



St Mary's Voluntary Aided Church of England Primary School, Northchurch

Admissions Policy and Application Procedure for Academic Year 2019/20

(PDF Format for publication on Hertfordshire County Council Website – please note that to use the policy links you should access the document via the school website at <http://www.stmarys916.herts.sch.uk/>)

The Governing Body is responsible for admission of pupils to St Mary's Voluntary Aided Church of England Primary School, Northchurch. The Governing Body admits 30 children to the Reception class each September. This admission number has been agreed by the Governing Body and applies to the year 2019-2020.

The Governors are required to abide by the maximum limits for class sizes for 5, 6 and 7 year olds (30 pupils per class).

This document and the policy links included set out the policy and process by which admission applications to St Mary's School for the Reception class for 2019/20 should be made.

Specialist Facilities

As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils. However, the school does not have any specific units or facilities for pupils with particular special needs. The front entrance and some of the classrooms are on a level site and we have recently installed a lift to improve disability access to the first floor dining room/assembly hall. However, some historic parts of the school may present access difficulties for pupils with physical disabilities.

St Mary's School cooperates fully with the Local Authority's Fair Access Protocol for children who are hard to place. The school will admit children under the Fair Access Protocol before those on continuing interest and, if necessary above PAN (Published Admissions Number).

Application process

St Mary's and the Local Authority (Hertfordshire County Council) manage admissions activities under an agreed coordinated admissions scheme, in line with government legislation, for Reception and initial school entry admissions. The Local Authority will co-ordinate the process on behalf of the school according to the scheme published each year. The Governing Body, as the admissions authority, will allocate the available places in line with this policy, but the offers to parents will be made by the Local Authority.

The closing date for admission application forms to be received by the Local Authority is as advertised by Herts CC. Information on completing the online application and notification dates of admission decisions are published in the Local Authority admissions literature, which is also available on their website [Hertfordshire County Council website](#)

All applications **must** be made on the Local Authority common application form or online at [Hertfordshire County Council website](#). Parents/carers are also requested to complete our supplementary information forms (SIFs) and return them to the school office by the date shown on the form. If the SIFs are not completed, the Governing body will apply their admission criteria using the information submitted on the LA form only, which may result in your application being given a lower priority.

The school provides for the admission of all successful applicants who have reached their 4th birthday by 31 August 2019. However, please note the following:

1. These arrangements do not apply to our nursery intake.
2. **Parents of children currently in our nursery must reapply for a place in Reception.**
3. **Attendance at our nursery does not guarantee a place in Reception.**
4. Parents offered a place can defer the date of their child's admission until later in the year, or until the child reaches compulsory school age (see below "Age of Admission and deferral of Places"). In the case of a summer born child admission may not be deferred beyond the start of the summer term.
5. Parents can request part-time attendance until the child reaches compulsory school age.
6. The Governors will consider requests from all parents who want their child to enter the school outside the normal year group - see **Children Out-of-Year-Group** below and also [Out-of-Year-Group Admission Pack](#) .

Please note that the information in this document is correct for the academic year 2019-20. Policies for future years may well be different.

What happens if the school is oversubscribed?

The Governors are required to admit any child with a statement of Special Educational Needs or an Education Health and Care Plan that names the school.

When there are more applications than there are places available the Governors will admit pupils according to the following criteria in order of priority.

1. Children looked after and 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). (See note 1 below)
2. Children 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
3. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school – follow the link to find out more about this policy [Social and medical need applications - policy and guidance](#).
4. Children who will have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. (See notes 1 and 2 below).
5. Children who have attended St Mary's Nursery **and** who are eligible for the early years pupil premium, pupil or service premium – if you think this applies to your child please see [Pupil Premium eligibility](#) for details
6. Children who are eligible for the Early Years Pupil Premium, Pupil or Service Premium who live within A, B or C on the [Admissions Map](#). If you think this applies to your child please see [Pupil Premium eligibility](#) for details.
7. Children who have a parent who worships frequently and regularly at St Mary's Church, Northchurch. [Meaning of worship frequently and regularly](#).
8. Children who have a parent who worships frequently and regularly at another Anglican church and who live in Area A, B or C on the [Admissions Map](#). [Meaning of worship frequently and regularly](#)
9. Children who have a parent who worships frequently and regularly at a church of any other Christian denomination which belongs to Churches Together in England and who live in Area A, B or C on the admissions map. [Meaning of worship frequently and regularly](#)
10. Any other children living in Area A on the [Admissions Map](#), which for illustrative purposes only, includes the traditional village of Northchurch from Boswick Lane (NW) to Bell Lane (SE) and from St Mary's Avenue (SW) to Northchurch Common (NE).

