



JOHN F KENNEDY
CATHOLIC SCHOOL

INSPIRE • ACHIEVE • SERVE

GOVERNORS' ADMISSIONS POLICY 2025-2026

John F Kennedy Catholic School is a secondary voluntary academy (part of All Saints Catholic Academy Trust) established under the Westminster Diocese Trust Deed. Accordingly, it is the Governors' intention that the distinctive Catholic ethos will always be maintained.

As a Catholic academy, we aim to provide a Catholic education for all our students. At a Catholic academy, Catholic doctrine and practice permeate every aspect of the academy's activity. It is essential that the Catholic character of the academy's education be fully supported by all families in the academy. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the academy. The Governors encourage applications from parents/carers who wish their child to receive a Catholic education.

The governing body is the admission authority and has responsibility for admissions to this academy. The local authority undertakes the co-ordination of admission arrangements during the normal admission round¹. The admission authority has set the academy's Published Admissions Number ("PAN") at 180 pupils to year 7 in the school year which begins in September 2025.

When the number of applicants exceeds the admission number, offers of places are made using the following criteria in order of priority:

OVERSUBSCRIPTION CRITERIA

1. Catholic¹ looked after³ children and Catholic children who have previously been looked after and since adopted, including those outside of England, or made subject to Child Arrangements Orders⁴ or Special Guardianship⁵ Orders **immediately**⁶ following having been looked after.
2. Baptised Catholic children with a sibling⁷ at John F Kennedy Catholic School, where the sibling/s are on the school roll on the applicant's first day of their first academic year.
3. Baptised Catholic children from St Cuthbert Mayne Junior (Hemel Hempstead), St Albert the Great Primary (Hemel Hempstead) or St Thomas More Primary (Berkhamsted) Schools with a Certificate of Catholic Practice².
4. Other Baptised Catholic children with a Certificate of Catholic Practice².
5. Other Baptised Catholic children.
6. Other looked after³ children and children who have previously been looked after and since adopted, including those outside of England, or made subject to Child Arrangements Orders⁴ or Special Guardianship⁵ Orders **immediately**⁶ following having been looked after.
7. Catechumens¹⁰ and members of an Eastern Christian Church¹¹
8. Other children with a sibling⁷ at John F Kennedy Catholic School, where the sibling/s are on the school roll on the applicant's first day of their first academic year.
9. Other children from St Cuthbert Mayne Junior (Hemel Hempstead), St Albert the Great Primary (Hemel Hempstead) or St Thomas More Primary (Berkhamsted) Schools.

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

10. Children from other Christian⁸ denominations (supported either by a Certificate of Baptism or by confidential written confirmation of membership of their faith from a faith leader).
11. Children from other faiths⁹ (supported by confidential written confirmation of membership of their faith from a faith leader).
12. Any other applicants.

Applicants wishing to be considered under criteria 1-5 should provide the School with a copy of the child's baptismal certificate or a Certificate of Reception into the Catholic Church. If the certificate is not available, applicants should indicate in writing the reasons for this being the case.

Those applying under criteria 3 and 4 should submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the priest at the parish where the family normally worships or from the Diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

- The Admissions Authority will give preference within each category to an application where there is compelling evidence of an exceptional social, medical or pastoral need of the child which can only be met at this school. This **must** be supported by detailed documentary evidence from an appropriate professional, such as a social worker, doctor or priest, submitted **with** the application form.

Children of Staff

The Admissions Authority will give preference within each criterion to children of staff in either or both of the following circumstances:

- a) where the member of staff (teaching and non-teaching) has been employed at the school for two or more years at the time of application, and/or
- b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

Multiple Births

Where the first child from a family with multiple births has been offered a place, the remaining child/ren will be admitted even if this takes the school over the PAN.

Tie-Break

- In the event of the Admissions Authority being unable to admit all the applicants in a particular category, the straight line distance measurement provided by Hertfordshire County Council's GIS system, shall be the determining factor in offering admission. 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.
- The Admissions Authority will admit over the agreed PAN in order to accept applicants in the same criteria who live **exactly** the same distance away from the school. In the case of flats where the distance is exactly the same, the lowest number will be presumed to be nearer
- The number of places offered under each oversubscription criterion varies from year to year. In some years the school fills at criterion 4 and in other years at criterion 9.

