



# St. Paul's CofE VA Primary and Nursery School

Nurturing a Love for Learning and Faith

Langleybury Lane, Hunton Bridge, Hertfordshire, WD4 8RJ  
☎ 01923 263 641 ✉ admin@stpauls779.herts.sch.uk



Diocese of St. Albans

## School Admission Policy 2020-2021

### Introduction

St Paul's C of E Primary 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 30 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.

The closing date for admission application forms to be received by the home Local Authority is as advertised by that authority. 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. Please see below for a timetable of events for 2020/2021.

All applications **must** be made on the **home** LA common application form. Parents/carers are requested to complete our supplementary information form (SIF) and return it to the school office by the date given above. 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.

The school provides for the admission of all successful applicants who have reached their 4<sup>th</sup> birthday by the beginning of September 2020. However please note the following:

- a. These arrangements do not apply to our nursery intake.
- b. Parents of children currently in our nursery must reapply for a place in reception.
- c. Attendance at our nursery does not guarantee a place in reception.
- d. 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. All children must join the school in the Reception year or a new application will need to be made for a Year 1 place.
- e. Parents can request part time attendance until the child reaches compulsory school age.
- f. 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.
- g. 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.
- h. 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.
- i. 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.
- j. 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.



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

**Special Need Children** – Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education, Health Care Plan (EHC Plan) that names their school..

**Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.**

### Summary of Admission Rules:-

If there are more applicants than places available applications will be ranked in the following order.

Children who have an EHC Plan which names the school will be admitted to the school.

#### 1. Children looked after.

All "looked after" children or children who were previously "looked after" but immediately after being "Looked after" 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 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 a child's special guardian (or special guardians). Children in the process of being placed for adoption are classified by law as children looked after providing there is 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 residence order or special guardianship order, will not be prioritised under rule 1.*

2. Children who have sibling(s) in the school at the time of entry (see note).
3. Children who attend a church service at St Paul's Church Langleybury with a member of their family once in every month for at least two consecutive years before the allocation of places (see note).
4. Children who attend a church service at any other Church of England Church with a member of their family at least once in every month for at least two consecutive years before the allocation of places (see note).
5. Children who attend a church service at any other Christian denomination Church with a member of their family at least once in every month for at least two consecutive years before the allocation of places (see note).
6. Children from the Ecclesiastical Parish of Langleybury (see note).
7. Any other children



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## Notes:-

**Siblings** – The term is used to denote children living permanently in the same household. A sibling is defined as a sister/brother, half-sister/brother, adopted sister/ brother or a child of the parent/carer or partner, who lives in the same house (as the child for whom the application is being made) from Monday to Friday. *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*”.

To obtain a school place under a “sibling rule” the older sibling must still attend the school at the time the younger child joins the school.

**Address** - The address given should be the child’s current permanent address at the time of application. If a child regularly lives at more than one address Monday to Friday, the address provided should be the address where the child spends the majority of their time. Both parents/carers must declare this individually in a letter sent with the application. The website [www.achurchnearyou.com](http://www.achurchnearyou.com) may be used to verify that residence is within the ecclesiastical parish.

**Other Christian Denominations** - This is defined as members of Churches Together in Britain and Ireland or The Evangelical Alliance.

**Special Need Children** – Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education, Health and Care Plan that names their school.

## **Where there is a need for a tie-breaker:-**

*“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 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 there is a need for a tie-breaker, where two different addresses measure the same distance from the school, in the case of a block of flats for example, the lower door number will be deemed to be 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.

The governors cooperate with the fair access policies of the LA.

Twins and multiple births are now included in the list of exceptions from the infant class size rule. This means that where the 30th child to be admitted is the first twin then the second twin will also be admitted.

Hertfordshire County Council website address: - [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)



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## Parish of St Paul's Langleybury

Ash Close	Jordan Close
Ashfields (odd numbered houses)	Langleybury School, House & Farm
Bridge Road	Lauderdale Road
Brookside	Little Orchard Close
Broomfield Rise	Long Elms
Bucks Hill & Great Westwood	Long Elms Close & Northcotts
Chapel Close	Merlin Way
Cheshire Drive	Oak Tree Close
Comet Close	Old House Lane
Curtis Road	Old Mill Road
Deans Close	Raymond Close
Essex Lane	Ridgehurst Avenue
Fay Green	Roman Gardens
Fernhills	Rosehill Gardens
Gade View Gardens	Royce Grove
Gallows Hill	School Mead
Gallows Hill Lane (even numbered houses)	South Way (Nos 1-23)
Griffon Way	Spur Close
Gypsy Lane	Station Road
Halifax Close	Sunderland Grove
Hamilton Road	The Fairway 45/46-72/79
Hammer Parade & Flats	The Garth
Hazelbury Avenue	The Maltings
Hazelwood Lane	Trident Road
High Acres	Upper Highway & Arden House
High Road Leavesden (odd nos from 153-A410)	Watford Road (inc. Lock Cottages)
Hunters Lane	Westland Close
Hunton Bridge Hill	Wharf Way
Hunton Close	Whittle Close

## Unsuccessful Applications

### **Appeals.**

Parents who have not been allocated a place for their child have the right of appeal<sup>1</sup> to an independent panel. Parents will be informed of their right to appeal in the allocation letter from the home LA. "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, log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

### **Continuing interest (waiting) list and 'in-year' applications.**

In the event of more applications than available places the governors alongside the Local Authority will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered to the child that best meets the published admission rules.