11. Any other children living in Area B on the [Admissions Map](#), which for illustrative purposes only, includes most of the rest of the civil parish of Northchurch, plus Valley Road estate and the Chiltern Park development, i.e. roads on the Northchurch side of Billet Lane.
12. Any other children living in Area C on the [Admissions Map](#), which for illustrative purposes only, includes The Bentons development, Loxley Road, Westfield Road, Durrants Lane and the rest of the Durrants estate.
13. Any other children.

Notes

1. Criteria 1 & 4 - for the terms '[looked after](#)' and '[sibling](#)' the governors use the same definition as the LA in their admissions literature and website [Hertfordshire County Council website](#)
2. The 'normal age range' is the designated range for which the school provides

Tie Breaker

If any category is oversubscribed the places will be determined in that category by the proximity of the child's permanent home address to the school using the same computerised "straight-line" mapping system operated by the LA which can be viewed on the [Hertfordshire CC website](#)

Home to school distance measurement for purposes of admissions:

A 'straight line' distance measurement is used in all home to school distance measurements for VC schools in Hertfordshire. 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.

Where this distance results in more than one child having an identical claim to the last place available, for example in a block of flats, priority will be given to the lowest flat number. If two or more children live an equal distance from the school and cannot be admitted, then the available places will be determined by random allocation, which will be administered by an independent body.

Address

The home address is the place where the child is permanently resident with his or her parent, parents or legal guardians.

Follow the link for details on determining address for children where the family is moving address; if the child lives at more than one address; where parents are not in agreement over the address; children of UK Service Personnel or Crown Servants; applications from abroad; children of no fixed abode [Address - determination in specific circumstances](#)

Multiple Births

Where a twin or sibling from a multiple birth has been allocated the last available place the other twin or sibling(s) will be offered a place as an exception to the infant class size rule.

Age of Admission and Deferral of Places

Parents offered a place in Reception can defer the date of their child's admission until later in the year, or until the child reaches compulsory school age, although this will be the start of the summer term at the latest. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

In these situations the school can "hold" a child's school place until that child starts full-time within the academic year. Once a school place has been allocated, parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted except where wholly exceptional circumstances apply.

Parents of a “summer born” child (1 April – 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group to Reception rather than Year 1. (See [Out-of-Year-Group Admission Pack](#)) Children will then remain in that cohort throughout their school careers.

The Governing body will make decisions based on the circumstances of each individual case, in the best interests of the child concerned and will always take into account the views of the Headteacher.

Offers of Places

The timetable for the admissions process is controlled by the Local Authority. The Local Authority is also responsible for notification of allocation of school places. For more information, please see the admissions literature published by the Local Authority or go to the website: [Hertfordshire County Council website](#).

Continued interest list

Those who are not offered a place due to over-subscription will be offered a place at another school by the Local Authority. Parents can request that their child’s name be put on a ‘continued interest list’ for St Mary’s School. If a place becomes available, the vacancy will be offered by the Local Authority to the first child on the waiting list judged on the criteria published at the time of the vacancy occurring. The continuing interest list will be maintained until the end of the academic year.

Once parents have applied to the Local Authority to go onto the continued interest list for St Mary’s School, they can contact the school governors, via the School Office, to see where they rank on that list at the time of contact. It should be noted that it is possible for a child’s ranking on the continuing interest list to change and that the governors will not automatically inform parents of any changes.

