ST ALBERT THE GREAT CATHOLIC PRIMARY SCHOOL DETERMINED POLICY ADMISSIONS 2027 - 2028

St Albert the Great Catholic Primary School is a primary voluntary academy (part of All Saints Catholic Academy Trust) established under the Westminster Diocese Trust Deed. Accordingly, it is the Governors' intention that the distinctive Catholic ethos will always be maintained.

As a Catholic academy, we aim to provide a Catholic education for all our students. At a Catholic academy, Catholic doctrine and practice permeate every aspect of the academy's activity. It is essential that the Catholic character of the academy's education be fully supported by all families in the academy. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the academy. The Governors encourage applications from parents/carers who wish their child to receive a Catholic education.

The governing body is the admission authority and has responsibility for admissions to this academy. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the academy's Published Admissions Number ("PAN") at 30 pupils to be admitted to the reception year in the school year which begins in September 2027.

Applications are invited for September 2027 for children who will attain 5 years of age between 01/09/2027 and 31/08/2028.

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

The admission of pupils with Education, Health and Care Plan is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Parents of children with an EHC Plan should contact their local authority SEN department. Children with an Education, Health and Care Plan that names the academy must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

If there are fewer applications than places available, the admissions authority will allocate places to all who have applied. For several years the academy has been fully subscribed and has received applications which exceed the number of places available. Whenever there are more applications than places available, the following over-subscription criteria will apply:

Over-Subscription Criteria for Admission

1. Baptised Catholic3 looked after and previously looked after2 children
2. Baptised Catholic3 children who will have a sibling5 at St Albert the Great Catholic Primary School at the time of admission.
3. Other baptised Catholic3 children with a Certificate of Catholic practice4 who are resident within our parishes – Hemel Hempstead East (Our Lady Queen of All Creation), Hemel Hempstead North (The Church of the Resurrection), Boxmoor (St Mary and St Joseph), Hemel Hempstead West (St Mark) and Chipperfield (Our Lady, Mother of the Saviour)*
4. Baptised Catholic3 children with a Certificate of Catholic practice4 who are not resident within the local serving parishes
5. Other baptised Catholic3 children
6. Other looked after2 and previously looked after2 children (see notes)
7. Catechumens6 and members of an Eastern Christian Church7
8. Other children with siblings5 at St Albert the Great Catholic Primary School
9. Christians of other denominations8 whose application is supported by a letter from their minister confirming membership of the faith community
10. Any other applicant

Within each of the over-subscription categories, priority will be given, in the following order, to children who:

- have exceptional needs, where:

i) the needs are presented at the time of application in the form of compelling written evidence from an appropriate professional such as a social worker, doctor or priest. ii) the needs of the child can only be met at this school as opposed to any other. The Admissions Authority will make the final decision.

● are children of staff (teaching and non-teaching, who have worked at St Albert the Great Catholic Primary School for at least two years at the time of application), who live at the same home address as that member of staff.

Tie Break

Priority will be given to children living closest to the academy determined by the shortest distance. Distances are calculated [on the basis of a straight-line measurement between the front door of the child's home address[9] (including the community entrance to flats) and the main entrance of the academy [using the local authority's computerised measuring system] on the following basis:

● In the event of the Admissions Authority being unable to admit all the applicants in a particular category, the straight line distance measurement provided by Hertfordshire County Council's GIS system, shall be the determining factor in offering admission. 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 academy. All names will be entered into a hat and the required number of names will be drawn out.

If an application is made for twins/triplets/siblings in the same academic year, and one child is offered a place, the admissions authority, where possible, will go over the academy's Published Admissions Number to admit twins and all siblings.

The admissions authority will maintain a continuing interest list for admissions, which will be ranked only when places become available in the academy. Ranking will be in accordance with the published admissions criteria. Children will be kept on the continuing interest list until such time as their age makes them no longer eligible for admission, or parents request withdrawal from the list.

Admissions Procedure

To apply for a place at this academy in the normal admission round, you must complete a Common Application Form (or an online e-admissions form) available from the local authority in which you live. Parents should also complete the Supplementary Information Form (SIF), which is returned to St. Albert the Great Catholic Primary School by post or hand delivered. The SIF is available from the academy website (www.albertthegreat.herts.sch.uk) or by post from the academy at the request of the parents. The date for return of the SIF is 15th January 2027 and is the same as the closing date for the local authority form. If a SIF is not completed, the admissions authority will apply their admission arrangements using the information submitted on the e-admissions form only, which may result in the application being given a lower priority and this may affect your child's chance of being offered a place.

