

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



*'Learning and growing with God by our side.'*

**Determined Admission  
Arrangements for 2026/27**

**September 2026 – August 2027**

Determined by the Governing Body following consultation  
29.01.25

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. 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 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. 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 60 pupils to be admitted to the reception year in the school year which begins in September 2026.

Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in these arrangements.

### **Applications in previous years**

In the past two years the admission authority has been pleased to offer places in all categories/up to and including criteria 10.

The admission authority 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 PAN.

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.

## **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. 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. Catholic children who are resident in the parish of Ss Alban & Stephen (see notes 3 & 11)
3. Other Catholic children for whom St Alban & St Stephen Catholic Primary School & Nursery is the nearest Catholic school. (see notes 3 & 14)
4. Other Catholic children (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 4 & 5)
7. 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)
8. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
9. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
10. 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) Thirdly, being the child or children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (see note 13) 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.

### **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 event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

Applications for Reception are welcome from families whose child attains 4 years of age between 01/09/2025 and 31/08/2026 who wish their child to join the Reception class in September 2026.

To apply for a place at this school in the normal admission round, the Common Application Form (CAF) or e-admissions system for your Local Authority must be completed **by 15th January 2026**. Parents can access all the relevant information as well as the Common Application Form for Hertfordshire (paper forms are available on application to the Local Authority). [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

In addition, applicants are requested to complete the school's Supplementary Information Form (SIF) if they wish to apply under oversubscription criteria 1 to 4 and 6, 8 and 9. The SIF is available from the School office and the School website: <https://www.ssas.herts.sch.uk/joining-our-school/reception-in-year-admissions/> .

It 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 15th January 2026**.

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 2026**.

If you do not complete both the Local Authority application and the SIF and return them and all supporting documentation, by the closing date, the admissions authority may be unable to consider your application fully and this may affect your child's chance of being offered a place at the School.

You will be advised of the outcome of your application **on 16th April 2026** 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 to appeal to an independent appeal panel.

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, log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

### **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.

The admission authority 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.

## **Late Applications**

Late applications, which are applications received after 15<sup>th</sup> January 2026, will be administered in accordance with Hertfordshire Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

## **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

## **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to **The Chair of Governors, St Alban & St Stephen Catholic Primary School & Nursery, Vanda Crescent, St Albans, AL1 5EX** at the same time as the admission application is made. The admission authority 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 admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

## **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, 2027.

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 Local Authority using their online form which can be found here: [In year admissions – change school during the year | Hertfordshire County Council](#)

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 you have the right of appeal to an independent appeal panel.

### **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. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

### **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

***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. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, 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.

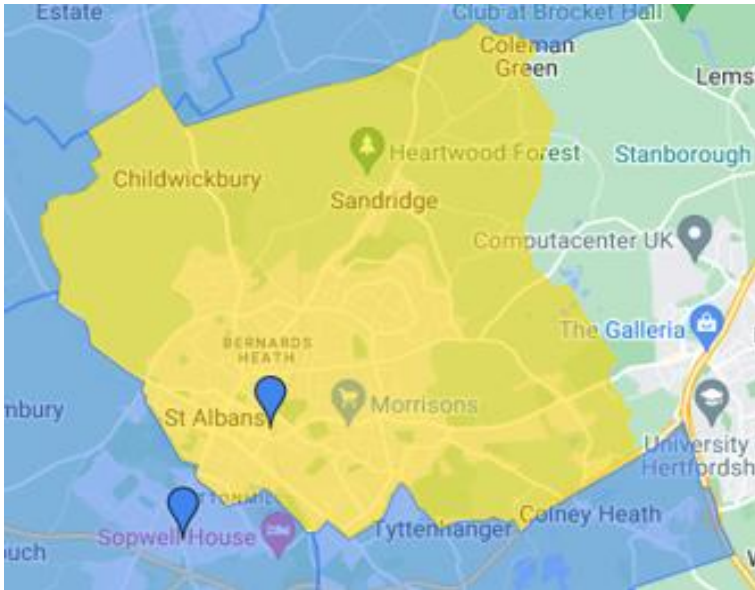
All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. “children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ 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 religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. ‘brother or sister’ includes:
  - (i) all natural brothers 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, Ss Alban & Stephen parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2026-2027.



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 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.
14. To ascertain whether St Alban & St Stephen Catholic Primary School & Nursery is the nearest Catholic School for the applicant a distance is calculated 'as the crow flies' via 'FreeMapTools.com'. This is used as a guide only when allocating each application into the correct criteria. HCC provide the official final distances for all applications.