

ALBURY C of E (VA) PRIMARY SCHOOL

ADMISSIONS POLICY

FOR THE ACADEMIC YEAR 2021-2022

The aim of Albury C of E (VA) Primary School is to provide a safe and stimulating environment for learning in which all members of our school community are able to develop a sense of self-worth, responsibility and fun, fulfilling their potential within a caring Christian community.

The school's in year admission arrangements will work within the remit of Hertfordshire's agreed scheme of in year coordination and the Hertfordshire County Council's Fair Access Protocol. <https://beta.hertfordshire.gov.uk/media-library/documents/schools-and-education/admissions/fair-access-protocol/fair-access-protocol-for-primary-schools.pdf>

Children admitted under the Fair Access Protocol will be prioritised above those on the Continuing Interest list. The Governing Body remains responsible for the allocation of all places in accordance with the school's published admission rules but all applications for, and allocations to, the school must be made via a pupil's home authority. Albury Church of England Primary School admits 10 pupils to reception each September. This admission number has been agreed between the Governing Body and the Local Authority, Hertfordshire County Council, and applies to the year 2021/2022.

Parents of children who access nursery provision at the school must apply in the normal way for a reception class place at the school. Attendance at the nursery, however, does not guarantee admission to the school.

Age of Admission and Deferral of Places

In line with the Hertfordshire County Council policy, children born on and between 1 September 2016 and 31 August 2017* would normally commence primary school in Reception in the academic year beginning in September 2021. Albury 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 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 the 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 school 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. Following guidance issued by the Department for Education on 8 September 2015 the school in line with the county council has amended its policy for summer born children. Children born between 1 April 2017 and 31 August 2017 are categorised as "summer born" and if parents/carers do not believe that their summer born child is ready to join Reception in 2021 they may delay their application until 2022.

These applications 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 the 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 2021 (before the Easter break).

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

In line with Hertfordshire County Council's policy, it is the policy of the school 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".

Through a panel process, the school will decide whether the application will be accepted on the basis of the information submitted. The panel will 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 the school, including the placement of pupils in classes, is a matter for the Headteacher and the Governors of the school.

As a voluntary aided school the governing body is responsible for admissions to the school and are ultimately responsible for making decisions about applications to the school.

The school does not have any specific units or facilities for pupils with particular special needs. There are no specific facilities for pupils with physical disabilities other than a disabled toilet. The school is however on a level site and all the classrooms are on the ground floor. As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

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).

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with Education Health and Care Plans that names their school. These children will be admitted as part of the school's PAN but before the oversubscription criteria are used.

A part time Nursery place of 5 sessions a week for 3 terms commencing the term of the child's 4th birthday is available in the Early Years Foundation Stage. During the last half-term before becoming a full time pupil (at the beginning of the term in which they are 5) the children may attend for an additional afternoon by arrangement with the head teacher. Applications for a Nursery place at the school should be made directly to the school via the school website – www.alburyandpullerschools.co.uk/admissions-1/

Children attending our nursery class normally transfer to the reception class but this cannot be guaranteed. Parents should be advised that admission to the reception class will be decided on eligibility under the priorities set out in the school's admission policy and that a new admission form must be completed. It is recommended that in the event of over-

subscription to a nursery class, the same criteria for admission should be applied as for the school. There is no right of appeal against admission to nursery schools and nursery classes since it is non-statutory education.

The closing date for admission application forms to be received by the Home Local Authority will be 13th January 2021, with an allocation date on 16th April 2021. Information on completing the on-line application and notification dates of admission decisions are published in the Home LA Primary Admissions Booklet, which is also available from their website www.hertfordshire.gov.uk/admissions/

Parents/Carers are requested to complete our Supplementary Information Form and return it to the school office by the above date. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the HCC Application Form only, which may result in your application being given a lower priority.

If the school has more applications than places available the oversubscription criteria (as detailed below) will be used to allocate places. If the school has fewer applications than places available all applicants will be offered a place.

- (i) **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**.**

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 this rule.

Highest priority will also be given to children who are looked after, but ceased to be so because they were adopted, or became subject to a child arrangement 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 this rule***.

*** 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.

**** 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.*

- (ii) Children who have siblings in the school at the time of admission.
Definition of sibling – For applications to the school using this 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 the application.

A sibling must be on the roll of the named school at the time the younger child starts.

In the case of twins or multiple births, the second twin or other multiple birth siblings will be admitted where the first twin or a multiple birth child has been offered the last available 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.*

*** 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 a very short term or bridging foster placement.*

- (iii) Children eligible for pupil premium or service premium funding. Pupil premium is allocated to children who are eligible for free school meals (FSM) or have been eligible at any point in the last six years (also known as Ever 6 FSM). Service premium is for children whose parents are currently serving in the armed forces.
- (iv) children who live at a home address within the Ecclesiastical Parish of St Mary the Virgin (as marked on the plan available at the school and on the notice board outside of the school). The website www.achurchnearyou.com is also helpful.
- (v) children whose home address is outside the area as defined in Category 4 above, one or more of whose parents/guardians have, at the time of application, shown commitment to the Church of England or another Christian Church (A Christian Church is defined as one which is a member of Churches Together in England or the Evangelical Alliance) by attending a service at least once in each calendar month for the year prior to an application being made. Applicants in this category will need to ask their priest or minister to complete the relevant section of the SIF.
- (vi) Any other children.

In the case of older children who apply to join the school, admission will be on the basis of places being available in the relevant age group. If more applications for places are received than places available then the above criteria will apply.

In-Year Admissions

The school is part of the In-year Co-ordination scheme. Parents must fill in the HCC In year forms to apply for a place, so that all applications are included on the held data base at HCC. Applications should be completed on the HCC website at www.hertfordshire.gov.uk/admissions Parents should also fill in the SIF (Supplementary Information Form) which is available from the school or on the HCC website.

