



Long Marston VA C of E Primary School Admission Policy Year of Entry 2019 Reception Year

INTRODUCTION

Long Marston 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 20 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.

The Local Authority or LA, (Hertfordshire CC) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA 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. However offers will be made by the home LA. All applications **must** be made on the **home** LA common application form.

The closing date for admission application forms to be received by the home Local Authority is 15 January 2019. 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 www.hertfordshire.gov.uk/admissions.

HOW PLACES ARE OFFERED

Children who have a statement of special educational needs or 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.

Rule 1 **Children in care** and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or a special guardianship order)

Rule 2 Children who at the time of application have their home address within the villages of Long Marston, Wilstone, Gubblecote or Puttenham.

Rule 3 **Sibling:** Children who have a sibling on the roll of the school at the time of application.

This applies to reception through to Year 5.

In Year admissions: the sibling may be in the school's final year as long as they will still be in attendance at the time of admission

Rule 4 Children whose parents attend the Christian churches of Long Marston, Wilstone or Puttenham regularly. 'Regularly' means at least once per month for the six months prior to application. Written verification must be supplied to the school from the vicar or other clergy using the school's Supplementary Information Form (SIF).

Rule 5 Any other children.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. 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 allocation

Random allocation will be undertaken independently of the school by Hertfordshire County Council. Every child entered onto the county council's 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 this random number is used to allocate the place, with the lowest number given priority.

Long Marston School will use the same definitions and measuring system as Hertfordshire County Council's as outlined in the 'Definitions' section below.

Continuing interest (waiting) list for admission to reception

After places have been offered, Hertfordshire County Council will maintain the school's continuing interest (waiting) list. 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.

In Year Admissions

The school accepts In Year applications directly and maintains continuing interest lists for all year groups for the In Year application process. The school will write to you with the outcome of your application and, if you have been unsuccessful, the county council will write to you with registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals.

Fair Access

The school participates in the county council's Fair Access protocol and will admit children under this protocol before children on continuing interest.

Appeals

Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration detail, log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".

For In Year appeals please contact the school in the first instance.

DEFINITIONS and EXPLANATORY NOTES

The following definitions apply to terms used in the admissions criteria:

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. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

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.

Fraudulent Applications

The school, in liaison with Hertfordshire County Council, will do as much as possible to prevent applications being made from fraudulent addresses. Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided.

Action will be taken in the following circumstances:

- When a child’s application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant
- When the applicant does not have parental responsibility

When a family move shortly after the closing date of applications when one or more of the following applies:

- The family has moved to a property from which their application was less likely to be successful
- The family has returned to an existing property
- The family lived in rented accommodation for a short period of time (anything less than a year) over the application period
- Council tax information shows a different residence at the time of application
- When a child starts at the allocated school and their address is different from the address used at the time of application

Definition of 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 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.

Christian Church:

The governors define a 'Christian' church to be one which is a member of Churches Together in England or the Evangelical Alliance.

Home to school distance measurement for purposes of admissions:

A 'straight line' distance measurement is used for all home to school distance measurements for admission allocation purposes. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the Address

Base Premium address point of your child's house to the address point of the school. Address Base Premium data is a nationally recognised method of identifying the location of schools and individual residences.

Multiple births:

The school will admit over the published admission number when a single twin/multiple birth child is allocated the last place at a school.

Applications from Children* Over Seas

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the Primary application process applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria. If the family already has an established alternative private address, that address will be used for admission purposes.

The school, in liaison with HCC, will also consider accepting applications from children* (as defined above) whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications can not be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will **not** be accepted for the purposes of admission until the child is resident at that address. Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

Age of Admission and Deferral of Places

The school's policy is that children born on and between 1 September 2014 and 31 August 2015 would normally commence primary school in Reception in the academic year beginning in September 2019. The school provides for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. If a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can defer the date their child is admitted to school until later in the same academic year or until the term in which the child reaches compulsory school age. Summer born children are only able to "defer" entry to Reception class until the beginning of the final term of the school year for which the offer was made.

Where parents wish, children can attend part-time until they reach compulsory school age. Any parents wishing to take up a part-time place or deferred entry should contact the individual school(s) to discuss their child's requirements.

Reception Intake and Summer Born Children

Where a parent of a '**summer-born**' child (**1 April – 31 August**) wishes their 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 start of the summer term of the school year of entry, then they would have to re-apply for a place in Year 1.

However If parents wish such a child to be educated "out-of year group" i.e. in the Reception Year rather than Y1 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. Consideration will be given first and foremost to what is in the child's best interests. Parents may submit any supporting evidence for consideration. Governors will also take into account the views of the Headteacher.

All such parents should apply for their child's normal age group at the usual time and may submit a request for admission out of the normal age group at the same time.

The governors will respond to this request prior to the offer of a place being made. If the request is agreed the application can be withdrawn for that year before the place is offered.

If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group, or refuse it and make an in-year application for admission into Y1 for the September following the child's fifth birthday.

Where a parent's request has been agreed, they must make a new application as part of the main admissions round the following year.

Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

Children Out of Year Group (except applications for reception from summer born)

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 application is not accepted 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.

* 'Advice on the admission of summer born children' December 2014



**LONG MARSTON VA C of E PRIMARY SCHOOL
SUPPLEMENTARY INFORMATION FORM (SIF)
FOR THOSE CLAIMING A CHURCH PLACE**

Parents and Clergy are asked to complete and sign this form to assist the governors in ensuring that those most qualified for admission under Category 4 of the Long Marston VA C of E Primary School Admissions Policy are properly considered.

The relevant criteria is as follows:

Category 4 Children whose parents attend the Christian churches of Long Marston, Wilstone or Puttenham regularly. 'Regularly' means at least once per month for the six months prior to the application. Written verification must be supplied to the school from the vicar or other clergy using the school's Supplementary Information Form (SIF).

To be completed by Parent/Carer

Name of Child: _____

Date of Birth: _____

Name of Parent or Carer: _____

Permanent Home Address: _____

To be completed by Clergy

Church Attended (please check box):

Long Marston

Wilstone

Puttenham

I confirm that the family of the child named above have regularly worshipped in the above church and I attach a letter detailing this.

Clergy Signature: _____ **Date :** _____

Clergy Name: _____