



## ***St Cuthbert Mayne Catholic Junior School***

### **ADMISSION POLICY 2023-2024**

St Cuthbert Mayne Catholic Junior 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 be given to Catholic children in accordance with the oversubscription criteria listed below. If there are fewer applicants than places available, the school will allocate places to all who have applied. 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 admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 60 pupils to be admitted to Year 3 in the school year which begins in September, 2023.

The governing body 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").

<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications



## **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. 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. Allocation of places under these arrangements will reduce the number of places available to other children.

### **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 children who were previously looked after, including those who appear (to the governing body) 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, or a special guardianship order. (see notes 2 & 3)
2. Baptised Catholic children who are resident in Hemel East (formerly the parishes of Our Lady Queen of All Creation and The Church of the Resurrection) and Hemel West (formerly the parishes of St Mary & St Joseph St Mark's). (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after children and previously looked after children, including those who appear (to the governing body) 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, or a special guardianship order. (see note 2)
5. Children of Catechumens and members of an Eastern Christian Church. (see notes 4 & 5)
6. Children of other Christian denominations whose membership is evidenced by a certificate of baptism or by a letter confirming membership of the faith from a minister of religion. (note 6)
7. Children of other faiths whose membership is evidenced by a letter confirming membership of the faith from a religious leader. (see note 7)
8. 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 10)
- (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 8).
- (iii) The children of staff (teaching or non-teaching, full and part-time, who have worked at St Cuthbert Mayne for at least two years at the time of application), who live at the same address as that member of staff. This includes step-children and children of partners, where the children live with the member of staff. (see note 9)
- (iv) Pupils of St Rose's Infant School.



## **Multiple births**

The governing body will go over the school's Published Admissions Number to 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").

## **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of the 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. When there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered onto the HCC admissions database has an individual random number assigned between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

## **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>2</sup>, parents/carers of children living in Hertfordshire must make an online application via the Hertfordshire County Council website [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or contact the Customer Service Centre on 0300 123 4043 for a paper application form. Parents should return the application form direct to the County Council. Parents/carers of children not living in Hertfordshire must make an application to their local authority.

You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. The Supplementary Information Form should be returned to the Chair of Governors, c/o St Cuthbert Mayne Catholic Junior School, Clover Way, Hemel Hempstead, HP1 3EA by 15<sup>th</sup> January 2023.

All of the published admission information, application form and supplementary form are available online at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions). The closing date for receipt of the application is the 15<sup>th</sup> January 2023.

You will be advised of the outcome of your application on 16<sup>th</sup> 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.

<sup>2</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.



## Appeals

Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the customer Service Centre on 0300 123 4043 to request their registration details and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals 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 will not be placed in criteria 1 to 3 or 5 to 7, 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 15<sup>th</sup> January 2023.**

### Late Applications

Late applications will be administered in accordance with Hertfordshire CC's Admissions Scheme. You are encouraged to ensure that your application is received on time.

### 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.

Any such request should be made in writing to the Chair of Governors, c/o St Cuthbert Mayne Catholic Junior School, Clover Way, Hemel Hempstead, HP1 3EA 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 appropriate medical and education professionals, as appropriate.

### Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list.

Looked after children, previously looked after children, children adopted from state care outside England and those allocated a place according to the Fair Access Protocol or an Education, Health & Care Plan, must take precedence over those on the waiting list, in accordance with the School's admissions criteria. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 17<sup>th</sup> July 2023.

**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 the Chair of Governors c/o St Cuthbert Mayne Catholic Junior



School, Clover Way, Hemel Hempstead, HP1 3EA. [www.cuthbertmayne.herts.sch.uk](http://www.cuthbertmayne.herts.sch.uk)

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).

You will be advised of the outcome of your application in writing and, if unsuccessful you have the right of appeal to an independent appeal panel. The county council will contact you with registration details to enable you to login and appeal online at [www.hertfordshire.gov/schoolappeals](http://www.hertfordshire.gov/schoolappeals)

For further details about the process for making an In-year application, please visit the admissions section of the school's website [www.cuthbertmayne.herts.sch.uk](http://www.cuthbertmayne.herts.sch.uk)

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

### **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 governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol and before any child on the school's continuing interest list. The governing body has this power, even when admitting the child would mean exceeding the published admission number. Hertfordshire's Fair Access Protocol (FAP) is available on the website at [www.hertfordshire.gov.uk/inyear](http://www.hertfordshire.gov.uk/inyear)

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or 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'**

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<sup>3</sup> or a special guardianship order<sup>4</sup>.

