

*Manor Fields Primary School*  
*Part of Herts & Essex Multi Academy Trust*

<b>Title</b>	Determined Admissions Arrangements
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<b>Committee Responsible</b>	Manor Fields LGB
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Determined Admissions  
Arrangements 2020/2021  
Manor Fields Primary School

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## **Manor Fields Primary School Proposed Arrangements 2020/21**

The schools published admission number will be 60.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

If there are fewer applications than places available at a school all applicants will be admitted.

If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

### **Oversubscription criteria**

**Rule 1:** Children looked after and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order) \*.

#### **Rule 2: Sibling**

Children who have a sibling on the roll of the school or linked school at the time of application \*. This applies to Reception through to Year 5.

#### **Rule 3: Nearest School**

Children for whom it is their nearest school or academy.

#### **Rule 4: Distance**

Children who live nearest to the school.

Children not considered under rule 3 will be considered under rule 4.

Hertfordshire County Council's 'straight line' distance measurement system is used for 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.

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 tie break will be used by applying the next rule to those children.

#### Tie Break

When there is a need for a tie break where two different addresses are 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. 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.

## Notes and definitions

Rule 1: Children looked after and children who were previously looked after, but ceased to be so

because they were adopted (or became subject to a child arrangements order<sup>4</sup> or a special guardianship order<sup>5</sup>)

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.

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.

#### 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.

#### 2 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.

3 This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School

Admissions Code that came into force on 19 December 2014.

### **Definition of sibling**

For applications to schools using Hertfordshire County Council's admission criteria, 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 or have

been offered and accepted a place.

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.

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.

### **Multiple births**

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

### **Continuing Interest**

After places have been offered, the school will maintain a continuing interest (waiting) list

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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.

### **Fair Access**

The school will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

### **In Year Admissions**

The school will remain part of the county council's coordinated In Year admissions scheme.

Application forms can be accessed via [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk) or from the Customer Service

Centre, 0300 123 4043. Parents should return the application form direct to the County Council

(address on the form)

### **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.

If two different applications are received for the same child from the same address, e.g. containing different preferences, the application from the parent in receipt of child benefit will be processed if the applications cannot be reconciled.

### **Home to school distance measurement for purposes of admissions**

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

### **Age of Admission and Deferral of Places**

Hertfordshire County Council's policy is that children born on and between 1 September 2015 and 31 August 2016\* would normally commence primary school in Reception in the academic year beginning in September 2020. All Hertfordshire infant, first and primary schools provide 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.

### **\*Summer born children (1st April - 31st August) – Entry to Reception**

Legally, a child does not have to start school until the start of the term following their fifth birthday.

Children born between 1 April 2016 and 31 August 2016 are categorised as "summer born" and if

parents/carers do not believe that their summer born child is ready to join Reception in 2020 they

should contact the home LA, and any own admission authority schools, for guidance before

making an application.

Summer born applications that are delayed for a year (for entry in September 2020) will be

processed in exactly the same way as all other reception applications received at that time; there

is no guarantee that a place will be offered at a child's preferred school.

If parents wish to delay their application for a Reception place they are advised to discuss their

child's needs/development with their current early years or nursery provider. If parents wish their

child to remain in their existing nursery school or class for a further year (rather than moving into

the Reception year group) they must let their current school know before the end of the Spring

term in 2019 (before the Easter break).

### **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, as the relevant admission authority, through a panel process, will decide whether the application will be accepted on the basis of the information submitted. The panel make decisions based upon the circumstances of each case including the view of parents, the relevant headteacher(s), 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 individual schools.

### **Nursery Provision**

The admission arrangements detailed in this document do not apply for those being admitted into

our Nursery. Parents of children who are admitted to a nursery provision at a school must apply in the normal way for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery does not guarantee admission to the school.

### **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 details and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link “log into the appeals system.

### **In Year 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.hertfordshiregov.uk/schoolappeals](http://www.hertfordshiregov.uk/schoolappeals)