



St Philip Howard Catholic Primary School
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Admissions Policy 2027-2028

St Philip Howard 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 governing body has set its published admission number at 60 pupils to Reception in the school year which begins in September, 2027.

The governing body will 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").

Applications are invited for September 2027 from families whose child reaches their 4th birthday between 1st September 2022 and 31st August 2023.

Pupils with an Education, Health and Care Plan (EHCP)

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education, Health and Care Plan (EHCP) that names the school. These children will be admitted within the school's PAN but before any child prioritised under the school's oversubscription criteria.

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. Catholic children looked after and Catholic children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a 'child arrangements order'¹ or a special guardianship order
2. Baptised Catholic children with a sibling in the school at the time of admission. (baptism certificate will be required)
3. Baptised Catholic children who are resident in the parishes of St. Peter's, Hatfield; Marychurch, Hatfield; or St Thomas More, Welham Green. (baptism certificate will be required)
4. Other Catholic children who do not meet the above criteria. (baptism certificates will be required)
5. Other children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a 'child arrangements order'¹ or a special guardianship order
6. Children of Catechumens (as evidenced by a supporting letter from their parish priest) or eastern Christians (baptism certificates will be required).
7. Christian children of other denominations whose membership is evidenced by a minister of religion
8. Children of other faiths whose membership is evidenced by a religious leader.
9. Any other applicants.

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

1. 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 10)
2. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within categories 5,6,7,8 and 9 so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 8).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. A 'straight line' distance measurement is used 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. 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 and online Application Form available from the local authority in which you live. Hertfordshire's web address is 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 to 8.

The Supplementary Information Form should be returned to **Mrs A Smalley, Admissions Officer, St Philip Howard Catholic School, Woods Avenue, Hatfield AL10 8NN** by 15th January 2027.

You will be advised of the outcome of your application on 16th April 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.

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 will not be placed in criteria 1 to 8, and this is likely to 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 2027.

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.

Monday 1st February 2027 is the last date to submit a written explanation of why your application was late, for your application to be agreed as 'on time'.

Any applications received after Friday 5th March 2027 will not be offered a school place until week commencing 7th June 2027.

Appeals

Parents wishing to appeal, who applied through Hertfordshire's online system should log into their application and click on the link "register and appeal". Out of county residents and paper applicants should call the Customer Service Team on 0300 123 4043 to request their registration details, log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".

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 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 gifted and talented 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. Any such request should be made in writing to **Mrs A Smalley, Admissions Officer, St Philip Howard Catholic School, Woods Avenue, Hatfield AL10 8NN** at the same time as the admission application is made.

The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of the appropriate medical and education professionals as appropriate.

Continuing Interest List

After places have been offered, the school will maintain a continuing interest (waiting) list. 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 school 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 (8th July). To retain a CI application after this time, parents must make an In Year application.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

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. Application should be made to the school by contacting **Mrs A Smalley, Admissions Officer, St Philip Howard Catholic School, Woods Avenue, Hatfield AL10 8NN**

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). We will write to you with the outcome of your application and, if you have been 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

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. The Governors will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

Nursery

The admission arrangements detailed in this document do not apply for those being admitted into 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 governing body 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. **Catholic children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a 'child arrangements order¹ or a special guardianship order².**

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under rule 1. Highest priority will also be given to children who were previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order. A "child looked after" is a child who is: a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989) All children adopted from care who are of compulsory school age are eligible for admission under Criteria 1. Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Criteria 1. Children who were not "looked after" immediately before being adopted or made the subject of a child arrangement order or special guardianship order, will not be prioritised under Criteria 1. Applications made for these children, with suitable supporting professional evidence, can be considered under note 10.

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Child arrangements order Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live. ² Special guardianship order Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

Children previously looked after abroad and subsequently adopted will be prioritised under Criteria 1 if the child's previously looked after 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.

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 who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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

6. **"Children of other Christian denominations"** 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.

7. **"Children of other faiths"** 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.

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.

8. **‘brother or sister’** includes:

(i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, step brothers 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.

“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”

9. 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.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest. All applications are considered individually but a successful application should include the following:

a. Specific recent professional evidence that justifies why only one school can meet a child’s individual needs, and/or

b. Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child’s needs.

c. If the requested school is not the nearest school to the child’s home address, clear reasons why the nearest school is not appropriate.

d. For medical cases – a clear explanation of why the child’s severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate. An application will generally not be upheld in cases where more than one school could meet the child’s need. In exceptional cases relating to a disability, where more than one school in the county can meet the child’s specific needs, a clear and compelling case can be made for the “nearest” school with the relevant facilities, environment or location. You must clearly explain why attendance at the “nearest” school with these facilities is essential.

Applications can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist, police officer or priest. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children previously “looked after” but not meeting the specific criteria outlined in Criteria 1, may be made under this rule.

For the purpose of this policy, parish boundaries will be applied to the admission arrangements.

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. 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.

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 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 deadlines for the 2027/28 transfer application process are 2nd December 2026 for secondary and upper applications and 2nd February 2027 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 2026.