Right of Appeal

At transfer times parents wishing to appeal, who applied online, should log into their online application and click on the link ‘register an appeal’. For those who did not apply online, please contact the Local Authority Children’s Services helpline on 0300 123 4043 to request an appeal pack.

Late Applications

Any online or paper application received after the statutory deadline, as advertised by HCC, will be treated as a late application. Late applications are not dealt with until all on time applications have been considered. If there are exceptional reasons why parents/carers are unable to make an application by the closing date, they will need to contact the HCC Admissions and Transport team, as in certain exceptional cases, late applications can be considered as “on time”. Please see the [Hertfordshire County Council website](#) for details.

Any child for whom an application is made after the deadline will be placed on the ‘continuing interest list’ in the position determined by the oversubscription criteria.

In-year Applications

The Governors can accept applications for in-year admissions into the school at any time. Parents/carers are asked to complete the school’s In-year Application Form and the Supplementary Information Forms. Admissions will depend on vacancies in the relevant year groups. If there are more applicants than places available, then the oversubscription criteria will apply.

Parents have the opportunity to place their names on the ‘continued interest list’, if a place is not available at the time of application. This list is maintained until the end of the academic year.

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

Additional information

In all cases the use of the term ‘parent’ in this document means parent, carer, legal guardian or person with parental responsibility.

Policies on some specific areas are contained within the policy links referred to within the document. These are all part of this admission policy. If you are using a paper application pack, please make sure you ask the school for copies of the following documents if you wish to read the whole policy:

[Social and medical need applications - policy and guidance](#)

[Pupil premium eligibility](#)

[Meaning of worship frequently and regularly](#)

[Admissions Map](#)

[Address - determination in specific circumstances](#)

[Out-of-Year-Group Admission Pack](#)

[The implications of my child entering out of year group](#)

Forms

Supplementary Information Form 1 (all applications)

Supplementary Information Form 2 (Church applications only)

Supplementary Information Form 3 (Out-of-Year-Group only)

Supplementary Information Form 3A (Out-of-Year-Group Application Form 2019-20)

[LINK 1 – Social and medical need applications – policy and guidance 2019-20](#)

Social and Medical Need Applications

The Governing Body allows children for whom it can be demonstrated that they have a particular social or medical need to go to the school to apply for a place under rule 3. Social and medical need applications will be considered by a panel of governors and must be supported by evidence. Parents who are making a social and medical need application should state their reasons on supplementary information form 1 SIF1 and enclose evidence in support of their application.

Successful applications for social and medical need (rule 3) will include the following at the time the parent applies for a place:

1. Evidence that the child or their parent or carer can demonstrate a wholly exceptional social or medical need to attend the school and that **only** St Mary's school can meet the child's social or medical needs
2. Where there are other schools nearer to the child's home address, why each of these schools is unable to meet the child's needs
3. Recent independent and objective evidence establishing the parent's, carer's or child's social or medical need to attend the school (this may be from a GP, educational psychologist, social worker, police officer or other professional) or relevant family circumstances.

Applicants should note:

1. Social and medical need applications will only be considered at the time of initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted. **Information received after the closing date will only be considered if there is a significant change of circumstances.**
2. All Hertfordshire Local Authority schools are able to work with children with special educational needs and severe medical needs. It is therefore unlikely that applications on these grounds alone will succeed in demonstrating that **only** St Mary's Church of England Primary School Northchurch can meet the child's needs.
3. In medical cases applicants must provide a clear explanation of why the child's or parent's or carer's severity of illness or disability makes attendance at only St Mary's Church of England Primary School Northchurch essential
4. Applications on the basis of domestic arrangements, for example child care arrangements, will **NOT** succeed without evidence supporting compelling social and medical reasons.
5. Applications under rule 3 that fail to satisfy the governors that there is a compelling social or medical need to admit the child will be processed at the next highest admission criteria. Parents applying under rule 3 are therefore advised to also state on Supplementary Information Form 1 the next highest criteria under which the child would qualify.
6. Documentary evidence to support the application will be required by the Governors.

7. A panel of governors will determine whether the evidence provided is sufficiently compelling to meet the requirements of this rule on a case by case basis.