<sup>3</sup> Child arrangements orders are orders that settle the arrangements to be made as to the person with whom the child lives (Children and Families Act 2014).

<sup>4</sup> A Special Guardianship Order is an order appointing one of more individuals to be a child's special guardian or guardians under S14A of the Children Act 1989.



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. To establish eligibility Governors may request appropriate evidence of the child's previously looked-after status.

Governors may request advice from their Virtual School Head (VSH), if they are in any doubt about the acceptability of evidence provided by a parent of an Internationally adopted previously looked after child (IAPLAC).

### **3. 'Catholic'**

Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. 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).

Governors may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism 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 and evidence of Catechumen**

'Catechumen' means a member of the catechumenate of a Catholic Church. If an application is being made for a place at the school for a catechumen, evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided.

### **5. Eastern Christian Church and evidence of membership**

'Eastern Christian Church' includes Orthodox Churches, if an application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided.

### **6. Definition and evidence of membership of other Christian denominations**

'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.

If an application is being made for a place at the school as a member of another Christian denomination or another faith either a certificate of baptism or a letter confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required.

**7. Definition of children of other faiths**

'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- a. A religion which involves belief in more than one God, and
- b. 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 or sisters, half brothers or sisters, adopted brothers or 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 for whom the school place is sought lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

**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. A panel of Governors will determine whether the evidence is sufficient to meet the requirements of this rule.**

**11. 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 on the online application form. 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 on the online application form, provided that the child resides at that address for any part of the school week.**



DIOCESE OF WESTMINSTER

St Cuthbert Mayne Catholic Junior School



SUPPLEMENTARY INFORMATION FORM

2023/2024

If you are expressing a preference for a place for your child at St Cuthbert Mayne Catholic Junior School in Hertfordshire and wish to apply under a faith criterion, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Admissions Policy), should be returned to the Chair of Governors c/o St Cuthbert Mayne Catholic Junior School, Clover Way, Hemel Hempstead, HP1 3EA by the closing date 15 January 2023.
If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.
Remember you must also complete the Online Application Form.

Name of child:
Address of child:
Parent/Carer Details
Parent/Carer Name:
Parent/Carer Address:
(if different from above)
Telephone number

Please read St Cuthbert Mayne's Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

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



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

Criteria	Tick Box	Evidence [insert details in accordance with the Notes on pages 5-7 in the Admissions Policy]
1. Baptised Catholic (see note 3)	<input type="checkbox"/>	
2. [Other] Catholic (see note 3)	<input type="checkbox"/>	
3. Catechumen (see note 4)	<input type="checkbox"/>	
4. Member of an Eastern Christian Church (see note 5)	<input type="checkbox"/>	
5. Member of other Christian denomination (see note 6)	<input type="checkbox"/>	
6. Member of other faith (see note 7)	<input type="checkbox"/>	

Catholic Parish in which your child lives:

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

1. We are St Cuthbert Mayne Catholic Junior School, Clover Way, Hemel Hempstead HP1 3EA.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Richard Maskrey and you can contact him with questions relating to our handling of the data. You can contact him by email at [dpo@cuthbertmayne.herts.sch.uk](mailto:dpo@cuthbertmayne.herts.sch.uk).
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.



7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the School’s enrolment system, and the data will be retained and processed on the basis of the School’s fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School’s data retention policy.
10. To read about your individual rights you can refer to the School’s fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting the Headteacher at [admin@cuthbertmayne.herts.sch.uk](mailto:admin@cuthbertmayne.herts.sch.uk). If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner’s Office via their website at : [ico.org.uk](http://ico.org.uk).

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

Signed.....

Date.....

**Checklist:**

Have you enclosed?

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

**Have you completed and returned your local authority’s Online Application Form?**

**ADMISSIONS PRIVACY NOTICE FOR ST CUTHBERT MAYNE SCHOOL**



St Cuthbert Mayne 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 Schools Admissions Code, which has the force of law. In respect of in-year admissions, the School is the admissions authority for the 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 of Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admissions scheme/process can be accurately administered
- Admission Appeals panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately
- place complex admissions



- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

**School Retention Policy:**

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

For further information, please refer to the Privacy Policy on the School website [www.cuthbertmayne.herts.sch.uk](http://www.cuthbertmayne.herts.sch.uk) or contact our Data Protection Officer, Richard Maskrey at [dpo@cuthbertmayne.herts.sch.uk](mailto:dpo@cuthbertmayne.herts.sch.uk) .