



Admissions Policy (Year of Entry 2019 - 2020)

Reception Year

Introduction

All Saints Primary School is a Voluntary Aided Church of England School within the Diocese of St Albans. The Governing Body of the school is the admission authority. The Governors will admit up to the planned admission number of 30 children into the Reception year. The Governing Body (GB) is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds) i.e. 30 pupils per class.

The Local Authority (LA), Hertfordshire County Council (HCC), operates an agreed co-ordinated admissions scheme for Reception in line with government legislation. The LA will co-ordinate the process on behalf of the school according to the scheme published each year. HCC, as the admission authority, will allocate places in line with the policy.

The closing date for admission application forms to be received by the home LA is the 15th January 2019. Information on completing the 'online' application and notification dates of admission decisions are published in the LA admissions literature, which is also available from their website.

All applications **must** be made on the HCC common application form. Parents/carers are requested to complete our Supplementary Information Form (SIF) and return it to the school office by the date given above. If a SIF is not completed, the GB will apply their admission arrangements using the information submitted on the LA form only, which may result in your application being given a lower priority.

The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2019. However, please note the following:

- a) Parents offered a place may defer the date of their child's admission until later in the year or until the child reaches compulsory school age. In the case of summer born children (1st April – 31st August), admission cannot be deferred beyond the start of the summer term.
- b) Parents can request part time attendance until the child reaches compulsory school age.
- c) All children must join the school in the Reception year or a new application will need to be made for a Year 1 place. However, please see notes regarding summer born children below.
- d) Where a parent of a summer born child (1st April – 31st August) wishes their child to start school in the term following their fifth birthday, they will normally need to make an in-year application for a Year 1 place. Parents should discuss this with the school as soon as possible.

If parents wish such child to be educated "out-of year group" i.e. in the Reception year rather than Year 1, they should discuss this with the school.

Parents of a summer-born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group to Reception rather than Year 1.

Decisions will be made on a case by case basis and in the best interests of the child concerned.

Decisions must also take into account the views of the Headteacher of the school.

When informing parents of their decision on the year group to which the child should be admitted, the admissions authority must set out clearly the reasons for their decision.

Where the school agrees to a parent's request for the child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. Reception), the school will process the application as part of the main admissions round.

The statutory right to appeal does not apply if they are offered a place at the school but not in their preferred age group.

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different. The Government is currently reviewing the Schools Admissions Code and further changes to this admissions policy may occur as a result.

How places are offered

Children who have a statement of special educational needs or an Education, Health and Care Plan (EHCP) which names the school, will be admitted to the school.

In the event of there being more applications than available places, the following oversubscription criteria will be applied in order:

Category 1 Children in public care (children looked after) or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement or special guardianship order.

Category 2 Children who have a sibling who attends the school.

Category 3 Children, who at the time of application, have their home address within the ecclesiastical parish of Datchworth (a map is available in the school, on the school website www.datchworth.herts.sch.uk or on www.achurchnearyou.com).

Category 4 Children whose home address is outside the area as defined in Category 3 above, one or more of whose parents/carers have, at the time of application shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made. Applicants in this category will need to ask their priest or minister to sign the relevant section of the SIF.

Category 5 Children of staff at the school.

Priority may be given to children of staff in either or both of the following circumstances:

- a) Where the member of staff has been employed for 2 or more years at the time at which the application for admission to the school is made, and/or
- b) Where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Category 6 Any other children.

Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie-break will be distance from the school measured using the computerised 'straight line' mapping system operated by the LA, as described in their literature and website. Where this distance measurement results in more than one child having an identical claim to the last available place as a result of living in flats, priority will be given to the lowest house number.

The Governors co-operate with the fair access policy of the LA.

Every effort will be made to accommodate twins and other 'multiple births' applications. Where the last available place is offered to the first twin or a 'multiple birth', a place will be offered to the other twin or siblings as exceptions to the infant class size rule. Such children will be admitted, even if the school is full and take priority over those already on the waiting list.

Definitions

In respect of categories 1 to 6, the Governors use the same definitions as the LA set out in their admissions literature and website for the following terms:

Category 1	Children in public care (Children looked after)
Category 2	‘Sibling’
Category 3 and 4	‘Home Address’
Category 4	‘Christian Church’

The Governors define a ‘Christian Church’ to be one which is a member of Churches Together in England or the Evangelical Alliance.

