



St Adrian's Catholic Primary School

'To learn, to love, to live as a community of God with Christ as our teacher'



St Adrian's Catholic Primary School

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St Adrian's Catholic Primary School, St Albans

Admissions to Reception Policy and Criteria – 2025/26

St Adrian's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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.

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 you, the parent applying for a place, and 'candidate' refers to the child for whom an application is made.

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. Applicants are expected to support 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. The admission authority has set the school's Published Admissions Number ("PAN") at 30 pupils to be admitted to the reception year in the school year which begins in September 2025. Applications are invited from families whose child attains five years of age between 1st September 2025 and 31st August 2026.



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Please note that attendance at St Adrian's Nursery does not give any priority for entry to Reception. **All parents must apply for a place in Reception whether or not their child attends St Adrian's Nursery.**

Application Policy & Procedures for 2025-2026

As a Hertfordshire school, the admission authority will work with the Herts local authority co-ordinated admissions arrangements. All the published information concerning how to apply for a reception place and the application form are available online at: www.hertfordshire.gov.uk/admissions

Applicants must submit the Common Application Form (CAF) online (available as hardcopy on request), to Herts County Council by 15th January 2025. They should also complete the Governors' Supplementary Information Form (SIF) and return it to the school. The SIF is the form used by Governors to apply admission criteria in the event of oversubscription.

The SIF can be obtained from the school or the LA website www.hertfordshire.gov.uk/admissions. It should be completed in full and returned with all supporting documentation to the school office by post or by hand by **January 15th, 2025**. For a Catholic child, a baptismal certificate is required – without this the child will be considered to be non-Catholic.

If a SIF is not completed, the Governing Body will apply its admission arrangements using the information submitted on the CAF which may result in your application being given a lower ranking and may affect your child's chance of being given a place. Offers of places will be dispatched to parents by the LA on behalf of the Governors on **April 17th 2025**.

Continuing Interest Lists

The school maintains a 'continuing interest' list for unsuccessful applicants who wish to be considered for a place should one become available in the future. The school maintains lists for every academic year group and these are updated annually. Those on the list will be contacted to confirm if they wish to remain on the list. When a place becomes available it will be offered in accordance with the criteria set out in the admission policy in force at the time the admission is considered.

Parents of prospective pupils may visit the school by appointment before making their application.

If there are more than 30 applicants, the Governors will administer this policy using the criteria detailed below. By agreement, and in co-operation with the Local Authority, the Governors will apply their admissions policy criteria to all applications equally in accordance with the ranking system.

Oversubscription Criteria



St Adrian's Catholic Primary School

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The following priorities for admission to St Adrian's Catholic Primary School will be observed:

1. Baptised Catholic looked after and previously looked after Children (see definition notes)
2. Baptised Catholic children with a Certificate of Catholic Practice who will have a sibling at St Adrian's on the date of admission or when the sibling is on roll at the time when the place has been offered and accepted.
3. Baptised Catholic children with a Certificate of Catholic Practice, who reside in the geographical parish of St Bartholomew's.
4. Baptised Catholic children with a Certificate of Catholic Practice who are resident in other parishes and for whom St Adrian's is their nearest Catholic school.
5. Baptised Catholic Children with a Certificate of Catholic Practice who live in other parishes.
6. Baptised Catholic children without a Certificate of Catholic Practice on the date of application, who will have a sibling at St. Adrian's on the date of admission or when the sibling is on roll at the time when the place has been offered and accepted.
7. Other Baptised Catholic children, who do not fit any of criteria 1 – 6.
8. Other looked after and previously looked after children (see definition notes)
9. Catechumens and members of an Eastern Christian Church as evidenced by a minister of religion
10. Non-Catholic children who will have a sibling at St Adrian's on the date of admission or when the sibling is on roll at the time when the place has been offered and accepted.
11. Children of other Christian denominations whose membership is evidenced by a minister of religion.
12. Children of other faiths whose membership is evidenced by a religious leader.
13. Any other applicant.

Where there are more eligible applicants than remaining places within a category, after taking into account the above criteria, places will be allocated to those children living nearest to the school. A 'straight line' distance measurement is used in all home to school distance measurements in Hertfordshire. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the Address Base Premium address point of your child's house to the address point of the school. Address Base



St Adrian's Catholic Primary School

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Premium data is a nationally recognised method of identifying the location of schools and individual residences.

Multiple births and in-year siblings: The Governing Body will admit over the school's published admission number (PAN) for siblings from multiple births where one of the children is the last child ranked within the school's PAN. If, in applying the oversubscription criteria, one of two or more siblings born in the same academic year is allocated a place, the other sibling(s) will be allocated a place.

Certificate of Catholic Practice

Applicants applying under criteria 2-5 must submit a Certificate of Catholic Practice (CCP) by the closing date. This certificate should be obtained from the priest at the parish where the family normally worships. It is the parent's duty to ensure that the CCP is submitted to the school together with the SIF. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

For the purposes of this policy, the definition of a Catholic includes a looked after child who is part of a Catholic family where a Priest has certified 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).

