

LITTLE GADDESSEN CHURCH OF ENGLAND PRIMARY SCHOOL

ADMISSIONS POLICY FOR 2019/2020

The governors of Little Gaddesden Church of England Primary School will admit 15 children, whose birthdays fall between 1st September 2014 and 31st August 2015 inclusive, into the Reception class, from the beginning of the Autumn Term 2019.

As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils. The school does not have any specific units or facilities for pupils with particular special needs, and there are no specific facilities for pupils with physical disabilities. One classroom is located upstairs; two downstairs classrooms may be entered without steps; one downstairs classroom has a single step. There is level access at the main school entrances.

The governing body is required to abide by the maximum limits for classes with children from Reception, Year 1 & Year 2 (i.e. no more than 30 pupils per class).

Children with statements of special educational needs or an Education Health and Care (EHC) plan naming the school are not subject to the oversubscription criteria. The school will admit all children whose statements or EHC name the school.

The school co-operates with the Hertfordshire Fair Access Protocol for children who are hard to place. These children will be given priority on the waiting list and may be admitted even if the school is full.

In the event of there being a greater demand for admission than there are places available, the following criteria will be applied in the order set out below:-

- 1) 'Looked-after' children, and children who were previously 'looked-after' but immediately thereafter became subject to an adoption, child arrangement or special guardianship order.
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 Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be the child's special guardian (or special guardians).
- 2) Children resident in the Parish of Little Gaddesden and adjoining areas outlined on the accompanying map. If this category is oversubscribed priority will be given as follows:
 - a) sibling in the school at the time of admission;
 - b) geographic proximity.
- 3) Children with siblings in the school at the time of admission.
- 4) Children not resident within the Parish of Little Gaddesden or adjoining areas outlined on the map, but whose parent(s) / guardian(s) have attended services in Little Gaddesden Parish Church at least once a month during the previous two years. (A letter verifying the required level of attendance will be sought from the parish priest.) Applicants in this category should also complete the Supplementary Information Form.
- 5) Any other children.

Tie-Break

In the event of over-subscription in any of the above categories, places in that category will be allocated on the basis of geographic proximity, using the local authority system explained in Hertfordshire schools literature and website. Where there are two applicants with an equal claim to the last place available (e.g. living in a block of flats), then the lower flat number will be given priority.

Twins and Multiple Births

Where the last available place is offered to a twin or multiple birth then the other twin or sibling(s) will be offered places as exceptions to the infant class size rule.

Home Address

The address given on the application should be the child's current permanent address at the time of application. If a child regularly lives at more than one address from Monday to Friday, the address provided should be the address where the child spends the majority of time. Both parents / carers must declare this individually in a letter sent with the application.

Siblings

Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's / carer's partner, and, in every case, the child should be living at the same address. The sibling must be in the school at the time of the application and be likely to remain in the school at the proposed date of admission.

Deferred Admission and Summer-born Children

Parents offered a place may defer the date of their child's admission until later in the year, but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which it was made.

Where parents of a 'summer-born' child (April 15 – August 31) wish the child to start school in the autumn term following their fifth birthday, the governors will consider the request. If parents do not take up the offered place before the end of the academic year of entry, then they would have to re-apply for a place in Year 1. Parents should discuss this with the school as soon as possible and this would be treated as an in-year application.

However, if parents wish such a child to be educated 'out of year group' (i.e. in the Reception Year rather than Year 1) they may request this and should discuss it with the school as soon as possible. Such applications will be considered by the governors on a case-by-case basis. Each case will be judged on its individual merits, but admittance to an out-of-year group would require exceptional and extenuating circumstances, with professional evidence explaining why the child's needs cannot be met in the chronological year group. A new application would need to be made in the normal admissions round for Reception in the year they wish their child to join, and this application will be considered alongside all other applications. Parents do not have the right of appeal against a decision not to accept this request.

The school provides for the admission of all successful applicants who have reached their fourth birthday by the end of August 2019. Please note that these arrangements do not apply to any Nursery intake: parents of Nursery children must reapply for a place in Reception. Nursery attendance does not guarantee a place in Reception.

Older Children

Applications to admit older children may be made to the school at any time, in accordance with the Hertfordshire admissions scheme.

Admissions Procedure for the Reception class

- Parents/carers must complete the Local Authority Common Application Form for their home area.
- The Supplementary Information Form should also be completed by those whose applications come under Category 4 of the admissions criteria.
- Applications must be received by January 15, 2019.
- The Governors will determine the allocation of places for the 2019/20 school year, in accordance with the Admissions Policy. Allocations will be emailed or posted to parents on April 16, 2019. Parents must respond to offers by April 28, 2019. Those who applied online should respond online; others should return the response form direct to the Admissions and Transport Team at County Hall.
- Appeals: Parents / carers who have not been allocated a place for their child in the Reception class have the right of appeal to an independent panel. Parents who applied on line should log into their online application and click on the link *register an appeal*. Those who did not apply on line should 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.)
- Waiting List: If there are more applications than available places, the governors will maintain a continuing interest list. Late applications will go onto this list in a position determined by the criteria. Parents / carers must inform the governors if they wish their child's name to be on the list. They are requested to inform the governors if they wish their child's name to be removed. If a place becomes available in the school, it will be offered to the child who best meets the published admission rules. The governors will review the list at the end of the academic year.