If you wish to apply under oversubscription criteria 1-5 evidence of baptism or reception into the Church will be required.

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria-3 and 4 must 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 at www.rcdow.org.uk. A CCP 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/)
Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. 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. You will need to get a form signed for each Catholic school/academy you are applying to which has a 'practising Catholic 'criterion.

The Admissions Authority will meet in the Spring Term to consider applications for the following September. Successful applicants will be invited to spend an afternoon in school during the latter part of the Summer Term, prior to admission.

Late Applications
Applications arriving after the closing date of 15th January 2027 will be dealt with after all initial offers have been made.

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 2028.

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 are required to make an application for a school place in their child's normal age group at the usual time. They are also required to submit a request for admission outside the normal age group in writing to the Chair of Governors at the time of application. Parents will receive a response from the Chair of Governors before primary national offer day. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

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.

The Admissions Authority will consider each case on its own merits and permission will only be given in exceptional circumstances.

IN-YEAR ADMISSIONS

Hertfordshire County Council (HCC) is responsible for co-ordinating applications. Parents must apply via the HCC website https://live.cloud.servelec-synergy.com/Hertfordshire/Synergy/InYear/

In addition to completing the Hertfordshire Admissions In-Year application form, parents/carers wishing to apply for a place for their child at St Albert the Great Catholic primary school, are requested to fill in a 2027-28 In year supplementary form which can be obtained from the school website.

***Verification of 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 time. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If a child's permanent residence is disputed, 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 and/or different preferences, neither will be processed until the address issue is reconciled.

It is for a child's home Local Authority to determine address. If two applications, with different addresses are received from the same Local Authority, it will be for that Local Authority to determine permanent address. If two applications are received from two different Local Authorities, the above process will be used

If two different applications are received for the same child from the same address, e.g., containing 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.

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 late deadlines for the 2027/28 transfer application process are 1st February for reception, junior and middle applications. If these dates change, amendments will be published on the admissions web pages at the start of the 2027/28 application process in September 2027.

***** 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 and verified as necessary with the Shared Anti-Fraud Service.

Fair Access Protocols

The academy 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 admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the admissions authority for the current school year. The admissions authority has this power even when admitting the child would mean exceeding the published admission number. Children admitted under HCC's Fair Access Protocol will be prioritised before children on a continuing interest list.

Appeals Procedure

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'. If the application was not made using Hertfordshire's online application system, parents should contact the Customer Service Centre (0300 123 4043) to request an appeal pack. Out of county residents and paper applicants should call

the Customer Service Centre on 0300 1234043 to request their registration details and log into www.hertfordshire.gov.uk/schoolappeals and click on the link “log into the appeals system”.
For In-Year applications, parents should contact the academy directly in the first instance.

In the event of fraudulent information being presented in an application, the admissions authority reserves the right to withdraw the offer of a place.

Timetable for Admissions for September 2027
Closing date for receipt of the e-admissions Form (County) and the Supplementary Information Form (School) is 15th January 2027. Statutory deadline for receipt of paper applications is also 15th January 2027. Allocations will be dispatched to parents on 16th April 2027. Deadline for acceptance/rejection of place offered is 30th April 2027. Date by which appeal forms need to be returned 21st May 2027.

All supporting documents must be originals and not a facsimile or photocopy.

If information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

Original documents will be returned and a copy held until the end of the admissions process. Applicants preferring not to put verifying documents in the post or seeking alternative verifying arrangements should contact the academy to agree alternative verification arrangements. All photocopied documents will be returned or shredded at the end of the allocation process.

Notes

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 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.

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 ‘Certificate of Catholic Practice’ means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishop’s Conference of England and Wales. The CCP is available from the school or from the Diocese at www.rcdow.org 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 http://rcdow.org.uk/education/governors/admissions/

5 A Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer’s partner, 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 or a looked after child in a respite placement or very short term or bridging foster placement. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

6 Catechumen means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

7 Eastern Christian Church includes Orthodox Churches, and is normally be evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

8 **"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.

9 A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

*Please see the websites of each church for further information regarding the Parish boundaries or the information provided on the SIF.