Category 5	Staff
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Further clarification of definitions can be found in Appendix A ‘Explanatory notes and definitions for the admission arrangements for community and voluntary-controlled schools in Hertfordshire for 2018/19’ on the Herts Admissions website.

Unsuccessful Applications

Appeals

Parents who have not been allocated a place for their child have the right to appeal to an independent panel.

At transfer time, parents wishing to appeal who applied online, should log into their online application and click on the link 'register an appeal'. For those who did not apply online, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.

For in-year applications, parents wishing to appeal should contact the school directly in the first instance.

Continuing Interest (waiting list) and in year applications

In the event of more applications than available places, the Governors will maintain a continuing interest (waiting list). These and late applications, will go onto this list in a position determined by the criteria. If a place becomes available in the school, it will be offered to the child that best meets the published admission rules. As a school which has opted out of the HCC in year coordinated scheme, all in year applications are coordinated by the school’s Governing Body and in year applications should be made to the school directly by completing the school’s SIF.

Parents are requested to inform the Governors if they wish their child’s name to be removed from continuing interest. The Governors will maintain the list until 31st March 2020.



PART A

ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF)

Please use BLOCK CAPITALS

Name of Child	Surname:	
	Forename(s):	
Date of Birth:	/ /	Gender: Male / Female
Name of Parents/Guardians or Carers:		
Permanent Home Address: <i>Note: This is the Child's permanent residence and not an accommodation address. Parents are requested to provide a recent (within the last 3 months) original utilities bill or equivalent, which will be returned to them.</i>		
Contact Telephone Number:		
e-mail Address:		
Current Pre-School, Nursery or School:		
Under which category are you applying for admission?		
<p>If you are applying under category 4, please complete Part B of this form and ask your parish priest or minister to sign it. Please return both parts to the school. Please supply the name, address and telephone number of the parish priest or minister who will complete the form.</p> <p>Name of priest/minister:</p> <p>Address:</p> <p style="text-align: right;">Telephone No:</p>		

IMPORTANT NOTE

I have read the School Prospectus and should my child be accepted as a pupil, I agree to abide by the aims and methods of working in the school as stated therein. I confirm that to the best of my knowledge, the details above are correct. I attach an **original** utilities bill or equivalent, dated in the last 3 months.

Signature of Parent/Guardian/Carer:	Date:
OFFICE USE ONLY:	Date Received:



All Saints C of E (VA) Primary School, Datchworth

PART B

ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF) FOR THOSE CLAIMING CHURCH ATTENDANCE

Parents and Clergy are asked to complete and sign this form to assist the Governors in ensuring that those most qualified for admission under Category 4 are properly considered. Please note that priority will be based on the **parents'/carers'** links with the Church and not just the child's membership.

The relevant category (in priority order for the offering of places) is as follows:

Category 4 Children whose home address is outside the area as defined in Category 3 above, one or more of whose parents/carers have, at the time of application shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made. Applicants in this category will need to ask their priest or minister to sign the relevant section of the SIF/Clergy Form.

The main Christian denominations are defined by membership of Churches Together in England or the Evangelical Alliance.

Name of Child:	
Name of Parents/Guardians or Carers:	
Criterion Under Which Applying:	
Child's Permanent Home Address:	
Name of Church:	
Address of Church:	
Name of Clergyman:	
Position in Church:	
I CONFIRM THAT WE HAVE REGULARLY WORSHIPPED AT THE ABOVE CHURCH AS A FAMILY <u>AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR.</u>	
Parent/Guardian/Carer signature:	Date:
I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH <u>AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR</u>	
Clergy signature:	Date:

Appendix A – Definitions

The following definitions apply to terms used in the Admissions Policy:

Children in public care (Children Looked After)

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under Rule 1.

Highest priority will also be given to children who were looked after but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.

A 'child looked after' is a child who is:

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions

(Section 22(1) of The Children Act 1989).

All children adopted from care who are of compulsory school age are eligible for admission under Rule 1*.

Child Arrangements Order - under the provisions of the Children and Families Act 2014, which amended Section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

Special Guardianship Order – under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

Children in the process of being placed for adoption are classified by law as children looked after, providing there is a Placement Order and the application would be prioritised under Rule 1.

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 Rule 1.

* This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.

Definition of sibling

For applications to schools using Hertfordshire County Council's admission criteria, 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 after¹ and in every case living permanently² in a placement within the home as part of the family household from Monday to Friday at the time of this application.

¹Children previously looked after, are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

²A 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. 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.

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.

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/guardian/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 a child's residence is in dispute, parents/guardians/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.