



ALL SAINTS C of E PRIMARY SCHOOL AND NURSERY

PARSONAGE LANE
BISHOP'S STORTFORD
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ADMISSIONS POLICY FOR RECEPTION – ACADEMIC YEAR 2018-19

The Local Authority or LA, (Hertfordshire CC) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will coordinate 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 will be made by the home LA.

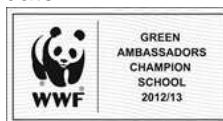
The closing date for admission application forms to be received by the home Local Authority is as advertised by that authority. Information on completing the 'on line' application and notification dates of admission decisions are published in the LA admissions literature which is also available from their website.

All applications **must** be made on the **home** LA 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 Governing Body 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's annual 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 a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school. These children will be admitted as part of the school's PAN but before the oversubscription criteria are used. The school co-operates with the LA's Fair Access Protocol for children who are hard to place. These children will be admitted before those on the waiting list and, if necessary, above PAN. 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 criteria:

1. All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement order or special guardianship order (see LA definitions).
*Note 5.
2. Children who have a sibling* in the main school or in the Nursery at the time of the application and be likely to remain in the school at the proposed date of admission.
*Note 3.
3. Children of parents* at least one of whom worships at All Saints' Church, Hockerill at least once a month for the period of 12 months prior to the application deadline date.
*Note 4.
4. Children whose parents are a permanent member of the staff employed by the governors with a permanent contract.
*Note 6.
5. Children of parents* at least one of whom worships at another Anglican church at least once a month for the period of 12 months prior to the application deadline date.



*Notes 2 and 4.

6. Children of parents* at least one of whom worships* at another Christian church which is affiliated to Churches Together in England at least once a month for the period of 12 months prior to the application deadline date.

*Notes 2 and 4.

7. Any Other children.

*Note 1.

In the event of there being over-subscription in the above categories, the determining factor will be the geographical proximity to school as defined below.

*Note 1.

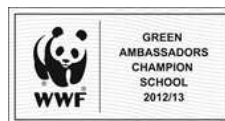
Notes

1. 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 and 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. The measurement is taken from the AddressBase Premium address point of the 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 residence. Where there is need for a tiebreaker where two different addresses measure the same distance from the School, in the case of a block of flats for example, a random, public draw (eg balls from a bag) will take place.
2. Parents* - for the purpose of this policy the term "parent" includes guardians and those with a legal responsibility for the welfare of the child.
3. Sibling* - a sibling refers to a brother or a sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of the application and be likely to remain in the school at the proposed date of admission.
4. The governors may require written evidence from the Parish Priest/Minister to verify the required level of attendance. This is at least once per month for the year prior to application.
5. There may be exceptional occasions when the governors are requested by the Children's Services, supported by the medical services or health authority, for a place for a particular child in which case, the child will be afforded exception priority if the school can meet the need. Children with a Statement of Special Educational Need or EHC plan which names the school will be offered a place.
6. Children of staff will be considered in the following circumstances:
 - a) where the member of staff has parental responsibility for the child and has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
 - b) the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage

Application for a place in the Reception Class

Parents need to apply for a place in the Reception class during the year before admission and meet the deadline set by the family's home Local Authority.

Prospective parents/guardians are invited to visit the school to see how it is run, so that there can be no doubt that the school fulfils their particular requirements.



As this is a Voluntary Aided School, the admission criteria are those of the governing body. In addition to the home Local Authority form, **parents applying to All Saints should also complete the Supplementary Information Form for this school in order for the Governors to consider their application.** If a SIF is not completed the Governing Body will apply the school's admission arrangements using only the information supplied on the home Local Authority application form, which may result in the application being given a lower priority.

Admission dates for Reception

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

However:

- 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;
- Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Summer-born children and admissions outside normal age group

- Parents of a summer-born (1 April-31 August) child *may* choose not to send that child to school until September following their fifth birthday and *may request* that they are admitted out of their normal age group to Reception rather than Year 1; All such parents 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;
- The governing body must 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 of the school concerned;
- 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;
- 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;
- Where the parent's request has been agreed, they must make a new application as part of the main admissions round the following year;
- When informing parents of their decision on the year group to which the child should be admitted, 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.

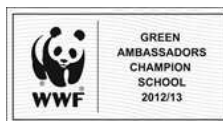
Appeals

Parents who have not been allocated a place for their child in the reception class have the right of appeal to an independent panel. Parents wishing to appeal who applied on-line should log on to their online application and click on the link 'Register an appeal'. For those who did not apply online, please contact 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

In the event of more applications than available places, the Local Authority will, on behalf of the School, maintain a continuing interest list (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. This list will be kept until the end of the Autumn Term.

Parents are requested to inform the local authority if they wish their child's name to be removed.



In Year Admissions

All 'in year' applications will be managed by the LA on behalf of the School, but a SIF is still requested. Older children may be accepted at any time by the Headteacher, subject to vacancies being available in the relevant class. In the event of there being more applications than places available, the local authority will, on behalf of the school, maintain a continuing interest list. Parents are requested to inform if they wish their child's name to be removed.