Out-of-Year-Group applications

1. Where an application for Medical and Social Need is being made for a child for whom the parent or carer is also asking the school to consider an Out-of-Year-Group application (see Out-of-Year-Group Admission Pack) then documentary evidence that admissions authorities of all schools nearer the child's address (usually the Local Authority) have declined an Out-of-Year-Group application will be necessary for the application to be considered under medical and social need to be approved. It is for this reason that the Governing Body advises any parent applying for an Out-of-Year-Group place at St Mary's to also apply independently for an Out-of-Year-Group place to the admissions authorities of all primary /infant schools nearer the child's home address.
2. Parents should note that the criteria for Social and Medical Need will be applied separately and independently from the criteria for Out-of-Year-Group applications. Children applying under Social and Medical Need who are not also applying for an out of years place will be treated equally to those who are.

How to apply for social and medical needs:

1. Complete Supplementary Information Form 1, entering rule 3.
2. Also enter the next highest ranking rule that could apply in case the school declines the social and medical need.
3. In the online application via Hertfordshire County Council website please give the reasons in writing why you believe your child qualifies under this rule.

If you need more advice please contact the school.

LINK 2 – Pupil Premium Eligibility

Pupil premium eligibility

If you believe that your child falls into one of the categories below it is important to let the school know. This is because being eligible for pupil premium may affect:

- The rule under which your child is ranked meaning that they may have a higher priority for admission to the school than otherwise
- The resources that may be available for educating your child if they are offered a place at the school

If you are applying for a place at the school and you believe that your child is eligible you should complete the Supplementary Information Form (SIF 1) Under 'Additional Information' you should state the reason your child is eligible and provide documentary evidence in support such as a letter showing the benefits you currently receive.

All information in support of the application will be treated in strict confidence as will the child's Pupil Premium eligibility.

Children may be eligible for the Early Years Pupil Premium, Pupil Premium or Service Premium if one or more of the following applies:

- a. **Pre-school children, children in Nursery, Reception, Year 1 or Year 2 where the parent, carer, or their partner is eligible to claim one or more of the following benefits:**
 - i. **Income support**
 - ii. **Income-based Jobseeker's Allowance**
 - iii. **The guaranteed part of the State Pension Credit**
 - iv. **Support under Part 6 of the Immigration and Asylum Act 1999**
 - v. **Child Tax Credit (providing you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190 as assessed by the Inland Revenue)**
 - vi. **Working Tax Credit run-on (paid 4 weeks after you stop qualifying for Working Tax Credit)**

vii. Universal Credit

- b. Where children are in year 3 or above the child is entitled to free school meals
- c. The child has a parent who is a member of the armed forces**
- d. The child is currently looked-after or has been looked after (please note in such cases the child would also be entitled to apply for a place under Rule 1)

LINK 3 – Worship Frequently and Regularly

What does worship frequently and regularly mean?

Criteria 7, 8 & 9: The wording ‘worship frequently and regularly’ at a church should be taken to mean attendance at collective worship at least twice per month for at least a year prior to the online application process for 2019/20 opening. The Governors will require parents applying under criteria 7, 8 & 9 to enclose with their application a completed Supplementary Information Form 2 signed by their minister confirming the above frequency of church attendance.

If the family is new to the area criteria 7, 8 & 9 will apply where they have attended at least twice per month since their arrival in the area and also attended a relevant church at least twice per month prior to moving. As well as Supplementary Information Form 2 signed by the minister of the relevant church that they have attended since their arrival in the local area they should also submit a Supplementary Information Form 2 signed by the minister of their previous church indicating the level of attendance at their last church.

The Governors expect that parents given a place for their child under a church attendance category will still satisfy the requirements of that category at the time of the child’s admission.

LINK 4 – Admissions Map

The map is published separately on the Hertfordshire County Council Website.

LINK 5 – Address Determination in Specific Circumstances

How address will be determined in the following circumstances:

Family in the process of moving address

Where the child’s family is moving address, the permanent address at the time of application must be given. If you move after submitting the application we adopt the same process for proof of address as the Local Authority please refer to www.hertsdirect.org/admissions for details.

