



## Admissions Policy (Year of Entry 2022 - 2023)

### 1. Introduction

All Saints C of E Primary School is a Voluntary Aided Church of England School within the Diocese of St Albans. The school was built within and serves the Parish of Datchworth.

The Governing Body of the school is the Admission Authority. The Governors will admit up to the planned Pupil Admission Number (PAN) 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), which currently mandates a maximum limit of 30 pupils per class within this age group.

### 2. Applying for a place

#### 2.1. Reception Year

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. The Governing Body, as the Admission Authority, will allocate the available places in line with this policy. However, offers for Reception places will be made by HCC.

The closing date for admission application forms to be received by the home LA is as advertised by that authority at:

<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/primary-junior-and-middle-schools/primary-junior-and-middle-school-places.aspx>

For admission to Reception in September 2022, this is by the 15th January 2022. 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 dates published for applications to the LA. If a SIF is not completed, the GB will apply their admission arrangements using only the information submitted on the LA form, which may result in your application being given a lower priority.

We invite parents to visit the school during the application window to view the school and see what we can offer your child. This will help you make a decision about whether our school is right for your child.

#### 2.2. In-Year Admissions

All Saints Primary School is its own Admission Authority and is responsible for its own in-year admissions. This means that all in-year applications (for admissions to all year groups other than Reception for a September start) are coordinated by school and its Governing Body. Applications for in-year admission should be made directly to the school and a SIF should be completed and handed in.

#### 2.3. Admission date for Reception

Children will be able to start in Reception in the September following their fourth birthday. All Saints Primary School operates a single Reception intake policy.

However, please note the following:

- Parents can request that the date their child is admitted to the school is deferred until later in that academic year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. In the case of summer born children (1<sup>st</sup> April – 31<sup>st</sup> August), admission cannot be deferred beyond the start of the summer term.

- Parents can request that their child takes up the place part-time until the child reaches compulsory school age.
- Children must join the school in the Reception year or a new in-year application will need to be made for a Year 1 place.
- Where a parent of a summer born child (1<sup>st</sup> April – 31<sup>st</sup> 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.

#### **2.4. Summer-born children and admissions outside normal age group**

Parents of a **summer-born (1<sup>st</sup> April – 31<sup>st</sup> August)** child may choose not to send their child to school until the September following their fifth birthday. In this situation, normal year of entry would be to Year 1. Parents may request that their child is admitted out of their normal age group to Reception, rather than Year 1, but this is rare.

Parents requesting this for their child, should apply for their child's normal age group at the usual time and submit the request for admission out of the normal age group at the same time. Parents **must request this in writing** to the Governing Body, outlining the educational and pastoral reasons for deferring entry and requesting admission outside of the child's normal age group.

The Governing Body must then make a decision on the basis of the circumstances of each case and in the best interest of the child concerned. They must also take into account the views of the Headteacher. The governors will respond to this request prior to the offer of a place being made.

If the request is agreed to, the application can be withdrawn for that year before the place is offered. Parents must then make a new application as part of the main admissions round the following year. It is important to note that in this circumstance there is no guarantee of a place for the following year, and this new application will be considered alongside all other applications.

If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group, or refuse it and make an in-year application for admission into Year 1 for the September following the child's fifth birthday. When informing parents of their decision on the year group to which the child should be submitted, the Governing Body must set out clearly the reasons for their decision.

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

### **3. How places are offered**

The school's annual Pupil Admission Number is **30** children. If the school has fewer applications than places available, all applicants will be offered a place. Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an EHC (Education, Health & Care) Plan which names the school. These children will be admitted as part of the school's PAN but before the oversubscription criteria are used.

Where the last available place is offered to a twin or a multiple birth child, the governors will admit the other twin or sibling(s) as exceptions to the infant class size rule.

In the event of the demand for places exceeding the places available, priority will be given according to the following over-subscription criteria, with Category 1 having the highest priority and so on. Please also see 'Explanatory Notes and Definitions' for when there are more children with an equal right to a place at the school than places available.

*Pending a change in the schools admission code, the Government has asked all schools to treat previously looked after children from abroad as if they are children adopted in the UK. This would mean classifying all adopted children, regardless of their country of adoption as being admitted to the school using Category 1. It is the Governors' intention, whilst not yet statutory, that we will comply with this guidance.*

*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 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 looked after** and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order)\*.

