



Approved by Admissions Committee: 24 Sept 2021
Approved and Determined by Governing Body: 6 October 2021

Policy due for Consultation in Autumn 2022 (7 year rule)

See Admissions section: www.standrews236.herts.sch.uk

St Andrew's CE Primary School Much Hadham

RECEPTION ADMISSIONS POLICY Academic Year 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 of the school is the Admission Authority. The Governors will admit up to the Admission Number of 30 children into the Reception year. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie 30 pupils per class.

Hertfordshire County Council (HCC) operates an agreed co-ordinated admissions scheme in line with government legislation. HCC 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.

ADMISSIONS PROCEDURES

The closing date for Reception admission application forms to be received by HCC is in January 2023. Information on completing the 'on line' application and notification dates of admission decisions are published in the HCC Admissions literature which is also available from the HCC website www.hertfordshire.gov.uk/admissions.

It is essential that all those wishing to apply for a place at St Andrew's School fill in the County Admissions form (available online or in HCC literature).

Parents/carers are also requested to complete our Supplementary Information Form (SIF) which can be downloaded from our website. It should be returned to the school office by the closing date in January 2023. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the Application Form only, which may result in the application being given a lower priority.

The Admission timetable for all schools is laid down by HCC and must be strictly adhered to. The school provides for the admission of all successful applicants who have reached their 4th birthday before 1 September 2023.

However please note the following:

- a These arrangements do not apply to our Nursery intake – see our separate Nursery Admissions Policy.
- b Parents of children currently in our Nursery must reapply for a place in Reception.
- c Attendance at our Nursery does not guarantee a place in Reception. Admission for Nursery class and Reception will be dealt with as two separate processes.

d Parents offered a place can defer the date of their child's admission until later in the school 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 the application was made.

e However, for Summer-born children:

Parents of a summer-born (1 April - 31 August) child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group to Reception rather than Year 1.

The Governors require the parent to make an application for their child's normal age group at the usual time, but allow them to submit a request for admission out of the normal age group at the same time.

The Governors, in consultation with the Head teacher, will consider the request on a case by case basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group. The Governors will then ensure that the parent receives the response to their request before Primary National Offer Day.

If their request is agreed their application for the normal age group may be withdrawn by the parent, before a place is offered. The parent must make a new application as part of the main Reception admissions round the following year. There is no guarantee of a place and normal criteria would be applied.

If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an In Year Application for admission to Year 1 for the September following the child's 5th birthday. Normal criteria would apply and there is no guarantee of a place.

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

f Parents can request part time attendance until the child reaches compulsory school age.

Parents must be aware that the order in which applications are received by the school has no bearing on the outcome, provided, of course, that the above deadline is met.

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 well 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.

In the event of there being more applications 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 1 – 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 younger child starts.

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.

- (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 30th child admitted is the first twin or a multiple birth the second twin or other sibling(s) will be admitted as exceptions 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.

At transfer time 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 parents wishing to appeal should contact the school directly in the first instance.

CONTINUING INTEREST (WAITING) LIST AND 'IN YEAR' APPLICATIONS

In the event of more applications than available places the governors will 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 at that time. Parents are requested to inform the governors if they wish their child's name to be removed from the waiting list.

All 'in year' applications will be coordinated by St Andrew's School to whom all in year applications should be made. For more information please see our separate In-Year Admissions Policy which is available from the School Office or downloaded from the school website.

Parish Map

