



Stapleford Primary School

Admissions Policy for Year of Entry 2019

INTRODUCTION

Stapleford School is a Voluntary Aided Church of England School within the Diocese of St Albans. The Governing Body of the school is the admission authority. The Governors will admit up to the admission number of 12 children into the nursery (N2) and reception years. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class.

The Local Authority no longer coordinates the admissions for nursery in Hertfordshire schools. All applications **must** be made on the school's own application form. Applications may be made by downloading the form from the [school website](#) and emailing it to the school or by completing a paper copy available from the school office. The Nursery Admissions Policy 2018 is available on the school website.

The Local Authority or LA (Hertfordshire County Council) operates an agreed co-ordinated admissions scheme, for those applying for places in the Reception cohort, in line with government legislation www.hertsdirect.org/admissions. The LA will coordinate the admissions 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.

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 requested to complete our Supplementary Information Form (SIF) and return it to the school office. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the LA form only, which may result in your application being given a lower priority.

This policy provides for the admission of all successful applicants who have reached their 3rd birthday (Nursery - N2) and 4th birthday (Reception) by the beginning of September, 2018. However, please note the following:

- a. Parents of children currently in our nursery (N2) must reapply for a place in reception.
- b. Attendance at our nursery (N2) does not guarantee a place in reception
- c. Parents can request part time attendance until the child reaches compulsory school age.
- d. This policy does not apply to Stapleford Primary Early Years (Pre-school).

Summer Born Children

Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age. All children must join the school in the Reception year or a new application will need to be made for a Year 1 place. If your child was born between 1st April and 31st August 2015, and you do not believe they will be ready to start Reception in the 2019/20 academic year, you may instead make an application for your child to start reception in September 2020.

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

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HOW PLACES ARE OFFERED

Children who have a Statement of Special Educational Needs or an Education, Health and Care Plan which names the school will be admitted to the school.

In the event of there being more applications than available places, the following oversubscription criteria will be applied, in order:

1. All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangements or special guardianship order (*see definitions*).
2. Children who have a sibling in the school at the time of entry.
3. Children of families who live in our three ecclesiastical parishes of Stapleford, Bramfield and Waterford and whose family (parents and children) has attended any Christian church at least once a month for the year prior to the admission cut off date (*a letter from the priest/minister/vicar will be required to support this*).
4. Children of parents living within the ecclesiastical parishes of Stapleford, Bramfield and Waterford.
5. Any other children.

Tie Break

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 than the number of available places, the tie-break will be distance from the school, measured using the computerized mapping system operated by the LA as described in their admissions booklet and website. The distance will be measured from the address point of the pupil's home to the address point of the school.

The governors cooperate with the fair access policies of the LA. Children admitted under the Fair Access Protocol will be prioritised above those on the C1 list and can be admitted over the Published Admissions Number PAN.

Every effort will be made to accommodate twins and other 'multiple birth' applications provided that this does not breach maximum class size regulations.

Children out of year group

The school's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group". If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate

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cohort. DfE guidance makes clear that “it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case”. The school’s governing body, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The governors’ decision will be based upon the circumstances of each case including the view of parents, the headteacher, the child’s social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the request is not accepted but a place is offered in the normal year group this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of the school.

DEFINITIONS

Category 1

Children in public care (Children Looked After). ‘Children in Public Care’ means a child accommodated by a Local Authority under section 22 of the Children Act. An application under this rule must be accompanied by a letter from the child’s social worker or advisory teacher. 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.

Category 2

Sibling For applications to schools using Hertfordshire County Council’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 after¹ and in every case living permanently² 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.

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.

Categories 3 & 4

Home Address

Please note that evidence of permanent residency at the quoted address may be sought. (*‘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 website www.achurchnearyou.com can be used to check parish of residence.

A **Christian church** is defined as one which is a member of Churches Together in England or the Evangelical Alliance.

Hertfordshire County Council definitions are available online at www.hertsdirect.org/docs/pdf/admissions/defs1718.pdf

UNSUCCESSFUL APPLICATIONS

Appeals

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Hertfordshire parents wishing to appeal who applied online should log on to their on-line application and click the link “register an appeal”. If you did not apply using Hertfordshire’s on-line application system, 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. The in-year application form can be completed at www.hertsdirect.org/admissions. A new in-year application must be made at the end of the academic year to ensure the parent is on the continuing interest list.

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. All ‘In Year’ applications will be coordinated by the LA (on behalf of the school), and In Year applications should be made to them; a SIF is still requested by the school however.

Parents are requested to inform the Governors if they wish their child’s name to be removed. The governors will maintain the list until 31st December, 2019.

Policy Written: November 2017
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Author of Policy: Stapleford School Governors and James Shillito, Headteacher