Fair Access

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 Admissions Authority 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 Admissions Authority for the current school year. The Admissions Authority has this power even when admitting the child would mean exceeding the published admission number.

Children educated outside their chronological age group

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents must, before the normal admissions round closes for your child's normal age group (by 31st October of the year your child starts year 5), submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. The Admissions Authority would then meet to decide whether the

application would be accepted or not. There is no guarantee that an application will be accepted on this basis.

<https://www.gov.uk/government/publications/summer-born-children-school-admission/making-a-request-for-admission-out-of-the-normal-age-group#transfer-to-other-schools>

Application Procedures and Timetable for Admission into Year 7

To apply for a place at this school, you must complete the **Secondary Application Form 2025** from the Local Authority where you live and return it to the School Admissions section of the same Local Authority by the 31st October 2024.

In addition, parents are requested to complete our **Supplementary Information Form** and return it to the school office by the 31st October 2024. If the Supplementary Information Form and all supporting documentation is not completed, the Admissions Authority will apply their admission arrangements using the information submitted on the Secondary Application Form only, which may result in your application being given a lower priority

You will be advised of the outcome of your application on 1st March 2025. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria listed above, and you have the right to appeal to an independent appeal panel.

Appeals

Parents wishing to appeal can do so:

a. Parents who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal".

b. Out of county residents and paper applicants should call the CustomerService Centre on 0300 123 4043 to request their registration details and log into

www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system"

Late Applications

Any application received after the statutory deadline will be treated as a late application. **Late applications are not dealt with until all the on time applications have been considered.** If there are exceptional reasons why you were unable to make your application by the closing date, please write to the Admissions Team in the Local Authority where you live giving your reasons and enclosing supporting evidence by 2 December 2024.

Continuing Interest List (CIL)

After places have been offered, Hertfordshire County Council, in discussion with JFK, will maintain a continuing interest (waiting) list. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be specified and confirmed to parents at the time of allocation). To remain on the CI (waiting) list after this time, parents must confirm they are still interested in a place by completing an In Year application form.

Students with an Education Health and Care (EHC) Plan

The admission of a child with an Education Health and Care (EHC) Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHCPs by the child's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Under the Education Act 1996, the Governors are obliged by law to admit any child with an Education Health and Care (EHC) Plan where this school is named.

In-Year Admissions

Applications for In-Year admissions are made to Hertfordshire County Council <http://www.hertfordshire.gov.uk/inyear>. In addition to this application, parents are requested to complete the school's Supplementary Information Form (SIF) and return directly to the school. If a place is available and there is no waiting list, the child will be admitted. 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. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a CIL. This CIL will be maintained by the Admissions Authority in the order of the oversubscription criteria as modified above and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Admissions Authority will re-rank the list and make an offer.

Sixth Form Admission

All students wishing to study at JFK Sixth Form must meet a minimum academic level in their GCSEs; they are required to achieve across all subjects an average of grade 4. In addition students must achieve the required grades for the subjects they wish to study. All subjects require a minimum GCSE grade in that subject to continue at A Level/BTEC. These requirements are published at the start of the application process in November. Students who have not achieved grade 4 or above in either GCSE English Language and/or GCSE Mathematics will also continue to study these subjects until they achieve a grade 4. All students commit to a study of a minimum of three subjects at level 3 and to attend all extra curricular studies i.e Core RE, PSHE, Enrichment and EPQ / Core mathematics. The Admissions Authority welcome applications from external students provided that they meet the minimum entry requirements, complete the JFK Sixth Form Application Form and attend a meeting with the Sixth Form team. Previous schools will be contacted to confirm forecast grades. The number of intended admissions to the Sixth Form for the year commencing September 2025 will be 180. The Published Admission No. (PAN) for external applicants is 50. In the case of over subscription then the criteria used for admission to year 7 will be applied giving preference to Catholic applicants.

Notes (these notes are part of the oversubscription criteria)

For the purpose of this policy

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.