Child living at more than one address

If a child lives at more than one address (for example due to a separation), the address you use should be the one which the child lives at most of the time. We will only accept one application for each child. Only one address can be used. If a child lives at two addresses equally, the address of the parent/carer that claims the child benefit/child tax credit will be considered as the child’s main residence. If you are not in receipt of child benefit/tax credit, alternative documentation will be requested.

More than one application where parents are not in agreement

If we receive more than one application with different details (e.g. address and ranked schools) and parents are not in agreement, we will process the application received as detailed above (using the address of the parent/carer where the child benefit/tax credit resides). If your child’s residence has been disputed and you have court documentation to support their current address and/or living arrangements, please call the Herts County Council Customer Service Centre on 0300 1234043 and your call will be referred to the Admissions and Transport team.

Children of UK Service Personnel and Crown Servants

We understand that families UK Service Personnel and Crown Servants are subject to frequent movement within the UK and from abroad. Please ensure you submit an official letter from the MOD, FCO or GCHQ with

your application declaring your relocation date and a unit postal or quartering address in Hertfordshire and we will arrange for that address to be used throughout the admissions process.

Applications from other countries

The Governing Body will follow the policy of Hertfordshire County Council in considering applications from children whose family live abroad where they can provide evidence of an intention 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 overseas addresses until sufficient evidence is received to show the child is permanently resident at the relevant new address. Please see the LA policy for further information at www.hertsdirect.org/admissions

Children with no fixed abode

Families without a current permanent home address, for example traveller families or those living on canal boats should contact the Local Authority Admissions and Transport Team for individual advice on the address to be used for school applications. The Governing Body will then use the address determined by the LA in order to apply our own admission criteria.

LINK 6 – OUT OF YEAR GROUP ADMISSIONS PACK 2019-20

CONTENTS

Out of Year Group Policy 2019-20 (in full below)

The implications of my child entering out of year group

Social and medical need applications – policy and guidance

Supplementary Information Form 3 – published as a separate document

Supplementary Information Form 3A - Out of Year Group Application Form - published as a separate document

Compulsory school age (extract from Department of Education Summer Born Guidance)

Department of Education – Answers to some common questions

Policy for admitting children Out-of-Year-Group

This policy has been created taking into account the Department of Education Summer Born Guidance

Where parents are considering an Out-of-Year-Group place they should contact the school at the earliest opportunity to discuss their concerns. Parents do not have to wait until the start of the admissions round to have an Out-of-Year-Group place considered by the Governing Body

1. St Mary's School follows the Department of Education advice that, in general, children should be educated in their normal age group with the curriculum differentiated as appropriate and that they should only be educated out of their normal age group in very limited circumstances.
2. Where parents wish a child to enter the school Out-of-Year-Group the Governing Body will consider each such request on a case by case basis.
3. Parents who are considering an Out-of-Year-Group application should first discuss their concerns with the Head Teacher. If they wish to continue with the application they will need to complete an Out-of-Year-Group application form SIF 3A and send it to the school office with supporting evidence where possible
4. All parents making an Out-of-Year-Group application are required to demonstrate that they have considered the implications of the child being educated Out-of-Year-Group.
5. Where the child is already at the school this is not an admissions issue and the parents should discuss their concerns with the Head Teacher.
6. Where an Out-of-Year-Group application is refused and the child is offered a place within the normal cohort there is no right to appeal the decision although a complaint may be made to the Governing Body.
7. **The Governing Body is the admission authority for St Mary's Primary School only – the Out-of-Year-Group decisions of one admission authority cannot bind another admission authority.**

Parents are advised to make separate Out-of-Year-Group applications to the admissions authorities of each school to which they apply.

When should parents apply for an Out-of-Year-Group place?

