St. Anthony's Catholic Primary School
Croxley View
Watford
Hertfordshire WD18 6BW
Tel: 01923 226987

We Grow and Learn with Jesus

Determined Admissions Arrangements for 2027/2028

Admissions Policy - Reception 2027/2028

St. Anthony's School is a part of the Roman Catholic Diocese of Westminster intended for the education of Catholic children. 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 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[1] . The admission authority has set the school's Published Admissions Number ("PAN") at 60 pupils to be admitted into the reception year group in the school year which begins in September, 2027.

Consideration will be given and offers of places made, to eligible pupils in accordance with the criteria and order of priority given below.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy 'applicant' refers to the parent applying for a place and 'children' refers to the children for whom applications are being made. Applications will be ranked according to the criteria listed below and the supporting notes and definitions. Places will be offered to those children satisfying criterion 1 followed by, if places are available, those children satisfying criterion 2 and so on, until all places have been allocated. Any remaining children will be offered the opportunity to be placed on the school's waiting list in rank order. The waiting list will be maintained, until the end of the

[1] This is for admission to the school at the start of the school year in September and not for applications made in-year.

academic year of admission, in the order of the oversubscription criteria and not in the order in which applications are received.

The admission authority will give top priority, within a criterion, to a child who has a special social, pastoral or medical need which can only be met at St. Anthony's. The Governing body will require compelling, written, professional evidence from the local church or health authorities and this evidence must be provided by the closing date for applications. Any child with a disability, whose application is successful, is welcome at St. Anthony's – every effort will be made to seek advice and make specific arrangements to accommodate such a child's needs.

Children with an Education, Health & 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

1. Catholic looked after and previously looked after children

2. Baptised Catholic children with a sibling in the school at the time of admission.

3. Baptised Catholic children who live in the parishes of Holy Rood, Watford and St. Bede's, Croxley Green.

4. Other baptised Catholic children

5. Other looked after and previously looked after children

6. Catechumens and members of an Eastern Christian Church.

7. Christians of other denominations, whose application is supported either by a certificate of baptism or by a letter from their minister confirming membership of the parish.

8. Children of other faiths whose application is supported by their religious leader.

9. Any other applicants.

Supporting Notes

Where the offer of places to all the applicants in any of the above criteria would lead to oversubscription the following provisions will be applied.

a) In each of criteria (5) to (9) above, priority will be given to children who have a sibling in the school at the time of admission. After sibling priority has been exercised, priority will be given, in each of criteria (3) to (9), to the children of, and resident with, a permanent member of the teaching staff who has been employed at the school for two or more years at the time at which the application for admission is made, or to the children of a new appointee to a post at the school, where there is a demonstrable skills shortage for the post in question.

b) In the event of two or more children meeting the same criteria, and provisions described within these supporting notes, priority will be given to the child who lives the shortest distance from the school. A 'straight line' distance measurement is used in all home to school distance measurements for schools in Hertfordshire. 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.

Every child applying for a place at the school will have an individual pseudorandom number assigned in the range 1 to 1 million. When there is a need for a final tie-break the pseudorandom number will be used to allocate the place, with the lowest number given priority.

c) For those criteria which refer to baptised Catholic children, the child should be baptised by the closing date for applications.

d) Within each criterion, if the rank ordering process results in the splitting of siblings in the same year (where one of the siblings is the last child ranked within the school's PAN), then the remaining siblings will, where logistically possible, be offered places at the school as 'excepted pupils'. In the event that the siblings are not a result of a multiple birth the applications will be assessed in terms of any exceptional social/pastoral need.

e) No automatic priority can be given to applicants who have children in the nursery. A completely fresh and full application, as detailed above, must be made.

This admissions policy and criteria will be subject to annual review.

Application Procedure 2027-2028

In order to make a valid application for a place at the school for your child you **must** complete the Hertfordshire LA [or your home LA if living outside Hertfordshire] online or eAdmissions form. Any application received after the statutory deadline, 15th January 2027, will be treated as a late application. 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.

Parents wishing to apply for a place for their child are invited to attend one of our open meetings and tour of the school for prospective parents. (Note: this meeting is not an interview and does not form part of the Admissions process.)

(Note: the Hertfordshire website contains all the published information about how to make a reception application as well as the application form. The closing date is 15th January 2027)

Parents of **all** candidates are requested to complete the school's own Supplementary Information Form (SIF). For criterion (6) above: an applicant who is a catechumen should provide a Certificate of Reception into the Order of Catechumens or a letter from their parish priest; a member of an Eastern Christian Church should provide a baptism certificate or certificate of reception from their church authorities. These **should** be returned **to the school**, together with a Certificate of Baptism for photocopying, as soon as possible. At the very latest these must be returned no later than the deadline for submission of the Hertfordshire Local Authority (LA) [or their home LA if living outside Hertfordshire] online or eAdmissions form.

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 to 4 or 6 to 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 2027.

The SIF and parish boundary definitions for Holy Rood and St. Bede's are available from the school. The SIF is also available from Hertfordshire LA. Applicants can collect the forms and boundary definitions from the school or contact the school and

ask for these to be sent to them. The parish boundary information can also be accessed on the Westminster Diocese website (www.rcdow.org.uk/watford and www.rcdow.org.uk/croxleygreen). The SIF is also available for download from the parents' page on the school website (www.stanthonys.herts.sch.uk/our-school/admissions).