**Category 2 Sibling**  
Children who have a sibling\* attending this school at the time of application and will likely still be at the school at the proposed date of admission. *This applies to Reception through to Year 5 for primary school.*

**Category 3 Parish of Datchworth**  
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](http://www.datchworth.herts.sch.uk) or on [www.achurchnearyou.com](http://www.achurchnearyou.com)).

**Category 4 Church**  
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.

*\* In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship*

**Category 5 Children of staff at the school\***  
Priority may be given to children of staff in either or both of the following circumstances:

- Where the member of staff has parental responsibility for the child and has been employed for two or more years at the time at which the application for admission to the school is made, and/or
- 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\***, using Hertfordshire County Council's 'straight line' distance measurement system. Distances are measured using a computerised mapping system to two decimal places and is 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.

*\*Please see 'Explanatory notes and definitions' for a full explanation/definition*

## Explanatory Notes and Definitions

The following definitions apply to terms used in the admissions criteria and categories:

### **Category 1 Children looked after and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>)**

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.<sup>3</sup>

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 Category 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 Category 1.

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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.

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### **Category 2 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 after<sup>1</sup> and in every case living permanently<sup>2</sup> in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts or have been offered and accepted a place.

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.

<sup>1</sup> Children 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.

<sup>2</sup> 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.

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### **Categories 3 and 6 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. Where a family has not lived at an address for a year, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months and the child must be a resident in the property at the time of application.

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/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/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

If two different applications are received for the same child from the same address, e.g. containing different preferences, the application from the parent in receipt of child benefit will be processed if the applications cannot be reconciled.

### **Home to school distance measurement for purposes of admissions**

A 'straight line' distance measurement is used in all home to school distance measurements for schools in Hertfordshire. 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.

### **Tie Break**

When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

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### **Category 4 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

The Governors define **staff** as employees of All Saints C of E Primary School, Datchworth, who have held a permanent contract with the school for two or more years at the time at which the application for admission to the school is made, or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Children of staff are defined as those for whom a permanent member staff is their biological, adoptive or foster parent, or for whom the staff member has other legal responsibility. This definition also includes a stepson or stepdaughter, and a child where the member of staff has been cohabiting with the parent of the child throughout the two year qualifying period. The child also resides at the same address as the member of staff for the majority of the week.

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*Further clarification of definitions can be found in 'Explanatory notes and definitions for the admission arrangements for community and voluntary-controlled schools in Hertfordshire for 2022/23' on the Herts Admissions website.*

## 4. Unsuccessful Applications

### Appeals

Parents who have not been allocated a place for their child have the right to appeal to an independent panel. Parents will be informed of their right to appeal in the allocation letter from the home LA.

If they wish to appeal parents should contact the Hertfordshire LA Customer Focus team:

- Parents wishing to appeal who applied online should log into their online application and click on the link to '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**, the Governing Body will write to you with the outcome of your application and, if you have been unsuccessful, parents wishing to appeal should contact the school directly in the first instance.

### Continuing Interest (waiting list) and in-year applications

After places have been offered and in the event of more applications than available places, the Governors will maintain a Continuing Interest (waiting) list. A child's position on a Continuing Interest 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 school 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 May half term. To retain a Continuing Interest application after this time, parents must make an in-year application. 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.

Admissions Policy agreed and adopted by the Full Governing Body on: **8<sup>th</sup> February 2021**



**PART A**

**ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF)**

**Please use BLOCK CAPITALS**

<b>Name of Child</b>	Surname:	
	Forename(s):	
Date of Birth:	/ /	
Name of Parents/Guardians or Carers:		
Permanent Home Address:  <i>Note: This is the child's permanent residence, where most of the week is spent, and not an accommodation address. Parents are requested to provide a recent (within the last 3 months) <b>original</b> utilities bill or equivalent, which will be returned.</i>	Postcode:	
Contact Telephone Number:		
e-mail Address:		
Under which category are you applying for admission?  Please tick the relevant category.  <i>Please refer to our Admissions Policy for definitions of these criteria.</i>	<input type="checkbox"/> Category 1: Children Looked After <input type="checkbox"/> Category 2: Sibling <input type="checkbox"/> Category 3: Parish of Datchworth <input type="checkbox"/> Category 4: Church <input type="checkbox"/> Category 5: Children of Staff <input type="checkbox"/> Category 6: Any other children	
<p>If you are applying under Category 4 (Church), 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:
<b>OFFICE USE ONLY:</b>	<b>Date Received:</b>



**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 <b><u>AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR.</u></b>	
Parent/Guardian/Carer signature:	Date:
I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH <b><u>AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR</u></b>	
Clergy signature:	Date:

*\* In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship*