All Saints CE Primary School & Nursery *Nurturing, Resilience & Achievement for all!*

Admissions Policy for Reception 2023-24

Date written:	January 2021
Date adopted:	29 November 2021
Review schedule:	Annual
Policy Area:	Admissions

1. INTRODUCTION

All Saints CE Primary School & Nursery is a Voluntary Aided Church of England School within the Diocese of St Albans, with an attached Nursery Class. The school was built within the parish of All Saints Parish Church, Hockerill, and moved to our present site in the 1960s.

The Governing Body of the school is the Admission Authority. The Governors will admit up to the Pupil Admission Number (PAN) of **30** children into the Reception class during each academic year, as a one form (class) of entry sized school. The Governing Body 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 children for classes of this age group.

Admissions to Reception are conducted independently of admissions to our Nursery, and admission to our Nursery does not guarantee a place in a Reception class. Parents of children in our Nursery class must reapply for a place in our Reception class.

2. APPLYING FOR A PLACE

2.1. **Reception Year**

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 – www.hertfordshire.gov.uk/admissions. 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 also requested to complete our Supplementary Information Form (SIF) and return it to the school office by the dates published for applications to the Local Authority. If a SIF is not completed, the Governing Body will apply their admission arrangements using only the information submitted on the Local Authority form, which may result in your application being given a lower priority.

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

2.2. **In-Year Admissions**

All 'In-Year' applications (for admission to the school outside of normal intake periods, or for year groups other than Reception for a September start) will be co-ordinated by the Local Authority on behalf of the school. Applications for In-Year admission should be made on the Local Authority website, and a SIF completed and sent to the school as soon as possible afterwards. If a SIF is not completed, the Governing Body will apply their admission arrangements as detailed above.

2.3. **Admission Dates for Reception**

Children will be able to start in Reception in the September following their fourth birthday. All Saints School 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.

If you would like to request a deferred start or a part-time place for your child, please write to the Headteacher once a place has been offered and accepted so that we can discuss the arrangements with you. We always aim to work in partnership with parents for the benefit of their child.

2.4. **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. 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.

Parents wanting 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 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.

3. HOW PLACES ARE OFFERED

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 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 Local Authority'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 over-subscription criteria, with Category 1 having the highest priority and so on. Please also see Note 1 for when there are more children with an equal right to a place at the school than places available.

Category 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), **including those children who appear (to the admissions authority) to have been in state care outside England and ceased to be in state care as a result of being adopted**. ***Note 5***
Category 2	Children who have a sibling* in the main school (Reception to Y6) at the time of the application and will be likely to remain in the school at the proposed date of admission. ***Note 3***
Category 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. 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. **Note 4**
Category 4	Children whose parents are a permanent member of the staff employed by the governors with a permanent contract. **Note 6**
Category 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. 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. **Notes 2 and 4**
Category 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. 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. **Notes 2 and 4**
Category 7	Any Other children. ***Note 1***

3.1 Notes and Definitions

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 Hertforshire 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. This will be independently witnessed so it is effective, clear and fair.

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, looked after or 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. 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.

5. Children in public care (also termed Children Looked After). Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012. This applies to children looked after by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order). Adopted children must have been previously looked after by an English or Welsh local authority. 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 this rule. 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 an EHC plan which names the school will be offered a place.
    a. Definitions:
        i. 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.
        ii. 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.
    b. Children previously looked after abroad and subsequently adopted will be prioritised under Category 1 if the child's previously looked after status and adoption is confirmed by Hertfordshire's "Virtual School". The child's previously looked after status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:
        i. To have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and
        ii. To have ceased to be in that state care as a result of being adopted.
    c. A child is in "state care" if he or she is in the care of, or accomodated by:-
        i. A public authority
        ii. A religious organisation or
        iii. Any other organisation the sole or main purpose of which is to benefit society.

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

4. UNSUCCESSFUL APPLICATIONS: Appeals

Parents who have not been allocated a place for their child have the right of 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 "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 county council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to log in and appeal online at www.hertfordshire.gov.uk/schoolappeals.

4.1 Continuing interest (waiting) list
After places have been offered, Hertfordshire County Council will maintain the 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 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 confirmed). To retain a Continuing Interest application after this time, parents must make an In Year application.

