

St. Alban & St. Stephen Catholic Primary School & Nursery



‘Learning and growing with God by our side.’

Nursery Admission Arrangements

September 2025 – August 2026

Determined by the Admissions Committee of the Governing Body

April 15th 2024

St. Alban & St. Stephen Catholic Primary School & Nursery (the **School**) was founded to provide education for children of Catholic families. 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. 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 these admission arrangements.

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.

The governing body is the **Admission Authority** and has responsibility for admissions to this school. **Our Nursery & School** work very closely together and share the same ethos; **however, entry to Nursery does not guarantee entry to the Primary school. This is by separate application.**

St Alban & St Stephen Catholic Primary School has a Published Admissions Number (PAN) of the equivalent of 30 full-time pupil places in the Nursery class in the school year which begins in September 2025. Pupils may attend our nursery for up to 30 hours per week in any combination of morning and afternoon sessions.

Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the over subscription criteria listed below.

Our Nursery & Primary school work very closely together and share the same ethos; however, entry to Nursery does not guarantee entry to the Primary school. This is by separate application.

Application Procedures and Timetable

Applications for Nursery are welcome from families whose child attains 3 years of age between 01/09/2025 and 31/08/2026 who wish their child to join the Nursery in September 2025.

Applications for September 2025 open on **Friday 1st November 2024** and are made directly to the school. Applicants are requested to complete our Nursery application form, and (if applicable) obtain a Certificate of Catholic Practice (CCP). These should be returned together with all supporting documentation to Mrs K. Purvey, Office Manager, St Alban & St Stephen Catholic Primary School & Nursery, Vanda Crescent,

St Albans, AL15EX at St Alban & St Stephen Catholic Primary School, by **Friday 21st February 2025**.

Nursery application forms are available from the School office either in person or online at admin@ssas.herts.sch.uk and the School website <http://www.ssas.herts.sch.uk/> The Catholic Certificate of Practice is available from the Priest at the parish where the family normally worships. **If you do not complete the application form and the Catholic Certificate of Practice (where applicable) and return them by the closing date, Friday 21st February 2025, the governing body may be unable to consider your application fully.** The School will write to all applicants on behalf of the governing body with the outcome of your application on **Friday 14th March 2025**.

Parents must accept or decline any Nursery place offered by **Friday 21st March 2025**.

Unsuccessful applicants will be given reasons related to the over subscription criteria listed below. Parents may appeal in writing to the Head teacher of the School. Any change of decision is subject to places being available.

Change of Details

If any of the details on any of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the Local Authority immediately. If misleading information is given or allowed to remain on any of your forms, the governing body reserves the right to withdraw the place, even if the child has already started at the School.

Late Applications

Late applications, which are applications received after **Friday 21st February 2025**, will be considered only after the initial allocation of places.

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. Details of the procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHCP you must contact your local authority Children's Services. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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 previously looked after children. *(see notes 2 & 3)*
2. Baptised Catholic children with a Certificate of Catholic Practice who will have a sibling at the School at the time of admission. *(see notes 3,4 and 8)*
3. Baptised Catholic children with a Certificate of Catholic Practice of a member of staff of the School provided that the member of staff is the child's parent *(see notes 3, 4,9 and 13)*
4. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the parish of Ss Alban & Stephen *(see notes 3,4 &11)*
5. Other baptised Catholic children with a Certificate of Catholic Practice. *(see notes 3 and 4)*
6. Other baptised Catholic children. *(see note 3)*
7. Other looked after and previously looked after children. *(see note 2)*
8. Other children who have a sibling at the School at the time of admission. First consideration will be given to those children of other Christian denominations who provide a certificate of baptism or whose minister supplies a supporting letter confirming membership of the Church or faith community. *(see notes 7 & 8)*
9. Other children of a member of staff of the School provided that the member of staff is the child's parent *(see notes 9 and 13)*
10. Children of Catechumens and members of an Eastern Christian Church who provide a certificate of baptism and/or certificate/letter of entry in the order of Catechumens. *(see notes 5 & 6)*
11. Children of other Christian denominations resident within the parish of Ss Alban & Stephen who provide a certificate of baptism or whose minister supplies a supporting letter confirming membership of the Church or faith community. *(see note 7)*
12. 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)

Tie Break

Priority in the case of over-subscription will be given to children living closest to the school determined by the shortest distance. Hertfordshire County Council's straight line distance measurement system is used for 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 case of two applicants with exactly the same priority under the admissions criteria and they live exactly the same distance from school, but only one place is available, the governing body will draw lots in the presence of an independent witness.

Waiting Lists (Continuing Interest 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. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term, 2026.

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 normal admission round and the child will be admitted where there are available places. In-Year admissions are to be made directly to the School. If more applications are received than there are places available, then applications will be ranked by the Admissions Authority in accordance with the oversubscription criteria. The School will write to you with the outcome of your application and, if you have been unsuccessful, you will be informed of your right to appeal when a place is not available. You will be offered the opportunity of being placed on a continued interest list. This continued interest list will be maintained by the Admissions Authority in the order of the oversubscription criteria and not in the order in which the applications are received. Names will be removed from the list at the end of each academic year.

Change of Details

If any of the details on any of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the Local Authority immediately. If misleading information is given or allowed to remain on any of your forms, the admission authority reserves the right to withdraw the place, even if the child has already started at the School.

Multiple Applications – Twins and Multiple Births

The admission authority will, where logistically possible, admit twins and all siblings from multiple births.

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol.

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'** 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 or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of

this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

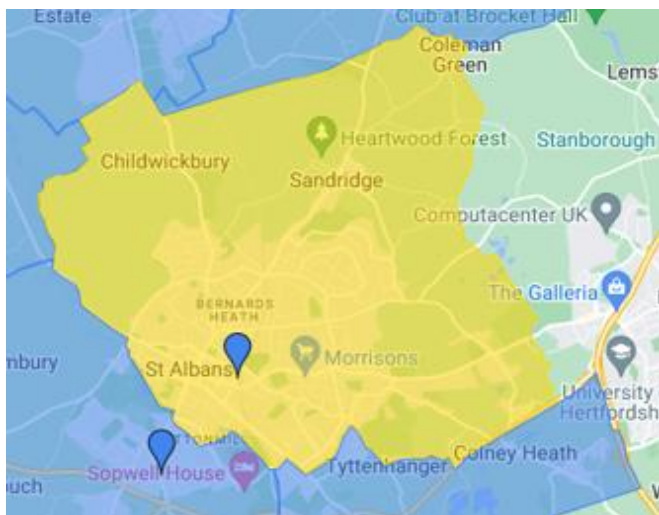
For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be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

4. **‘Certificate of Catholic Practice’** Applicants who wish to be considered within oversubscription criteria 2 to 5 inclusive must submit a Certificate of Catholic Practice (CCP) by the closing date for admissions. A ‘Certificate of Catholic Practice’ means a certificate given by the family’s parish priest, or the priest in charge of the Church where the family practises in the form laid down by the Bishops’ Conference of England and Wales. It is the parent’s duty to ensure that the CCP is submitted to the School in good time.
5. **‘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.
6. **‘Eastern Christian Church’** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
7. **‘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.

8. **‘sibling’ ‘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 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 admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements.



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

13. **'Member of Staff'** refers to someone who (1) has been employed at the School for two or more years at the time of application, or (2) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the teaching, support staff or leadership team. This definition does not include contract staff or peripatetic staff employed by HCC.