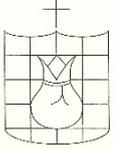
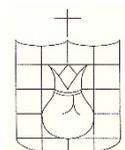


# ARDELEY ST. LAWRENCE CHURCH OF ENGLAND PRIMARY SCHOOL



## ADMISSIONS POLICY YEAR OF ENTRY 21/22 RECEPTION YEAR



### INTRODUCTION

Ardeley Saint Lawrence School is a Voluntary Aided Church of England School within the Diocese of St Albans. The Governing Board of the school is the admission authority. The Governors will admit up to the admission number of **15** children into the Reception year. The Governing Board is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class.

The school operates one intake only in September when all children start on a full time basis. These children also have the option of taking up taster sessions in the previous Summer Term. These could be in addition to the 5 session entitlement they may receive in a pre-school setting.

If parents do not take up the offered place before the end of the academic year of entry, then they would have to re-apply for a place in Year 1, which in most cases would be full. Parents should discuss this with the school as soon as possible and this would be treated as an in-year application. 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.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

A parent of a summer born child (1<sup>st</sup> April – 31<sup>st</sup> August) may choose not to send their 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.

- Such applications will be considered by the governors on a case by case basis in the best interests of the child concerned and a place is not guaranteed.
- The Governors must take into account the views of the Headteacher.
- When informing parents of their decision on the year group to which the child should be admitted, the admissions authority must set out clearly the reasons for their decision.
- Where an admission authority agrees to a parent's request for the child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. Reception), the admission authority must process the application as part of the main admissions round.
- The statutory right to appeal does not apply if they are offered a place at the school but not in their preferred age group.
- An application should be made in the normal admissions round for Reception in the year they wish their child to join, where this application will be considered in the normal way alongside all other applications. See how to apply below.

Parents can request that their child attends part-time until the child reaches compulsory school age.

The Hertfordshire 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 Board, 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 15th January 2021 as advertised by that authority. Information on completing the 'on line' application and notification dates of admission decisions are in the Hertfordshire published information which is also available from the LA website. The H.C.C. website address for information is:  
[www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

## **HOW TO APPLY**

Applications should be made online or on an application form for their Local Authority i.e. the Authority to which they pay their Council Tax, which should be submitted by the closing date of 15<sup>th</sup> January 2021. If parents/carers wish for their child to be considered under special category 3, 4, 5, or 6 listed below they are also requested to complete our **Supplementary Information Form [SIF]** (available from the school and page 6 of this document) and return it to the school office by the date specified in the Hertfordshire published information. If a SIF is not completed the Governing Board will apply their admission arrangements using the information submitted on the Application Form for their Local Authority only, which may result in the application being given a lower priority.

The LA will notify all parents of the place offered or refused at the same time as it does for Community Schools, **16<sup>th</sup> April 2021**(details of this are in the HCC published information and website.)

Parents/ Carers must accept or reject a place offered by **2<sup>nd</sup> May 2021**.

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

## HOW PLACES ARE OFFERED – ADMISSION CRITERIA

Children who have an Education, Health and Care Plan [EHCP] which names the school will be offered a place at the school before the oversubscription criteria are used. [Section 324 of the Education Act 1996 requires the Governing Board to admit a child with an EHCP that names the school.]

In the event of there being more applications than available places, the following oversubscription criteria will be applied, in order.

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 arrangement or special guardianship order (see definitions)”
- Category 2** Children who have a sibling who is attending the school at the time of entry.
- Category 3** Children who at the time of *application* have their home address within the ecclesiastical parish of Ardeley (a map is attached, / available at school and on the school website). The website [www.achurchnearyou.com](http://www.achurchnearyou.com) is also helpful.
- Category 4** Children whose home address is outside the area as defined in Category 3 above but where 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, minister or responsible official to complete the relevant section of SIF/Clergy Form. See definitions section regarding church closures.
- Category 5** Children eligible for the Early Years Pupil Premium or Pupil Premium
- Category 6** Children who have a sibling who has attended the school in the past
- Category 7** Any other children.

When 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 deciding factor will be **distance from the address point of the child’s home to the address point of the school**. 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.