1. Any child applying for a place at the school can apply to have an Out-of-Year-Group place considered by the governors before or at the time of applying for a place at the school. This includes In-Year applications.
2. Children who are summer born (1 April – 31 August) applying for a place in Reception are advised to apply before or at the time of the admissions round of the child's normal age group. If the application is granted the parents will need to reapply for a reception place in the following admissions round and will be considered on an equal footing to other applicants.
3. Parents who do not apply for an Out-of-Year-Group place until the child reaches compulsory school age risk losing the opportunity for the child to spend time in Reception if the Out-of-Year-Group application is declined by the governors.

What evidence do I need to provide?

1. Parents should fill in the Supplementary Information Form 3 and the Out-of-Year-Group application form SIF3A stating in writing the reasons they think it would be in their child's best interests to be admitted Out-of-Year-Group.
2. Parents should mention any special circumstances that support the case such as premature birth, developmental delay, illness affecting the child or previous educational history.
3. Parents should, wherever possible, provide evidence in support of their application. This could be evidence from professionals working with the child. Parents should note the Department of Education advice regarding the submission of evidence by parents.
4. In most cases the Head Teacher will wish to speak to the parents before making recommendations to the Governing Body about whether the child should be educated Out-of-Year-Group. The Head Teacher will wish to ensure that the parent understands the implications of the child being educated Out-of-Year-Group.

The process the school will follow:

1. The Head Teacher will consider the application and supporting evidence and make a recommendation to the Governing Body
2. A panel of governors will consider the Head Teacher's recommendation and the parent's representations. Parents may be asked if they would like to come to the school to discuss the case with the governors.
3. The governors will take into consideration the factors described in the Department of Education Guidance (Making a decision in the child's best interests)
4. The governors will consider, on a case by case basis, what is in the individual child's best interests.
5. Where the child is a summer born (1 April – 31 August) applying for a place in Reception the governors will take into account the previous educational history of the child in accordance with the Department of Education Guidance Department of Education Summer Born Guidance
6. The panel will provide a reasoned decision to the parents in writing.

What happens next?

If the governors have allowed the Out-of-Year-Group place

1. If the child is a summer born (1 April – 31 August) and the parents have applied at the same time as the normal age group (ie when the child will still be aged 4 on 31 August prior to admission) the parents can decide to apply for entry to Reception in the following year's admission round when the child has reached compulsory school age.

But parents should note:

- a. A Reception place cannot be deferred into the next academic year.
- b. There is a risk that the child may not rank highly enough under the admissions criteria to secure a place the next academic year (see point 4 below).
2. If the child is a summer born (1 April – 31 August) and the parents have applied when the child will be aged 5 on 31 August 2019, then they can apply for a reception place at the school. The child will be ranked alongside all other applicants for a reception place.

3. All other children where the governors have agreed to an application for an Out-of-Year-Group place will be treated as In-Year applicants for the agreed year group.
4. A successful Out-of-Year-Group application does not guarantee the child a place at the school. The child will be ranked alongside other applicants for the same year group. An Out-of-Year-Group decision by the governors does not bind any other admissions authority and parents are advised to make Out-of-Year-Group applications to other schools. Where parents can provide proof that they have been declined Out-of-Year-Group places at all schools nearer to the child's home address then the parents may be eligible to seek a place the following year under rule 3 Social and medical need applications - policy and guidance. The governors will make a separate decision on whether social and medical need applies. Out of years applicants will be treated on equal footing to any other child applying for a place under social and medical need.

What happens if the Out-of-Year-Group decision is declined?

1. If the Out-of-Year-Group decision is declined and the child is offered a place at the school there is no right of appeal. The parents may complain formally to the Governing Body.
2. If the child is summer born (1 April – 31 August) and has applied for a place at the same time as the normal cohort then the parents can choose whether to continue their application for a Reception place and defer entry or attend on a part time basis until compulsory school age Compulsory school age or to reapply to the school the following year as an In-Year applicant for Year 1.
3. If the child is summer born (1 April - 31 August) and will be aged 5 on 31 August of the year of the admission round then they can only apply for a Year 1 place as an In-Year applicant.
4. Any other children will be treated as In-Year applicants for their normal cohort.

