



Stapleford Primary School

Admissions Policy for Year of Entry 2022

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 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.hertfordshire.gov.uk/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 Hertfordshire County Council 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.

The closing date for applications is the 15th January 2022 and the allocation day for school places is the 19th April 2022.

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, 2021. 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 2018, and you do not believe they will be ready to start Reception in the 2022/23 academic year, you may instead make an application for your child to start reception in September 2023.

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

Children who have 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 previously looked after from outside England
3. Children who have a sibling in the school at the time of entry.
4. 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*).
5. Children of parents living within the ecclesiastical parishes of Stapleford, Bramfield and Waterford.
6. 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 following tie-break will be applied:

A 'straight line' distance measurement is used in all home to school distance measurements. 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.

When there is a need for a tie break where two different addresses are 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 random. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

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 CI list and can be admitted over the Published Admissions Number PAN.

Every effort will be made to accommodate twins and other 'multiple birth' applications in all year groups. Where the last available place has been offered to a twin or multiple birth child the second twin or other sibling(s) will be offered places as exceptions to the Class Size rule.

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 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 **Children previously looked after from outside England**
The Department of Education, on 6th August 2018, wrote to all LAs and admission authorities asking that "children previously looked after from outside England" be given the second highest priority in a school's oversubscription criteria. The Children and Social Care Act 2017 has given these children the same status in law as "children previously looked after within England."

Category 3 **Sibling** – 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 4 & 5 **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.

UNSUCCESSFUL APPLICATIONS

Appeals

The county council will write to you with the outcome of your application and if you have been unsuccessful, will include registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals.

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.

Continuing interest (waiting) list

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for the Governors of the school. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be confirmed). To retain a CI application after this time, parents must make an In Year application.

In-Year applications

For In-Year applications – parents wishing to appeal should contact the school directly in the first instance. Hertfordshire County Council co-ordinate In Year Admissions on behalf of the Governors of the school. Information about how to apply and the online application form can be found at www.hertfordshire.gov.uk/inyear. The oversubscription criteria outlined above is used to prioritise all In Year applications. Parents also need to fill in the SIF and return it directly to the school.

Policy Written: September 2020
Policy Review Date: September 2021
Author of Policy: Stapleford School Governors and James Shillito, Headteacher

Stapleford Primary School Supplementary Information Form

Full name of Child.....

Date of Birth.....

Address including postcode.....

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Telephone number.....

Parents' Full Names.....

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Are you on the Electoral role of St. Michaels and All Angels (Waterford), St Mary the Virgin (Stapleford), or St Andrew's (Bramfield)?

Yes/No please delete as applicable

Do you attend a C of E Church or a Church of another Christian denomination?

Yes/No please delete as applicable

Note: In the event of a place being offered under admission criteria number 3, a letter from the Minister/Vicar confirming Church attendance a least once a month prior to the admission cut off date will be required.

Signed.....

Relationship to Child.....

Date.....

For Office Use Only

Date Received

Nursery Year Group and admission date

Primary Year Group and admission date