*If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested and verified as necessary with the Shared Anti-Fraud Service

- 1 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/adopted child living with a family where at least one of the parents is Catholic.'
- 2 '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 attends Mass) 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 was 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 issued to priests <http://rcdow.org.uk/education/governors/admissions/>
- 3 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. Please provide detailed documentary evidence from an appropriate professional.

If the looked after child is not a Baptised Catholic but at least one of the parents/carers' is/are, please provide a photocopy of the parent/carers' Certificate of Baptism

- 4 Under the provisions of the Children and Families Act 2014 which defines 'Child Arrangements Order' as an order settling the arrangements to be made as to the person with whom the child is to live.
- 5 See Section 14A of the Children Act 1989 which defines a 'Special Guardianship Order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- 6 Children who were not "looked after" **immediately** before being adopted, or made the subject of a Child Arrangement Order or Special Guardianship Order, will not be prioritised under criteria 1 or 6.
- 7 "sibling" relates to those students who are at the school at the time of admission rather than at the time of application. A sibling means the sister, brother, step brother or sister, half-brother or sister, adopted brother or sister, or the child of the parent/carer or partner, and in every case living in the same house Monday to Friday. 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. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts. This could include siblings who are currently in Year 11 or 12 at JFK who have a reasonable expectation of still attending the school when the candidate is enrolled. In this instance governors will satisfy themselves that course requirements will be met and the sibling is expected to continue on into the Sixth Form. Parents must declare the sibling link at the time of application. 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."
- 8 "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging 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 of CYTŪN 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.
- 9 "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.
- 10 '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
- 11 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church

The information obtained by the school on the Supplementary Information Form and from the Local Authority will be used for the purposes of school admissions only and in compliance with the GDPR and Data Protection Act 2018. For further information on the School's Admissions privacy notice please visit the school website on www.jfk.herts.sch.uk

Supplementary Information Form for Admissions in 2025-26 (to be returned to the school)

Parents / Carers are requested to complete this form clearly in **BLACK** ink

Child Surname
Child Forename(s)
DOB:
Parent/Carer (Title, Forename, Surname)
Contact Number
Email address

Is your child a baptised Catholic? (please attach a photocopy of the Certificate of Baptism to this form)	Yes	No
Catechumens and members of an Eastern Christian Church (please attach a photocopy of the Certificate of Reception to this form)	Yes	No
If NO, does your child practise in another Christian denomination/other faith?	Yes	No
Please specify which faith : (please attach written confirmation of membership of your faith from a faith leader and/or a photocopy of the Certificate of Baptism to this form, where applicable)		

Does your child have a compelling exceptional social/medical/pastoral need? If yes, please attach detailed documentary evidence from an appropriate professional.	Yes	No
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Checklist for Parents

	Tick
Does your child have a brother or sister who is expected to be attending JFK in September 2025	
Does your child attend St Cuthbert Mayne Junior (Hemel Hempstead), St Albert the Great Primary (Hemel Hempstead) or St Thomas More Primary (Berkhamsted) Schools?	
Original SIF returned to John F Kennedy Catholic School by the deadline	
Photocopy of Baptism/Reception Certificate returned to John F Kennedy Catholic School by the deadline	
Certificate of Catholic Practice or Confirmation of Membership of a Non-Catholic Faith returned to John F Kennedy Catholic School by the deadline (copies of the Certificate of Catholic Practice can be obtained from the priest at the parish where the family normally worships and can also be found on the Diocese of Westminster website – follow schools/parents).	
Local Authority e-admissions Application Form completed online or returned to relevant Local Authority by deadline	

Signed: Parent/Carer

Date:

IMPORTANT ADMISSION APPLICATION INFORMATION

Please be aware that the national deadline (31st October 2024) for returning the Supplementary Information Form (SIF), which must be returned directly to the school as part of the application process, falls within the half term holiday for JFK.

This deadline date is set nationally and not one we have control over.

Please be aware that the school will not be open to personally to receive applications during the half term holiday, from Monday 28th October – Friday 1st November 2024.

Therefore, if delivering by hand to the school, we encourage all applicants to ensure that SIFs and supporting documents are completed and returned by 3.00pm on Friday 25th October 2024.

Please note that this date does not affect any applications being sent by post to the school during the half-term break and if you are returning the forms by post please ensure that the correct postage is applied as the school does not accept underpaid mail.