The Governors as the admission authority will admit over the school’s published admission number [PAN] when a single twin/multiple birth child is allocated the last place at a school in line with the school’s own admission arrangements.

### **Tie Break**

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 and independently verified. 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 tiebreak the random number is used to allocate the place, with the lowest number given priority.

### **Fair Access Protocol**

The governors cooperate with the Fair Access protocol of the Hertfordshire Local Authority, clarifying that FAP children will be admitted above those on the school's continuing interest list and above PAN if necessary.

### **In Year Admissions**

Parents can make an online in year application via the Hertfordshire County Council website [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or contact the Customer Service Centre on 0300 123 4043 for a paper application form. Parents should return the application form direct to the County Council.

### **DEFINITIONS**

In respect of the following categories, the Governors use the same definitions as the Hertfordshire Local Authority (LA), set out in their primary admissions booklet.

**Category 1 Children in public care** (Looked After Children.) 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.

*The Children's 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 or for children adopted before 2005 under the terms of the Adoption Act 1976. Child Arrangement Order – under the provisions of section 12 of the Children and Families Act 2014 residence orders were replaced by child arrangement orders. The Children Act 1989, section 8 defines a residence order as an order settling the arrangements to be made as to the person with whom the child is to live.*

*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)*

### **Category 2 Sibling**

The Governors have the same understanding of the term 'sibling' as that found in the Hertfordshire published information. A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's 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 application". For this category the sibling must be in the school at the proposed date of entry.

### **Category 3&4 Home Address**

Please note that evidence of permanent residency at the quoted address may be sought.

### **Category 4 Christian Church.**

The Governors define a 'Christian' Church to be one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance. In the event that during the period specified for attendance at worship the Church has been closed for public worship and has not provided alternative physical premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative physical premises have been available for public worship.

**Category 5 Early Years Pupil Premium or Pupil Premium.** Parents will need to provide evidence that entitlement has been established by Hertfordshire Local Authority.

**Category 6** For this category the child should have a sibling, as defined above, who has attended Ardeley School in the past.

## **UNSUCCESSFUL APPLICATIONS.**

### **Reception 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 by 4pm, 19<sup>th</sup> May 2021.

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/admissions](http://www.hertfordshire.gov.uk/admissions) 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 will maintain a continuing interest (waiting) list for that academic year. 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. The Local Authority will handle this process on behalf of the school, but a SIF is still requested. Parents are requested to inform the governors if they wish their child's name to be removed from the list. As the school is part of the HCC scheme for In year co-ordination, the county council will contact 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.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

**ARDELEY ST. LAWRENCE CHURCH OF ENGLAND PRIMARY SCHOOL  
RECEPTION APPLICATIONS  
SUPPLEMENTARY INFORMATION FORM**

Parents, and Clergy (for Category 4,) are asked to complete and sign this form to assist the governors in ensuring that those most qualified for admission under categories 2, 3,4 or 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 criteria (in priority order for the offering of places) are as follows:-

- Category 2** Children who have a sibling who is attending the school at the time of entry.
- Category 3** Children who at the time of *application* have their home address within the ecclesiastical parish of Ardeley (a map is attached and also available at school and on the website).
- Category 4** Children whose home address is outside the area as defined in Category 3 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 **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, minister or responsible official to complete the relevant section of SIF/Clergy Form. See Admission policy definitions regarding church closures. The main Christian denominations are defined by membership of Churches Together in England or the Evangelical Alliance.
- Category 5** Evidence of entitlement to Early Years Pupil Premium or Pupil Premium should be attached.
- Category 6** Children who have a sibling who has attended the school in the past.

Name of Child and date of Birth: .....

Name of Parent / Carer: .....

Criterion under which applying: .....

Full name of relevant sibling and period of attendance.....

Child’s permanent home address: .....

.....

Name of Church: .....

Address of Church: .....

Name of Priest / Minister and Position in Church: .....

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

PARENT /GUARDIAN/ CARERS’ SIGNATURE: .....DATE: .....

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

CLERGY SIGNATURE: .....DATE: .....

