



## St Andrew's CE Primary School Much Hadham

### IN YEAR ADMISSIONS POLICY 2023/2024

St Andrew's is a one-form entry Voluntary Aided Church of England School within the Diocese of St Albans which serves the ecclesiastical parish of Much Hadham.

The Governing Body, as the Admission Authority, will allocate the available places in line with this policy and is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie 30 pupils per class (Published Admission Number – PAN).

Classes in KS2 can occasionally have more than 30 children. The exceptional allocation of places over this number will be on a case by case basis and the existing cohort must be the prior consideration.

**Residence within the Parish of Much Hadham does not give an automatic right to a place in the school.**

#### ADMISSIONS PROCEDURES

If a place becomes available in the school it will be offered to the child that best meets the published admission criteria at that time (see below).

All In Year applications will be coordinated by St Andrew's School to whom all In Year applications should be made. Parents are asked to complete an In-Year Application Form available from the School Office or downloaded from its website.

Parents must be aware that the order in which applications are received by the school has no bearing on the allocation of a place.

Parents of prospective pupils are encouraged to visit the school. An appointment can be made through the School Office.

Please note that the information in this policy is correct for the year shown. Policies for future years may be different.

#### HOW PLACES ARE OFFERED

##### Fair Access

St Andrew's C of E Primary School and Nursery is committed to taking its fair share of vulnerable children who are hard to place, in accordance with the locally agreed protocol. This could be above PAN and before any children on the continued interest list.

Children who have an Education Health and Care Plan which names this school will be admitted to St Andrew's C of E Primary School and Nursery.

Once a place has been offered it must be taken up within 2 school weeks or it will be reallocated to the next child that best fits the criteria on the Continued Interest List.

If a place becomes available in a particular year group and there are more children on the Continued Interest List than available places, the following oversubscription criteria will be applied, in order:

### Criteria 1

- a) Looked After Children and all Previously Looked After Children, who ceased to be so because they were adopted (or became subject to a child arrangement order or a special guardianship order).

Children Previously Looked After Abroad and subsequently adopted will be prioritised under this Criteria 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.

A child is in "state care" if he or she is in the care of, or accommodated by:

- (a) a public authority,
- (b) a religious organisation, or
- (c) any other organisation the sole or main purpose of which is to benefit society.

- b) a child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

### Criteria 2

Children whose parent is a permanent member of the teaching staff (see Note f).

### Criteria 3

Children who at the time of **application** have their home address within the ecclesiastical parish of Much Hadham as indicated on the map available in School.

### Criteria 4

Children who will have a sibling (see Note d for definition of sibling) in the school at the time of **Admission** ie Year N – 6.

### Criteria 5

Children, one or more of whose parents/guardians have, at the time of application attended at least once every calendar month and for a period of twelve months previously, Anglican worship at St Andrew's Church, Much Hadham and/or St Thomas' Church, Perry Green. A letter from the Rector is required verifying that this level of attendance has been met. (The Governors anticipate that parents given a place for their child under the Church Membership category will satisfy the requirements of that category at the time of admission.) Applicants in this category will need to complete the relevant section of the Supplementary Information Form (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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

### Criteria 6

Any other children, with priority to those living closest to the School.

**NB.** Where the application of the above criteria (6) 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**. This is measured using the computerised "straight line" mapping system operated by HCC as described in their admissions literature and website. 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. Where there is a need for a tie-breaker where two different addresses measure 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.

## Notes

- a. We apply these rules in the order they are printed. If more children qualify under a particular rule than there are places available we use a tie-break by applying the next rule to those children. **Residence within the area defined in criteria 3 does not give an automatic right to a place in the school.**
- b. The Children's Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. Section 14A of the Children's Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- c. In respect of 'Children Looked After', Home address and 'sibling' the governors use the same definitions as HCC. (Please note that evidence of permanent residency at the quoted address may be sought. If no evidence is forthcoming the address to which Child Benefit is paid will be used.)
- d. A sibling means the sister/brother, half brother/sister, adopted brother/sister, a child of the parent/carer/partner or a Child Looked After or previously Looked After (1), who lives permanently (2) 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 school at the time the new sibling starts at the school.

If a place is obtained for a child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

(1) 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.

(2) 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.

- e. Every effort will be made to accommodate twins and other 'multiple birth' applications. Where the child admitted from the Continued Interest List is the 30<sup>th</sup> child in the class and also the first twin or a multiple birth the second twin or other sibling(s) will be admitted over the PAN number of 30, as an exception to the Infant Class size rule.
- f. Children of teaching staff will be considered in the following circumstances:
  1. where the member of teaching staff (QTS) 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
  2. the member of teaching staff is recruited to fill a vacant teaching post for which there is demonstrable skill shortage.

## **UNSUCCESSFUL APPLICATIONS**

### **Appeals**

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

We will write to you with the outcome of your application and, if you have been unsuccessful, the county council will write to you with registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)

There is no right of appeal against non admission to the Nursery class.

### **CONTINUED INTEREST (WAITING) LIST**

In the event of more applications than available places in any class the governors will maintain a Continued Interest list (waiting list). If a place becomes available in the school it will be offered to the child that best meets the published admission rules at that time.

Parents are requested to inform the governors if they wish their child's name to be removed from the Continued Interest list.

# Much Hadham Parish Map

