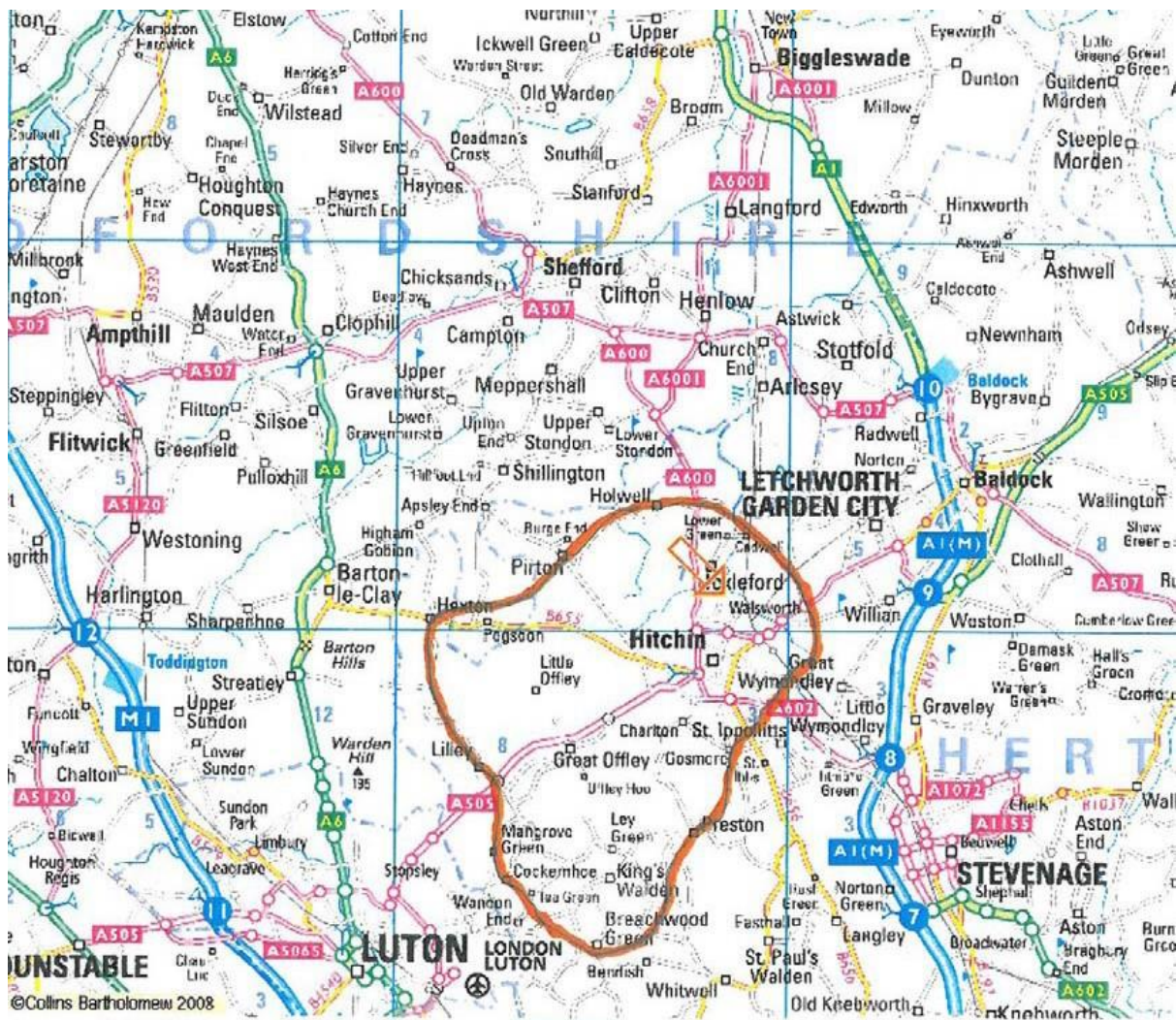
admin@ourladys.herts.sch.uk

Tel: 01462 622555

Head Teacher: Ciara Nicholson NPQH

PARISH BOUNDARIES

OUR LADY IMMACULATE & ST ANDREW, HITCHIN



NPQH Leadership Development School



**OUR LADY CATHOLIC PRIMARY SCHOOL
DIOCESE OF WESTMINSTER ACADEMY TRUST
SUPPLEMENTARY INFORMATION FORM
2022 - 2023**



If you are expressing a preference for a place for your child at Our Lady Catholic Primary School in Hitchin **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to the Business Manager at the school** by the closing date 15th January 2022.
- If you are applying to more than one Catholic school you will need to complete a separate Supplementary Information Form for each school.
- **If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Name of child: _____

Address of child: _____

Parent/Carer Details¹

Parent/Carer Name: _____

Please read the school Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the school at the proposed time of admission. If this information is not provided the admission authority of the school not be able to place the application within the correct criteria.

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence [insert details in accordance with the Notes below]
Baptised Catholic children from Catholic families with a Certificate of Catholic Practice ¹	<input type="checkbox"/>	
Other Baptised Catholic children ²	<input type="checkbox"/>	
Catechumen	<input type="checkbox"/>	
Members of an Orthodox Church	<input type="checkbox"/>	
Christians of other denominations	<input type="checkbox"/>	
Children of other faith	<input type="checkbox"/>	

Catholic Parish in which your child lives:

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. Our Lady Catholic Primary School is an academy within the Diocese of Westminster Academy Trust (“DOWAT”), a multi academy trust with 11 academies. DOWAT is a charitable company limited by guarantee (registration number 07944160) whose registered office is Vaughan House, 46 Francis Street, London, SW1P 1QN. DOWAT is the Data Controller for all the academies within the Trust.
2. Being a Catholic education provider, we work closely with the School’s Diocesan Authority, the School’s Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Dr.K.Sullivan, Foundation Director and you can contact them with questions relating to our handling of the data. You can contact them by telephone 01895 679414, or by post at Diocese of Westminster Academy Trust, Edinburgh Drive, Ickenham, Middlesex, UB10 8QY We require the information

¹ See notes 1 and 2.

² See note 1.

we have requested for reasons relating to our functions as the admission authority of the School.

4. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
5. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
7. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
8. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
9. To read about your individual rights you can refer to the School's fair processing notice and data protection policies.
10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation in accordance with the School's complaints procedure. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Notes

1. Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

[The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.]

2. Evidence of Catholic Practice

If application is being made for a place at the school for a Catholic child with a Certificate of Catholic Practice, this must be signed by a Catholic priest in the form laid down by the Bishops' Conference of England and Wales. The certificate should be obtained from the family's parish priest, or the priest in charge of the Church where the family practises, and should be provided at the same time as this form is returned to the school.

3. Evidence for Catechumens

If application is being made for a place at the school for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

4. Evidence of Membership of an Orthodox Church

If application is being made for a place at the school for a member of an Orthodox Church, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

5. Evidence for Other Christian Denominations and Other Faiths

If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school.

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Certificate of Catholic practice (where applicable).
- Letter confirming membership of a Christian denomination or other faith (where applicable).

Have you completed and returned your local authority's Common Application Form?

ADMISSIONS PRIVACY NOTICE FOR OUR LADY CATHOLIC PRIMARY SCHOOL

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

- Process your application
- Consider Admission Appeals.

We may also use this data for the following purposes:

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

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

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

Agencies we will share the information with:

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

School Retention Policy:

The information listed above will be retained securely by the school for 7 years, after which it will be destroyed.

For further information, please refer to the Privacy Policy on the School website or contact the school office.