

## **ST JOHN'S C of E PRIMARY SCHOOL, LEMS福德**

### **ADMISSIONS POLICY (2018/19)**

St John's is a Voluntary Aided Church of England School within the Diocese of St Albans. The Governing Body of the School is the Admissions Authority. The Governors will provide for the admission of up to 15 children (the Published Admission Number) to the Reception class in the September term following their 4<sup>th</sup> birthday each academic year.

#### **Deferred entry within normal age group**

Parents can defer the date their child is admitted to the School until later in the school year, but not beyond the point at which the child reaches the compulsory school age and not beyond the beginning of the final term of the school year.

#### **Part time attendance**

Parents can request that their child attends part-time until later in the school year, but not beyond the point at which the child reaches compulsory school age.

#### **Deferred entry out of child's normal age group - summer born children**

The parents of a summer born child, i.e. a child born between 1<sup>st</sup> April and the 31<sup>st</sup> August, may choose not to send their child to school until the start of the September term following the child's 5<sup>th</sup> birthday, and at the time of making an application for their child's normal age group at the usual time, they may submit a request that their child is admitted out of his/her normal age group to Reception rather than Year one. If parents make this request, they must submit evidence (possibly professional evidence) in support of their request demonstrating why it would be in their child's best interest to be admitted to Reception rather than Year one. The Governors will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. The Governors will also take into account the views of the head teacher of the School. The Governors will respond to the parents' request before the primary national offer day setting out clearly the reason for their decision upon the year group to which the child should be admitted. When the Governors agree to a parent's request for a child to be admitted out of the child's normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. Reception), the Governors will process the application as part of the main admissions round. Children admitted to the Reception class at age 5 will remain in that age cohort throughout their school careers. If the parents' request is refused, the parents 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 one for the September following the child's 5<sup>th</sup> birthday. **The statutory right to appeal does not apply if parents are offered a place at the School but not in their preferred age group.**

If parents do not take up the offered place before the end of the academic year of entry, they will have to re-apply for a place in Year one. Parents should discuss this with the School as soon as possible and this will be treated as an In Year application.

## Fair access

The school fully participates in the Local Authority Fair Access Protocol. Children admitted under the Protocol will be prioritised above those on the C1 list (see below) and can be admitted above the Published Admission Number.

### A. APPLICATION FORMS

The Local Authority (LA), Hertfordshire County Council ([www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)), operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will manage 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 or online applications to be received by the LA is the 15 January 2017.

All applications must be made on the home LA common application form. As this is a Voluntary Aided School, the admission criteria are those of the Governing Body. You are requested therefore also to complete the supplementary information form for this school, in order for the Governors to give full consideration to your application.

Whether St John's is your first preference school, or a lower ranked preference, please also complete and return to this school, by the closing date for applications:

- The school's supplementary information form;
- If you are applying under Criterion 4 or 5, a statement by your priest or minister on the reverse of the form, to endorse your application.

(If the School's form is not also completed and submitted, the Governors will only be able to apply their admission arrangements using the information on the LA form, which may result in your application being given a lower priority).

### B. SORTING APPLICATIONS

After the closing date for applications, the LA will send a full listing of those who have ranked our school in their preferred list of schools.

i. The Governors' Admissions Committee will meet to consider all applications, dealing with Criterion 1 applications first, Criterion 2 next and so on. There is a statutory duty to admit 'Children who have a Statement of Special Educational Needs naming the school' and any such application will be offered a place at the school. There is also a statutory duty to admit children with an EHCP (Education, Health and Care Plan) that names the school.

ii. 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.

iii. Parents will be given a deadline for returning an acceptance form to the school, after which a personal letter of welcome will be sent by the Head and Governors.