Pupils with an Education Health and Care Plan (EHCP)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. The governors are obliged to admit any child with an Education, Health and Care Plan where this school is named in the plan. The remaining places will then be allocated according to the admissions criteria.



St Adrian's Catholic Primary School

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Deferring Entry

Parents may choose to defer their child's start date into Reception class until the child reaches 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 April 1st 2026.

Delayed Entry for Summer Born Children

If a child has a birth date between April 1st and August 31st, 2021, parents may choose to delay their child's entry into the school until September 2026, if parents do not believe that their summer born child is ready to join Reception in September 2025. Parents must then submit an application in the normal way in the following year. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made. See government guidance: [Summer born children:school admission April 2023](#)

If a parent is deferring or delaying entry into Reception and is currently in Nursery, they would need to inform the Governing Body by March 31st 2025, in order to extend their child's Nursery place until they start Reception.

Please note: deferred entry means the child will start school in a later term of the school year 2025/26 and therefore the place will be held open. Delayed entry for summer born children means applying for the subsequent school year and will require an application for that year 2026/27.

Children Educated Outside of their Chronological Age Group (Other than in relation to being summer born)

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Governing Body during the autumn term in the year of application. Decisions will be made in the best interest of the child and the Governing Body will also take into account the child's individual circumstances and any professional evidence submitted. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

Late Applications

Applications arriving after the closing date will be dealt with after all initial offers have been made.



St Adrian's Catholic Primary School

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In-Year Admissions

Applications for In-Year admission are made directly to the school on the school's own In-Year Application Form. If a place is available, and there is no waiting list, then the Governing Body will admit the child. If more applications are received than there are places available, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time, then parents may ask us for the reasons and they will be informed of their right of appeal which in the first instance will be made directly to the school. Parents will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained in the order of the oversubscription criteria and not in the order in which the applications are received. Names are reviewed at the end of each academic year. When a place becomes available the Governing Body will re-rank the list and make an offer subject to the application details remaining accurate. Parents on the waiting list do not need to reapply unless there is a change to their circumstances which would affect their ranking.

In-Year Appeal

For In-Year applications, we will write to you with the outcome of your application and, if you have been unsuccessful, provide details of how to appeal online at:

www.hertfordshire.gov.uk/schoolappeals

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 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. Children admitted under this protocol will be prioritised before the children on the 'continuing interest' list. [Hertfordshire Fair Access Protocol for Schools 2021](#)

Right of Appeal

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Parents wishing to appeal who applied through Hertfordshire's on-line system should log in to their online application and select the link "Register an Appeal". Out of county residents and paper applicants should call the Customer Services Centre on 0300 123 4043 to request their registration details and log into the [Hertfordshire Schools Appeals](#) and select the link "Log into the Appeals System".

Definition Notes:

Catholic: means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic Church or a Certificate of Reception into full communion with the Catholic Church.

For the purposes of this policy, this includes a Looked After Child in the process of adoption and living in a Catholic family where a letter from a Priest demonstrates that the child would



St Adrian's Catholic Primary School

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have been baptised were it not for his/her status as a Looked After Child. For a child to be treated as a Catholic, evidence of Catholic baptism or reception in the Catholic 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.

Certificate of Catholic Practice: means a certificate issued 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 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 is 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 to priests. <http://rcdow.org.uk/education/governors/admissions/>

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, 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 creedal statements in its tradition, is included if it manifests faith in Christ as witness to in the scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTUN are deemed to be included in the above definition as are all other churches and ecclesial communities that are in membership of local Churches Together Group (by whatever title) on the above basis.

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' 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



St Adrian's Catholic Primary School

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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.

Family includes the Catholic or Catholics who have legal responsibility for the child.

Looked After Child (CLA): A "looked after child" has the same meaning as in Section 22(1) of the Children's 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.

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).

Child Arrangement Order: A Child Arrangement order is an order under the terms of the Children Act 1989 s.8 setting the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

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

Siblings: A sibling 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. For a sibling relationship to exist the older child must be on the roll of the school 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.

*Children previously looked after are those children adopted or with special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

**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.



St Adrian's Catholic Primary School

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Tiebreak: Where two applicants (not including twins or multiple births) meet the criteria at exactly the same point after distance has been considered, the following tie break will be applied: random ballot drawn in the presence of an independent witness.

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 12 months. Families who may be in process of moving house must refer to the additional information provided on the local authority website www.hertfordshire.gov.uk/admissions

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 the governing board suspects or 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.)

Parents / carers should make a single joint application naming one address as 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 time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence. If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

If we receive more than one application with different address details and **parent's 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.

Where distances need to be calculated, the Hertfordshire County Council measurement tool will be used where possible. In other cases, the Google Mapping function will be used to determine the straight line.

Parish Boundaries: For the purpose of this policy, the parish boundaries for St Bartholomew's parish are shown on the attached map. For all other parishes, the relevant parish priest should be consulted to confirm for the applicant(s) within which parish their address is situated.



St Adrian's Catholic Primary School

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St. Bartholomew's Parish boundary map

Please note the western boundary line runs along the path of the M1



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