Parents should be aware that St Mary's Governing Body is the admissions authority for St Mary's Primary School Northchurch only and Out-of-Year-Group decisions made by the Governing Body do not bind the admissions authorities of other schools.

Parents are required to demonstrate that they have understood the implications of an Out-of-Year-Group decision before the Governing Body will allow an Out-of-Year-Group entry.

[LINK 7 – The Implications of my child entering out of year group](#)

What are the possible implications for my child of being educated Out-of-Year-Group?

St Mary's School follows the Department of Education guidelines on children educated Out-of-Year-Group Department of Education Summer Born Guidance. In keeping with the caring ethos of the school the governors want to ensure that all parents of children considering an Out-of-Year-Group place to be fully aware of the possible implications of education Out-of-Year-Group so that the best interests of each child can be served.

There may be many reasons that parents would want a child to be educated Out-of-Year-Group. Some parents may envisage that as their child moves through the school they will eventually return to education within the normal year group. Other parents may wish their child to remain in an Out-of-Year-Group place throughout their education and into secondary school.

The Governing Body of St Mary's wishes all parents to be aware of the following:

1. Once the child is admitted to the school, the Head Teacher can determine which year group best meets the child's needs. Whilst St Mary's would always discuss the child's needs with the parents, the year group within the school is ultimately the decision of the Head Teacher and the child may later be moved into the normal cohort. All such decisions will be made for sound educational reasons and in the best interests of the individual child (Moving children to their normal age group).
2. The Governing Body is the admissions authority for St Mary's School Northchurch only. This means that decisions of St Mary's Governing Body cannot bind other admissions authorities (and vice versa). This could have the following implications:
 - a. When the child reaches secondary transfer the admissions authority of the secondary school is not **bound** to allow the child to continue in the Out-of-Year-Group place.

- b. If the parent wishes the child to move schools as an In-Year applicant to another primary school, the admission authority of that school is not **bound** to allow the child to continue in the Out-of-Year-Group place.

Although parents should also note that other admissions authorities are obliged by the code to make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point (see Transfer to junior and secondary school D of E guidance).

Parents seeking an Out-of-Year-Group place are required to declare on SIF 3A that they have considered this document and read the Department of Education Guidance Department of Education Summer Born Guidance.



ST. MARY'S C. OF E. PRIMARY SCHOOL, NORTHCHURCH

SUPPLEMENTARY INFORMATION FORM 1 - 2019/2020 (SIF1)

Parents wishing to apply for a place at any ranking for their children at St. Mary's School are asked to complete this Supplementary Information Form, after reading the Admissions Policy. Any special grounds for the admission of a child should be stated at the time this form is completed. Should there be any significant change in the parents' or child's circumstances after its completion, written notification of these should be given to the Head Teacher. The deadline for the return of this Supplementary Information Form is **15 January 2019**.

REQUEST FOR NAME TO BE PLACED ON THE ADMISSIONS LIST

I have received and read a copy of the Admissions Policy and I wish to enter my child's name on the Admissions List for St. Mary's School. I understand that in the event of the school being over-subscribed, the governors will allocate places in accordance with the criteria stated in the Admissions Policy.

Child's Full NameDate of Birth

Name and year group of any sibling at the school.....

Parent(s) Name

Address.....

.....

Tel No Email

Signed Date

My/our application is in Category

(Please provide reasons if appropriate under Additional Information)

- In the case of applications in rules 7, 8 & 9, please supply a Supplementary Information Form 2 (SIF2) completed by your rector or minister giving confirmation of church attendance. Applications without a SIF2 will not be considered under those categories
- Out-of-Year-Group applicants must complete SIF 3 2019-20 and Out-of-Year Group application form 2019-20 SIF3A.
- Where applications are made rules 5&6 (Pupil Premium Eligibility 2019 -20) parents should state the reasons and provide relevant evidence under Additional Information below – parents applying under these rules are also advised to state next highest rule under which their child could apply.

Additional Information (Please continue overleaf if necessary):

Category under which child would apply if an application for Social and Medical / Pupil premium / other category above does not succeed

Please complete and return this form to the School Office by 15 January 2019.