### C. CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION

If there are more applications than places available, Governors will allocate places in the following order:

1. Children in public care (children looked after) and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or a special guardianship order) [see Explanatory Notes and Definitions below];
2. Children whose home address [see Explanatory Notes and Definitions below], at the time of application, is in the ecclesiastical parish of Lemsford, as shown on the map available at the school and on the school's website;
3. Children who have a sibling [see Explanatory Notes and Definitions below], who will be attending the school at the time of entry;
4. Children, one or both of whose parents have attended worship at St John's Church, Lemsford, at least once a month for 1 year at the time of application. Parents should ask the Vicar of St John's Church to complete the statement on the reverse of the application form endorsing this commitment;
5. Children, one or both of whose parents have attended worship at another Christian Church, at least once a month for 1 year at the time of application. In this context another Christian Church is one which is affiliated to Churches Together in England and/or Churches Together in Welwyn/Hatfield and/or the Evangelical Alliance. Parents should ask their priest or minister to complete the statement on the reverse of the application form endorsing this commitment to a Christian place of worship. If attendance has been at more than one Church over the previous 12 months, the further statement should also be completed, to cover attendance over the whole of the past year;
6. Any other children.

#### 'Tie-breaking' factor in the event of oversubscription within an admissions criterion

If there is more demand than places available within a criterion, the available places will be allocated, in priority order, to children living nearest to the school. Priority will be determined using the LA's home to school measurement system - a straight line distance measurement provided by the LA's GIS system - as outlined in the County's admission arrangements and application literature [see Explanatory Notes and Definitions below].

In the event of two children having an equal claim on the last available place e.g. living in a block of flats, priority will be given to the lowest flat number.

Where the last available place is offered to a twin or multiple birth child [see Explanatory Notes and Definitions below] the other twin or sibling(s) will be offered a place as exceptions to the infant class size rule.

### D. IN YEAR ADMISSIONS

Older children can be admitted to the school at any time provided there are places available in the year group. All In Year admissions to the school will be made in line with the LA's co-ordinated admissions scheme and fair access protocol. In Year application forms can be

completed online at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions). Applications must be submitted to the LA using the LA's In Year application form and allocations will be made in accordance with the LA's scheme. St John's supplementary information form should also be completed and returned to the school. In the event that more applications are received than places available, a waiting list will be established and any vacancy will be allocated in accordance with the oversubscription criteria.

As the school is part of the LA's scheme for In Year co-ordination, a new In Year application must be made at the end of the academic year to ensure that a child is on the Continuing Interest List.

### E. RIGHT OF APPEAL

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. Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click the link "register an appeal". Out of County residents and paper applicants should call the Customer Service Centre on 03001234043 to request their registration details and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

A copy of any Appeal should also be sent to the Head and Chair of Governors at St John's School, Lemsford, AL8 7TR.

For In-Year applications parents wishing to appeal should contact the school directly in the first instance.

### EXPLANATORY NOTES AND DEFINITIONS

The governors use the same definition of the following terms as the LA:

#### Children in public care (children looked after):

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under Rule 1.

Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.

A "child looked after" 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 (section 22(1) of The Children Act 1989).

All children adopted from care who are of compulsory school age are eligible for admission under Rule 1.\*

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.

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.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

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 Rule 1.

\* This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.

#### Home address:

The address provided 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 and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

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 which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child’s main residence.

If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

If a child’s residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

#### Home to school distance:

A ‘straight line’ distance measurement is used in all home to school distance measurements for community and VC schools in Hertfordshire. Distances are measured using a computerized 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 recognized method of identifying the location of schools and individual residences.

#### Multiple births:

The LA, as the admissions authority, will admit over the school’s Published Admission

Number when a single twin/multiple birth child is allocated the last place at a school. Where the LA is not the admitting authority it will request that the school take in the subsequent child(ren) in line with the school's own admission arrangements.

Sibling:

For applications to schools using the LA's admission criteria, a sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after\* and in every case living permanently\*\* 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 named 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.

\*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.

\*\*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.

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

*Applications for 2018/19*