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<sup>1</sup> Please note that there is no right of appeal to a nursery.



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The school will remain part of the county council's coordinated In Year admissions scheme. Application forms can be accessed via [www.hertsdirect.gov.uk/admissions](http://www.hertsdirect.gov.uk/admissions) or from the Customer Service Centre:- 0300 123 4043.

Parents should return the application form direct to the County Council (address on the form).

A Supplementary Information Form (SIF) will need to be completed and returned to the school office. The school will:

- Notify the local authority of all applications and their outcome.
  - Inform unsuccessful applicants of their right of appeal.
  - Inform the local authority of vacancies and numbers on roll.
- The LA must provide parents with an in year application form upon request and therefore all schools should accept the LA application form as an appropriate application.

The school co-operates with the Local Authorities Fair Access Protocol for children who are hard to place and will admit such children even if the school is full.

## Timescales for 2020/2021 - Under 11s Admissions Round

**Closing date for on time applications to be submitted to the LA –**  
**Statutory deadline for receipt of paper applications –**  
**Applications forwarded to F/VA schools and Academies**  
**F/VA schools/Academies provide LA with ranked lists of applicants**  
**Allocation information available to primary schools**  
**Allocation information despatched to parents**  
**Date by which parents/carers may accept or reject place offered**  
**Date by which parents/carers return appeal forms**



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**SUPPLEMENTARY INFORMATION FORM  
APPLICATIONS FOR 2020/2021**

<b>Surname of Child:-</b>	
<b>First Name of Child:-</b>	
<b>Other Names:-</b>	
<b>Date of Birth:-</b>	
<b>Name of Parent(s)/ Guardian(s)</b>	
<b>Address:-</b>	<b>Post Code:-</b>
<b>Home Telephone #</b>	
<b>Other Contact Telephone #</b>	

**The information requested below will be treated as confidential.**

How school places are decided. Please complete the appropriate section(s) for your child. This information will be used to allocate places using the admission criteria as defined in the school admission policy.

Please give as many details as possible. Places are allocated on the basis of your responses. **Please note that verification from the vicar/priest/minister is necessary.** Please answer questions using BLOCK CAPITALS.

**FOR OFFICE USE ONLY:-**

<b>Date SIF Received</b>		<b>On-Line Application</b>	
<b>Criteria Applied</b>		<b>Distance</b>	
<b>Position</b>		<b>Accepted</b>	

**Please indicate (by circling) which criteria are to be applied to your application:**



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<p><b>Criteria 1</b></p>	<p>Looked after and previously looked after _____ (Name of child)</p> <p>All “looked after” children or children who were previously “looked after” but immediately after being “Looked after” became subject to an adoption, child arrangement or special guardianship order. <i>(The Children’s Act 1989 defines a child who is ‘looked after’ as a child or young person who 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).</i></p> <p><i>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 a child’s special guardian (or special guardians). Children in the process of being placed for adoption are classified by law as children looked after providing there is 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 residence order or special guardianship order, will not be prioritised under rule 1.</i></p>
<p><b>Criteria 2</b></p>	<p>Children who have sibling(s) in the school at the time of entry</p> <p>Sibling Name: _____ Year Group: _____</p>
<p><b>Criteria 3</b></p>	<p>Children who attend a church service at St Paul’s Church Langleybury with a member of their family once in every month for at least two consecutive years before the allocation of places.</p>
<p><b>Criteria 4</b></p>	<p>Children who attend a church service at any other Church of England Church with a member of their family at least once in every month for at least two consecutive years before the allocation of places</p>
<p><b>Criteria 5</b></p>	<p>Children who attend a church service at any other Christian denomination Church with a member of their family at least two consecutive years before the allocation of places</p>
<p><b>Criteria 6</b></p>	<p>Children from the Ecclesiastical Parish of Langleybury</p>
<p><b>Criteria 7</b></p>	<p>Any other children</p>

Hertfordshire County Council website address:- [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

**Please return this form to: -**

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**CLERGY FORM**

The parents/ guardians of the child named below have applied for a place at St Paul's CofE VA Primary School and have given your name as a referee. Would you kindly complete and return this form.

<b>Surname of Child:-</b>	
<b>First Name of Child:-</b>	
<b>Other Names:-</b>	
<b>Date of Birth:-</b>	
<b>Name of Parent(s)/ Guardian(s)</b>	
<b>Address:-</b>	<b>Post Code:-</b>

**Name and address of place of worship:**

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**What denomination is your Church?**

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**Is your church a member of Churches Together in Britain and Ireland or The Evangelical Alliance?**

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Please confirm that this family attends Church regularly (i.e. for **at least 2 years on a monthly basis**, child who the application is for, along with parents, see Admission criteria for details): **Yes/No**

Family attend more than fortnightly and for more than 2 consecutive years

Family attend at least once per month and have done for 2 or more years

Family attend as often as possible, please give details of attendance (Please attach a separate letter detailing attendance and your support of this school application)

**Please see reverse side to complete this section**





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Signature of parent/ guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Minister/ Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

Minister/ Incumbent, please print name: \_\_\_\_\_

Minister/ Incumbent Contact Telephone: \_\_\_\_\_