5. REVIEW OF THIS POLICY

This policy is correct for the dates listed in its title. Future and past policies may differ. The Admissions Policy for our school is reviewed annually by the Governing Body and determined in line with statutory requirements.

Substantive changes, such as but not limited to those affecting Oversubscription Criteria or the number of children admitted (PAN), will be subject to consultation as required by the Admissions Code.

Agreed at a meeting of the Full Governing Body on: 8th February 2021

Subsequent review and amendment to this policy took place on 12th July 2021 to reflect statutory changes made to the Admissions Code, agreed by Parliament on 13 May 2021, and required by law to be added.

Appendix 1: Supplementary Information Form (SIF)

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All Saints CE Primary School & Nursery

Supplementary Information Form (SIF)

Please complete this form and return it to our school in order to finalise your application for a place. This form helps us to ensure we are offering places in accordance with our Admissions Criteria. If you have any questions, please contact the school office and we will be delighted to help.

PLEASE USE BLOCK CAPITALS

Child's Surname:		**Date of Birth:**	
Child's Forename(s):			
Name of parent(s)/guardian(s):			
Address: *This is the child's permanent residence where most of the school week will be spent, and not an accommodation address. Please supply a recent original utilities bill or equivalent (from within the last 3 months) – this will be returned.*	**Postcode:**		
Home Telephone Number:			

Under which category of our Admissions Policy are you applying for admission? Please tick the relevant criteria. *Please refer to our Admissions Policy for definitions of these criteria.*

- ☐ Criteria 1: Looked After Children
- ☐ Criteria 2: Children with a sibling in the main school (Reception to Y6)
- ☐ *Criteria 3: Children of parents at least one of whom worships at All Saints Church, Hockerill
- ☐ Criteria 4: Children whose parents are a permanent member of staff employed by the Governors
- ☐ *Criteria 5: Children of parents at least one of whom worships at another Anglican Church
- ☐ *Criteria 6: Children of parents at least one of whom worships at another Christian Church
- ☐ Criteria 7: Any other children

** If applying under Criteria 3, 5 or 6, please complete Part A of the Clergy Form (overleaf), then return the form to school. **Please do not give the form directly to the Clergy member.** We will send the form to the Parish Priest or Minister who will then be asked to complete the rest of the form and return it directly to us.*

Parent/Guardian Declaration			
NB: I confirm that the details above are correct to the best of my knowledge and I enclose an original utilities bill dated within the last three months.			
Print Name:			
Signature:		Date:	

Please return this form to:

All Saints CE Primary School & Nursery, Parsonage Lane, Bishops Stortford, CM23 5BE

Tel. 01279 836006 **Email:** admin@allsaints.herts.sch.uk

All Saints CE Primary School & Nursery
Supplementary Information Form (SIF): CLERGY FORM

PART A: To be completed by the parent/ guardian:

PLEASE USE BLOCK CAPITALS

Child's Surname:		**Date of Birth:**	
Child's Forename(s):			
Name of parent(s)/guardian(s):			
Address:	**Postcode:**		
Name and address of place of worship:			

Now please return this form to school.
We will contact your Minister/Parish Priest to complete the rest of this page. Thank you.

PART B: To be completed by the Parish Priest or Minister:

The parents/guardians of the child named above have applied for a place at All Saints CE School and have given your name as a referee. Would you kindly complete and return this form in the envelope provided. Thank you for your help.	
Is your church Anglican?	Yes/ No
If no, is your church affiliated as either a full or associate member of Churches Together in Britain and Ireland?	Full member / associate member
To the best of your knowledge, has the family worshipped at your Church at least once a month during the last 12 months?	Yes/ No

Parish Priest / Minister Declaration			
NB: I confirm that the details above are correct to the best of my knowledge and I support this child's application to All Saints CE Primary School & Nursery.			
Print Name:			
Signature:		Date:	
Please provide a contact number:			

Please return this form to:

All Saints CE Primary School & Nursery, Parsonage Lane, Bishops Stortford, CM23 5BE

Tel. 01279 836006 **Email:** admin@allsaints.herts.sch.uk