The decision on admission rests with the Governing Body, which is the admission authority.

The waiting list will be utilised in the following manner. On the day a place becomes available the school has to rank all, including in-year applicants, against the oversubscription criteria. This means that applicants, originally ranked in the normal admissions round, may be moved down the waiting list. A child will remain on the school's waiting list for a minimum of the academic year of admission, and until a vacancy has arisen and the offer of a place accepted or declined.

Parents will be informed of their right to appeal. At transfer time parents wishing to appeal who applied on line should log onto their online application and click on the link 'register an appeal'. Out of County residents and those who applied on paper should contact the Customer Service Centre on 0300 123 4043 to request their login details and log into www.hertfordshire.gov.uk/schoolappeals and then click on the link "log into the appeals system". The deadline for submission of an appeal is May 2027 (exact date tbc).

For in-year applications, parents wishing to appeal should contact the school in the first instance.

The timetable for the admissions process is set by Hertfordshire LA and is advertised to parents each year. (The timetable is also advertised within the school at the appropriate time.) The final date for applications is January 15th 2027. Notification letters will be despatched by the LA, on behalf of the admission authority, on April 15th 2027.

Definitions

'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 Certificate of Reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a child looked after who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a child looked after (e.g. a child looked after in the process of adoption by a Catholic family).

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

'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.

'Sibling' in the context of this admissions policy, is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or 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.

If an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school

A sibling must be on the roll at the time the younger child starts or has been offered and accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

'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.

'Eastern Christian Church' includes Orthodox Churches and is normally 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, 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.

'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.

‘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 and/or the family own the property or have a tenancy agreement for a minimum of 6 months.

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 which the child lives at 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.

Applications for places for children of UK service personnel and crown servants returning from overseas will be processed as if they are already living in the area, provided the application is accompanied by an official letter that declares a relocation date and the parents provide some evidence of the intended address.

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

'Looked After Children' (LAC) has the same meaning as in Section 22 of the Children Act and means children in the care of a local authority or provided with accommodation by them (e.g. children with foster parents). This definition also includes children who were previously looked after by English local authorities (PLAC) and children who were internationally adopted previously looked after children (IAPLAC). If the governing body has any doubt about the validity of an application the governing body will consult with the head of the virtual school.

'Education, Health and Care Plan'. The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. 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 St Anthony's named in their EHC plan will be admitted as part of the school's PAN but before the oversubscription criterion are used.

'Adopted'. An adopted child is a child for whom there is proof of adoption.

'Child Arrangements Order'. A child arrangements order is an order under the terms of the Children and Families Act 2014 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

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

In-Year Admissions refers to applications made outside of the normal admissions round. In these circumstances parents should contact the school direct (telephone 01923 243658; email admin@stanthonys.herts.sch.uk).
https://stanthonys.herts.sch.uk/our-school-2/admissions/

We will write to you with the outcome of your In Year application and, if you have been unsuccessful, the county council will contact you with registration details to enable you to login and appeal online at www.hertfordshire.gov/schoolappeals. If a place is available and there is no waiting list then the governing body will admit the child. The school will also notify the local authority of the application and its outcome.

Applicants will be offered the opportunity of being placed on our waiting list, which is maintained in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will re-rank the list and inform the local authority that the school is making an offer.

Fair Access Protocols. 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 with the Local authority, by both the Diocese 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.

Reception Year Deferred Entry. Applications are invited for September 2027 from families whose children attain 4 years of age between 01/09/2026 and 31/08/2027. Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferment can be requested. The place will then be held until the first day of the spring or summer term. Applicants may also choose for their child to attend part-time until statutory school age is reached. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2028.

Summer Born Children. Applicants may request that their summer born child, i.e. a child born between 1st April - 31st August be admitted to Reception in the September following his/her 5th birthday. The applicant should make the request in

writing to the Chair of Governors at the time of making an application, submitted in the usual way, during the 2027-2028 academic year for a September 2028 place. A reply will be given by email within 2 school weeks from receipt of the request and confirmed in writing.
This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made. However, it must be understood this means a place in a class one year BELOW the child's chronological age.

Children Educated Outside Their Chronological Age Group (except Summer Born Children). Parents may apply for their child to be educated outside of his/her chronological age group, i.e. a year behind or a year ahead. Application should be made to the Chair of Governors, giving reasons and providing compelling professional evidence, at the time of application (i.e. from September to December). The admission authority will consider each case on its own merits and permission will only be given in exceptional circumstances.

Fraudulent applications

St Anthony's will work in liaison with Hertfordshire County Council (HCC) to do as much as possible to prevent applications being made from fraudulent addresses. HCC will refer cases to the Shared Anti-Fraud service for further investigation as necessary.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Action will be taken in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications and one or more of the following applies:
  - The family has moved to a property from which their application was less likely to be successful;
  - The family has returned to an existing property;
  - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
  - Official/public records show an alternative address at the time of the application
  - When a child starts at the allocated school and their address is different from the address used at the time of application. Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.