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 the straight line distance measurement. A straight line distance measurement is used in all home to school distance measurements 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 the 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.

As the school is part of the HCC scheme for In-year coordination, a new In-year application must be made at the end of the academic year to ensure a child is on the Continuing Interest list.

Procedures

- Application forms can be obtained from the school office at any time.
- SIF forms can be obtained from the school office at any time or online from the HCC website.
- Parents who are considering applying for a place for their children are invited to contact the Headteacher, by telephone, to make an appointment to see the school.
- Children are invited to make introductory visits to the school during the term before entrance.
- The Governors anticipate that parents given a place for their child under the Church Membership category will still satisfy the requirements of that category at the time of admission.
- Parents are reminded that there are occasionally slight changes to admissions policies and should make sure they have the most recent edition.

Appeals

Parents who have not been allocated a place for their child have the right of appeal to an independent panel. Parents will be informed of their right to appeal in the allocation letter from the home LA.

At transfer time 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 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.

Continuing Interest

In the event of more applications than available places the governors 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. Parents are requested to inform the governors if they wish their child's name to be removed. The governors will maintain the list until 31st December 2021. The in year admissions process is managed by the Local Authority on behalf of the governors.

Signed:

Dated: Headteacher

Signed:

Dated: Chair of Governors

To apply for a place at this school you are requested to complete and return both the Common Application Form from the LA and the school's Supplementary Information Form. Without both forms the governors will be unable to apply their criteria and your application, although valid will receive a lower ranking.

SCHOOL FORM FOR ADMISSIONS TO ALBURY C OF E SCHOOL

Parents should fill in this form when applying for a place at the school and should ensure that they have a copy of the admission policy prior to completing the form and returning it to the school

Pupil Information:

Surname of child: _____ Other name(s): _____
Date of birth: _____
No. of siblings in family: _____ Ages: _____

Parent/Guardian Information:

Name of parent(s)/guardian(s): _____
Home address: _____
Home telephone: _____ Daytime telephone (if different): _____
Mobile: _____

Church Information:

Name and denomination of church which family attends:

Please supply evidence of your commitment to your church/place of worship, as detailed in the school criteria, e.g. frequency of attendance, membership of electoral roll, baptism/confirmation etc.

Name of Church of England parish in which you live:

Name of Minister (who can confirm your church attendance):

Address of Minister:

NB: If you have moved recently, please give the name and address of your previous Minister.

Signed: _____ (parent/guardian)

Date: _____

ALBURY CHURCH OF ENGLAND PRIMARY SCHOOL

CLERGY FORM

The parents/guardians of the child named below have applied for a place at Albury CofE Primary School and have given your name as a referee. Would you kindly complete and return this form in the envelope provided by return. Thank you for your help.

Pupil Information:

Surname of child:

Other name(s):

Date of birth:

Name of parent(s)/guardian(s):

Home address:

Name and address of place of worship:

Is your church Anglican? Yes/No

If no, is your church either a full or associate member of Churches Together in Britain and Ireland, the Evangelical Alliance or Affinity? – Full member/associate member

For how long have the family worshipped at your church?

<6 months --- 6 months --- 1 year --- 1-2 years --- >2 years ---

How frequently do they attend church worship?

Weekly --- fortnightly --- monthly --- festivals ---

Other – please give brief details, below:

Signature of parent/guardian _____ Date:

I confirm that the worship details given above are correct.

Signature of Minister/Incumbent: _____ Date:

ALBURY C OF E PRIMARY SCHOOL
SUPPLEMENTARY INFORMATION FORM

PLEASE USE BLOCK CAPITALS

Name of Child: _____ Surname

_____ Forename

Date of Birth: _____ Gender: Male/Female

Name of Parent or Carer: _____

Permanent Home Address: _____

Note: This is the child's address as defined in the school admission policy. Please supply a recent (within the last 3 months) original utilities bill or equivalent. This will be returned.

Home Tel No: _____ Parent/Carer Daytime Tel No: _____

Under which criterion/criteria are you applying for admission? _____

If you are applying under Criterion 2, please give details of your other children who will be attending the school in September 2021.

If you are applying under Criterion 5, please complete the enclosed Form No. 2 and ask your parish priest or minister to sign it. Return this second form to the school with this form. Please supply the name, address and telephone number of the parish priest or minister who will complete the form.

The ethos of this school is Guided by God. Aiming for Excellence. Learning for Life. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

Signature of parent/carers: _____

OFFICE USE ONLY: Date received _____

ALBURY C OF E PRIMARY SCHOOL

SUPPLEMENTARY INFORMATION FORM FOR THOSE APPLYING UNDER CATEGORY 5

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 5 are properly considered. Please note that priority will be based on the parents'/carers' links with the church and not just the child's membership.

The relevant criterion is:

Category 5 Children whose home address is outside the area as defined in Category 4, one or more of whose parents/guardians have, at the time of application, shown commitment to the Church of England or another Christian Church* by attending a service at least once in each calendar month for the year prior to an application being made. Applicants in this category will need to ask their priest or minister to complete the relevant section below.

* The main Christian denominations are defined by membership of Churches together in England or the Evangelical Alliance

PLEASE USE BLOCK CAPITALS

Name of Child: _____

Name of Parents or Carers: _____

Child's Permanent Home Address: _____

Name of Church: _____

Address of Church: _____

Name of Clergy and Position in Church: _____

I CONFIRM THAT WE HAVE REGULARY WORSHIPPED AT THE ABOVE CHURCH AS A FAMILY AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR.

Parent/Guardian/Carer's Signature: _____

Date: _____

I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR.

Clergy Signature: _____ **Date:** _____