



**St Cross Catholic Primary School**  
**(part of the St Francis of Assisi Catholic Academy Trust)**

**PRIMARY SCHOOL ADMISSION POLICY 2026/27**

St Francis of Assisi Catholic Academy Trust Catholic Primary Schools were 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. Each school is conducted by St Francis of Assisi Catholic Academy Trust as part of the Catholic Church in accordance with its trust deed and articles of association 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 these admission arrangements.

St Francis of Assisi Catholic Academy Trust is the admission authority and has responsibility for admissions to each school within the Trust. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. 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, 2026.

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.

**Applications in previous years**

In the past two years governors have been pleased to offer places in all categories.

**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.

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



## **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. (see note 3)
3. Other looked after and previously looked after children. (see note 2)
4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
6. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
7. 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) 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. will be given priority 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) and (ii) above.

## **Tie Break<sup>2</sup>**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated **[on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school] [using the local authority's computerised measuring system on the following basis [Insert appropriate wording from the local authority definition]<sup>3</sup>**. 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

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<sup>2</sup> This paragraph may need to be amended depending on whether there are any local arrangements with the local authority.

<sup>3</sup> Please delete words in square brackets as appropriate.



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**

To apply for a place at this school in the normal admission round<sup>4</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned to **the Admissions Officer, St Cross Catholic Primary School, Upper Marsh Lane, Hoddesdon, Herts, EN11 8BN** by **15<sup>th</sup> January 2026**.

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.

***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 15<sup>th</sup> January 2026.**

### **Late Applications<sup>5</sup>**

**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.**

### **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.

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<sup>4</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

<sup>5</sup> This section will need to be tailored to follow the procedure within the school's home local authority to ensure that it is in accordance with the local authority's scheme for co-ordination of admissions.



### **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 **Mrs J Walsh, Executive Headteacher, Upper Marsh Lane, Hoddesdon, Herts, EN11 8BN** 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**

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 **22<sup>nd</sup> July 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. Application should be made **the Admissions Officer,**

**St Cross Catholic Primary School, Upper Marsh Lane, Hoddesdon, Herts, EN11 8BN.**

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).

**Map attached**

**St Francis of Assisi Trust Primary Schools:**

[www.stcanterbury.herts.sch.uk](http://www.stcanterbury.herts.sch.uk)

[www.stjosephs207.herts.sch.uk](http://www.stjosephs207.herts.sch.uk)

[www.stjosephsherts.co.uk](http://www.stjosephsherts.co.uk)

[www.stjosephs255.herts.sch.uk](http://www.stjosephs255.herts.sch.uk)

[www.sacredheart312.herts.sch.uk](http://www.sacredheart312.herts.sch.uk)

[www.staugustines.herts.sch.uk](http://www.staugustines.herts.sch.uk)

[www.stcross.herts.sch.uk](http://www.stcross.herts.sch.uk)