



Approved and determined by GB: 6 October 2021  
Including changes to Admission Code Oct 2022  
See Admissions section: [www.standrews236.herts.sch.uk](http://www.standrews236.herts.sch.uk)

## **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 (EHCP) which names St Andrew's CE Primary School and Nursery, Much Hadham will be admitted to school.

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**

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), including children who appear to the Governors to have been in state care outside of England and ceased to be in state care as a result of being adopted

A looked after child 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 at the time of making an application to the school.

Children Previously Looked After outside of England and subsequently adopted will be prioritised under this Criterion 1 if the child's previously Looked After status and adoption is confirmed by Hertfordshire's "Virtual School".

A child is regarded as having been in "state care" outside of England if he or she was 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

### **Criteria 2**

Children whose parent/carer (who has parental responsibility) 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 at the end of this policy.

### **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 Nursery – Year 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.

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 class than the number of available places, the tie-break will be **distance from the school**. This will be a distance measurement provided by Hertfordshire County Council's "Find a school" service on the [hertfordshire.gov.uk](http://hertfordshire.gov.uk) website.

Where there is a need for a tie-breaker where two different addresses measure the same distance from the 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 an independently-supervised random draw.

## 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. The address provided on the application form 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 at the time of application, 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 resident in the property at the time of application. If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested and verified as necessary with Hertfordshire County Council's Shared AntiFraud Service.

It is for the Governing Body (as the admission authority) to determine the address to be used for admission purposes.

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 where the child lives for the majority of the time. If a child lives at two address equally, parents/carers should make a single joint application naming one address.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

If the Governing Body receives two different applications for the same child from the same address e.g. containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled, neither application will be processed.

- 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 (QTS) will be considered in the following circumstances:
1. where the member of teaching staff 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 contact 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

