

St. Michael's Woolmer Green C of E Primary School

Admissions Policy 2019-20

Date of review:
Date of next review:
Responsibility:
Classification:

December 2017
December 2018
Full Governing Body
Public

St Michael's Woolmer Green is a Church of England Voluntary Aided Primary School within the Ecclesiastical Parish of Welwyn and Woolmer Green which is part of the Diocese of St Albans. The Governing Body of the School is the Admission Authority and will admit up to the Planned Admission Number (PAN) of 30 children to the Reception class during each academic year. The Governing Body is required to abide by the maximum limits in Early Years Foundation Stages (EYFS) and Key Stage 1 (KS1) classes of 30 pupils per class.

Reception Admissions Round

The Local Authority (LA,) 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.

The closing date for admission application forms to be received by the home Local Authority is **14th** 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. All applications **must** be made on the **home** LA common application form.

Applicants under Category 5 (see page 3) must also complete the Supplementary Information Form (SIF), available on the school website, and ensure it is signed by either the Rector, parish priest or minister, as appropriate. 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.

How Places Will Be Allocated

In accordance with Section 324 of the Education Act 1996, children who have a Statement of Special Educational Needs and children with an EHC (Education, Health and Care Plan) which names the school will be admitted to the school. Any such children will be admitted as part of the school's PAN but before the oversubscription criteria are applied. In the event of there being more applicants than there are places available, the Governors will apply the following criteria in the priority order of categories as listed. If the school has fewer applications than places available, all applicants will be offered a place.

Category 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.

Category 2 'Siblings' of children, already at the school at the time of admission, living within that part of the area of the Ecclesiastical Parish of Welwyn and Woolmer Green hatched in red as shown on the plan which is on display in the school and on the school website.

Category 3 Children who at the time of admission are living within that part of the area of the Ecclesiastical Parish of Welwyn and Woolmer Green hatched in red as shown on the plan which is on display at the school and the school website.

Category 4 Children who live outside the area as defined in Category 2, but who are siblings of children already at the school at the time of admission.

Category 5 Children living outside the area as defined in Category 2, whose parents/guardians have, at the time of application, and for a period of six months previously, attended public worship at a Church of England church at least once a calendar month. Applicants in this category are required to provide written evidence of this and hence are requested to complete the school Supplementary Information Form.

Category 6 Any other children.

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 places available, the determining criterion will be distance from the school.

Summer-Born Children

- (a) 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. **Summer born children may only have admission deferred until the start of the summer term.**
- (b) Parents can request part-time attendance until the child reaches compulsory school age.
- (c) 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. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group.

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 to 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.

Twins & Multiple Births

Where the first twin or a multiple birth sibling is offered the last available place, the Governors will admit the other twin or sibling(s) as exceptions to the infant class size legislation.

In-Year Admissions

Requests for admission to other year groups should be made direct to the School. Parents applying under Category 5 are still required to complete a SIF. The School will inform the LA of every application and allocation and of vacancies and numbers on roll. The LA will then be able to prevent duplicate offers being made, ensure safeguarding and that all children are offered places and to ensure that parents are informed of their right of appeal. The School will inform unsuccessful applicants of their right of appeal.

Unsuccessful Applications

Appeals

Parents who have not been allocated a place for their child in the Reception class have the right of appeal to an independent panel. Hertfordshire parents wishing to appeal who applied online for a Reception place should log on to their online application and click on the link "register an appeal". If you did not apply using Hertfordshire's online 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 statutory right to appeal does not apply if the child is offered a place at the school but not in their preferred age group.

Continuing Interest List

In the event of more applications than available places the Governors will maintain a continuing interest list (waiting list). These applications, together with late applications, will go onto the list in a position determined by the admissions criteria. If a place becomes available in the school it will be offered to the child that best meets the published admissions criteria.

The school co-operates with the LA's Fair Access Protocol. Such children will be admitted above any children on the Continuing Interest list. The school will review the in-year waiting list at the end of each academic year. Parents are requested to inform the school if they wish their child's name to be removed.

Definitions

Looked After Children

The Childrens 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 arrangements' 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 a child's special guardian.

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, foster sibling, step brother or sister or the child of the parent/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.

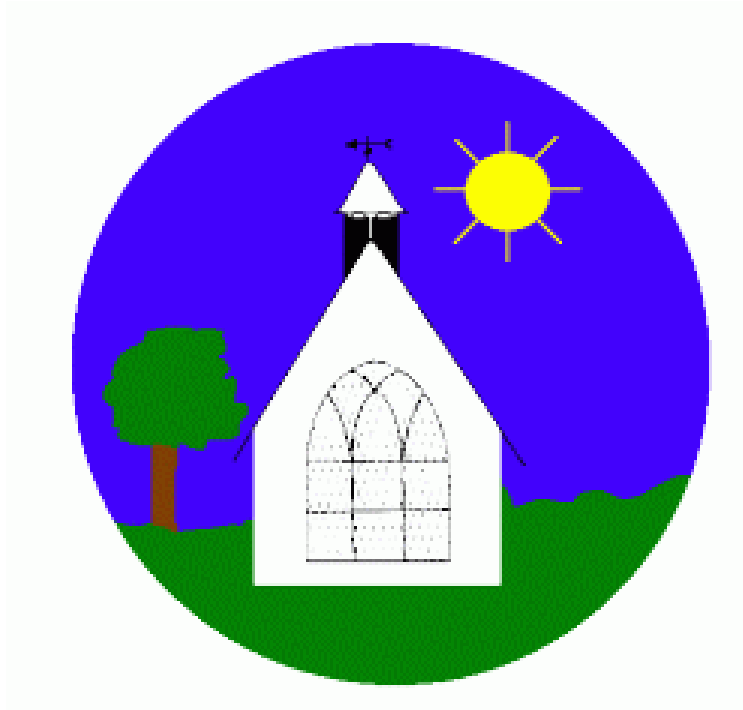
Address

This should be the child's permanent address at the time of application and not an accommodation address. If a child regularly lives at more than one address, the address provided should be the address where the child spends the majority of their time. Both parent/carers must declare this individually in a letter sent with the application. The School may request evidence of residency status such as utility bills covering a reasonable historical period or other evidence.

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. HCC's distance measurement definitions are available online at www.hertfordshire.gov.uk/admissions



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Supplementary Information Form 2019-20

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Applicants **who are applying under Category 5** of the Admissions Policy must please ensure that this form is completed and signed by their priest/minister and returned back to the school office either in person, by post or by email (admin@woolmergreen.herts.sch.uk).

You are asked to complete and sign this form to assist Governors in ensuring that those most qualified for admission under Category 5 are properly considered. Please note that priority will be based on parent/carers links with the church and not just the child's membership. The relevant criteria (in priority order for the offering of places) are as follows:

Category 5: Children living outside the area as defined in Category 2 whose parents/carers have, at the time of application, and for a period of six months previously attended public worship at a Church of England church.

You are kindly requested to complete the following:

Name of child:

Name and address of Church attended by parents/carers:

I confirm that we have regularly worshipped at the above church at least once in each calendar month for a minimum of 6 months.

Parent/carers signature:

Date:

Clergy are kindly requested to complete the following:

I confirm that this family has regularly worshipped at this church at least once in each calendar month for a minimum of 6 months.

Name of Clergy and position in Church:

Contact telephone number:

Clergy signature:

Date:

To be completed by the Applicant:

I understand that I may be asked for additional proof of residence and I confirm that all the information I have provided on the form is correct.

Signed:

Date: