



## **ADMISSION POLICY 2025 2026**

St Paul's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. 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 Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admissions authority has set its Published Admissions Number at 30 pupils to the Reception year in the school year which begins in September 2025.

The admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN"). In accordance with the current School Admissions Code (2014), such children are classed as an 'exception' and as such can be admitted over PAN.

### **Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school will be admitted.

## **Oversubscription Criteria**

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

1. Catholic looked after and previously looked after children including who have been in care outside of England. (see notes 2&3)
2. A baptised Catholic child with who has a sibling at the school at the time of admission (see notes 3, 4 and 7).
3. Other baptised Catholic children (see note 3).
4. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangement orders or special guardianship orders including children who have been in care outside England (see note 2).
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Non-Catholic children who have a brother or sister attending the school at the time of admission.
7. Any child, attending St Paul's Nursery that is eligible for Early Years Pupil or Service Premium Funding.
8. Christians of other denominations whose application is supported either by a certificate of baptism or a letter from their minister confirming membership of the faith community.
9. Any other children.

***Within each of the categories listed above, the following provisions will be applied in the following order.***

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 8)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category So that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 6).

## **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Hertfordshire County Council's 'straight line' distance measurement system is used for all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

## **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you must complete an online School Admissions Form available from the local authority in which you live, it can also be obtained from the Customer Service centre on 0300 123 4043. If living in Hertfordshire, the Hertfordshire County Council form can be accessed on line at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 – 3 and 5 - 8. This can also be accessed on line from the school's website: <http://stpauls.herts.dbprimary.com> or a printed copy can be obtained from the office.

*The SIF and the HCC Application Form must both be received by the 15<sup>th</sup> January 2025.*  
The Supplementary Information Form should be returned to the Headteacher of the school by 15<sup>th</sup> January 2025 via the school office.

You will be advised of the outcome of your application on 16th April 2025 or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

Parents wishing to appeal who applied through Hertfordshire's online system should log into their own online application and click on the link 'register an appeal'. Out of County residents and paper applications should call the Customer Service Centre on 0300 123 4043 to request their registration details and then log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link 'log into the appeal system'.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 – 3 and 5 - 8, and this may affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2025.**

## **Late Applications**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

## **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

## **Admission of Children Outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is academically more able or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to Reception rather than Year 1.

A child is entitled to a full-time school place in the September following his/her 4th birthday. St Paul's policy is for children to be educated within their correct chronological year group, however if parents feel their child(ren) should be educated in a different year group they should make an application for the year they wish their child to join the school but should incorporate the request in writing to the Chair of Governors outlining the special circumstances for the child's deferral.

If parents wish to defer entry of a summer born child to the following academic year then they must also make an application for the year they wish their child to join the school (by 15<sup>th</sup> January 2025) but should incorporate the request in writing to the Chair of Governors outlining the special circumstances for the child's deferral.

The admissions authority will make its decision about whether to accept an application based on the circumstances of each case and in the best interests of the child, taking into account school organisation issues and the views of the parents and any professionals involved. If the admissions authority agree to process the application for delayed entry, this agreement does not indicate that an offer will be made. There is no guarantee that the child will get a place and normal criteria will be applied to the application.

If the admissions authority refuse the application for delayed entry, an application for a school place at St Paul's will only be considered for the chronological age group.

## **Continuing Interest (Waiting lists)**

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be specified and confirmed to parents at the time of allocation). To remain on the CI (waiting) list after this time, parents must confirm they are still interested in a place by completing an In Year application form

## **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. An application should be made via HCC admissions website at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

A Supplementary Form should also be given to the school office and marked for the attention of the Headteacher and admissions authority. This can be accessed online from the school's website: <http://stpauls.herts.dbprimary.com> or via the school office.

"The county council will write to you with the outcome of your application and if you have been unsuccessful, will include registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)"

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

## **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 admissions authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admissions authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Children admitted under the Protocol can be admitted above the PAN and before any children on the waiting list if necessary.

## **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The admissions authority reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.**

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

1. 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.

2. 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 an 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 admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. "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 Catholic 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 law of the Church].

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

5. "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 CYTŪN (Welsh Churches) 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.

6. 'brother or sister' includes:

(i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and

(ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

7. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

8. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

9. A child's "home address", the address provided must be the child's current permanent address at the time of application.

- “At the time of application” means the closing date for applications.
- “Permanent” means that the child has lived at that address for at least a year.

Where a family has not lived at an address for a year, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months\* and the child must be resident in the property at the time of application.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

We may ask for proof of your address at any time. If, following an initial investigation and/or any investigation by with the Shared Anti-Fraud Service, the county council concludes that, a fraudulent address has been used, correspondence confirming this decision will be sent to the applicant. We will explain the decision-making process and the action that will be taken with the application. We will also confirm which address will be used as the child's permanent home address for admission allocation purposes.

If we receive more than one application with different address details and **parents don't agree**, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

If two different applications are received for the same child from the same address but contain different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

If duplicate applications are made to different LAs for the same child, those LAs will liaise and share information. The child's home LA will determine if the application will be processed.

For the transfer application rounds, if the initial differing applications (one or both) were received “on-time”, an amended joint application will also be considered “on-time” if received before the “late deadline”. If the amended joint application is received after the late date, it will be treated as “late”. The final late deadline for the 2025/26 transfer application process is 2 December 2024 for secondary and upper applications and 3 February 2025 for primary, junior and middle applications. If these dates change, amendments will be published on the HCC admissions web pages at the start of the 2025/26 application process in September 2024.

\* If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested.

Diocese of Westminster Catholic Primary Schools  
**Supplementary Information Form 2025 –**  
**2026**



**PLEASE RETURN THIS FORM TO THE  
 SCHOOL BY 15<sup>TH</sup> JANUARY 2025 AT  
 THE LATEST**

<b>Name and Address of School:</b> <b>St Paul's Catholic Primary School, Park Lane, Cheshunt EN7 6LR</b>
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**Child's Details**

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

**Parent/Carer Details**

Parent's name:	
Address (if different from above):	
Telephone number:	

**Details of Religion**

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination )	Catechumens or Eastern Christian Churches
Church where child was baptised and date of baptism: (baptism certificate required)			

**I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school**

**immediately if there is any change to these details and that should any information I have given prove to be inaccurate that governors may withdraw any offer of a place even if the child has already started school.**

Signed.....

Date.....

Please note:

- Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter from their minister or religious leader, confirming membership of that faith community.
- You **must** complete your local authority's application form online (or on paper) by the closing date. If you do not do this you will not be offered a place.

**Checklist:**

Have you enclosed:

Copy of baptism certificate (where

necessary) Evidence of exceptional need

(where necessary).

**Have you completed** your local authority's online application form?

*The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice please read the attached 'Admissions Privacy Notice.' Further information may be obtained by visiting the school website at <https://stpauls-herts.secure-dbprimary.com> or by contacting the Headteacher at the school.*

## **ADMISSIONS PRIVACY NOTICE FOR St Paul's Catholic Primary School**

St Paul's Catholic Primary School is a data controller for the purposes of the Data Protection Act

2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the Hertfordshire LA 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.
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**School Retention Policy:**

The information listed above will be retained securely by the school for [8] years, after which it will be destroyed.

**For further information please refer to the Privacy Policy on the School website or contact:**

Headteacher at St Paul's

## Appendix 1 –

### Home address definition

The address provided must be the child's current permanent address at the time of application.

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