JFK does not confirm receipt of documentation.

The information obtained by the school on the Supplementary Information Form and from the Local Authority will be used for the purposes of school admissions only and in compliance with the GDPR and Data Protection Act 2018. For further information on the School's Admissions privacy notice please see the attached notice or visit the school website on www.jfk.herts.sch.uk

ADMISSIONS PRIVACY NOTICE FOR JOHN F KENNEDY CATHOLIC SCHOOL

John F Kennedy Catholic 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 School Admissions Code, which has the force of law. In respect of in-year admissions, the School is the admissions authority for this 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:

- Department for Education to comply with statutory data collections
- The LA to verify the information provided so that the admission scheme/process can be accurately administered
- Admission appeal 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 appeals

School Retention Policy:

The information listed above will be retained securely by the school for 2 years, after which it will be destroyed.

For further information please refer to the Privacy Policy on the School website or contact: dpo@ascat.co.uk



CONFIRMATION OF MEMBERSHIP OF A NON-CATHOLIC FAITH

INFORMATION FOR ADMISSION IN SEPTEMBER 2025

(Written confirmation of family commitment to your faith)

GUIDANCE NOTES FOR PARENTS/CARERS

- Please complete Part A of this form and then hand it to your Faith Leader
- Part B will be completed by your Faith Leader and returned to you for you to include with your Supplementary Information Form

PART A

Name of child

Date of birth

Address

.....

Name of Father, Mother, Carer

Name of Faith Leader

.....

GUIDANCE NOTES FOR FAITH LEADER

Please fill in PART B of this form to verify that the child named above is a member of your faith community.

PART B

I hereby certify that this child and his/her family are known to me and are members of our faith community.

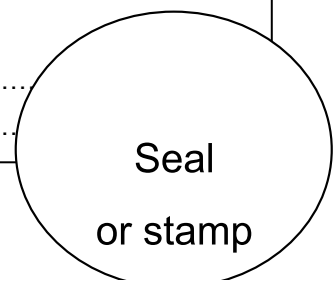
Name of Faith Leader (*please print*)

Signature of Faith Leader

Name and address of place of worship

.....

.....





JOHN F KENNEDY
CATHOLIC SCHOOL

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APPLICATION FOR ENTRY TO THE SIXTH FORM SEPTEMBER 2025

John F Kennedy Catholic School offers students a wide range of Level 3 courses, both A level and BTEC, providing you with the very best opportunity to excel at Sixth Form in order to progress to Higher Education or other pathways after Year 13.

Please indicate on the application form the courses that you would like to study in Year 12. Your three choices should be based on: your current target grades, the subject entry requirements for the courses and the combination of subjects that will allow you to achieve the highest grades possible, in order to maximise your choices on leaving school. Each application will be considered on an individual basis and there may be the opportunity to study four subjects if students meet the entry criteria.

Overleaf is a copy of the subjects available at the JFK Sixth Form for September 2025. This completed form should be signed by both the student and parent/carer and returned to Mr J Joyce in the school office by **Friday 10th January 2025**

Surname:		First Name:	
Address:			
Post Code:		Home Tel:	
Date of Birth:		Male/Female:	
Parent Mobile No:		Parent Email:	
Current School			

Sixth Form Choices - September 2025

(subject to change)

Please select 3 choices of subjects to study from the list below.

Subject	Tick Choices
BTEC Applied Science	
Art	
Biology	
Business Studies	
BTEC Business Studies (double award counts as 2 choices)	
Chemistry	
Computer Science	
Economics	
English Literature	
Food Science and Nutrition Diploma	
French	
Further Maths	
Geography	
History	
Mathematics	
Music	
Physical Education	
Physics	
Politics	
Product Design	
Psychology	
Religious Studies (inc. Philosophy & Ethics)	
Sociology	
Spanish	
BTEC Sport	
Theatre Studies	
BTEC Travel and Tourism (single award)	

Signed (Student):	Date:
Signed (Parent/Carer):	Date:

Please return to: Mr J Joyce, Director of 6th Form, John F. Kennedy Catholic School, Hollybush Lane, Hemel Hempstead HP1 2PH by **Friday 10th January 2025.**