ST. MARY'S C. OF E. PRIMARY SCHOOL, NORTHCHURCH

SUPPLEMENTARY INFORMATION FORM TWO 2019/2020 (SIF2)

Parents and clergy are both required to complete this form for applications under rules 7, 8 & 9. Please note that the priority will be based on the parents' / carers' links with the church and not just the child's membership.

Child's full name..... Date of Birth ___/___/___

Name and year group of any sibling at the school.....

Name of Parent/Carer who attends church

Child's Permanent Home Address

..... Postcode

Name of Church.....

Address of Church

Name of Clergy/Minister

To be completed by the parents/carers:

I confirm that we have worshipped regularly at the above church as a family **at least twice in each calendar month for a minimum of one year.**

Signed:

Date: ___/___/___

To be completed by the Clergy/Minister:

I confirm that this family has worshipped regularly at the above church **at least twice in each calendar month for a minimum of one year.**

Signed:

Date: ___/___/___



ST. MARY'S C. OF E. PRIMARY SCHOOL, NORTHCHURCH

SUPPLEMENTARY INFORMATION FORM 3 – OUT-OF-YEAR-GROUP APPLICATIONS – 2019-20
REQUEST FOR CHILD TO BE ADMITTED OUT-OF-YEAR-GROUP

Parents seeking out of year admission should also complete the Out-of-Year-Group Application Form if they have not already done so Out-of-Year-Group Application Form 2019-20 (Supplementary Information Form 3A)

Child's Full Name Date of Birth ___/___/___

Child's age on 31 August 2019.....

Year group child would enter within their normal year group on 1 September 2019

Year group I would like my child to enter Yearon **1 September 2019**

OR

I would like my child enter Reception in September **2020** (Tick/enter year group as appropriate)

Parent(s) Name(s)

Address

..... Postcode

Telephone No. Email:

I/we have read the following documents: Out-of-Year-Group Policy 2019-20; The implications of my child entering Out-of-Year-Group ; Department of Education Summer Born Guidance

Signed: Date: ___/___/___

I have applied for admission to the school under Category as entered on Supplementary Information Form 1

I have attached the Out-of-Year-Group Application Form (Supplementary Information Form 3A) and supporting evidence with this application

I have already submitted an Out-of-Year-Group Application Form (Supplementary Information Form 3A) and supporting evidence and am awaiting the outcome

I have already had an Out-of-Year-Group decision and enclose the response from the Governing Body

(Tick one above as appropriate)

Please ensure Supplementary Information Form 1 and Supplementary Information Form 2, if applicable, have also been completed.

Please note that Out-of-Year-Group decisions apply to St Marys School Northchurch ONLY and Out-of-Year-Group applications to other schools must be made separately. The decision of St Marys Governing Body does not bind other admissions authorities.

The deadline for the return of this Supplementary Information Form is 15 January 2019.



ST. MARY'S C. OF E. PRIMARY SCHOOL, NORTHCHURCH

OUT-OF-YEAR-GROUP APPLICATION FORM - ADMISSIONS 2019-20
SUPPLEMENTARY INFORMATION FORM 3A

Child's Full Name Date of Birth ___/___/___

Child's age on 31 Aug 2019 Year Group of Child's normal cohort in Sept 2019.....

Preferred year group:

Year group I would like my child to enter Yearon **1 September 2019**

OR

I would like my child enter Reception in September **2020**

(Tick/enter year group as appropriate)

Parent(s) Name(s)

Address

..... Postcode:

Telephone No.

1. I am/we are applying for our child to be admitted out of the normal year group for the following reasons (continue on separate sheet if necessary)

2. I/We have provided the following documentary evidence in support of the Out-of-Year-Group application (please list documents in support – do not provide originals)

3. Please provide history of any early years' educational settings or previous schools attended

Additional Information (continue on separate sheet if necessary)

I/ we have read the following: Out-of-Year-Group Policy, The implications of my child entering Out-of-Year-Group, Department of Education Summer Born Guidance

Signed:

Date: ___/___/___

Please complete and return this form to the School Office by 15 January 2019