

COCKERNHOE ENDOWED C OF E PRIMARY SCHOOL

Cockernhoe Green, Nr Luton, LU2 8PY

www.cockernhoe.herts.sch.uk

Tel: 01582 732509 Fax: 01582 486202 Email: admin@cockernhoe.herts.sch.uk

Headteacher: Mr Simon Philby



ADMISSIONS POLICY 2021/22

Cockernhoe Endowed Primary School is a Church of England school with a published admissions number of 15.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit children with an Education Health and Care Plan (EHCP) that names the school.

By agreement, and in co-operation with the Hertfordshire Local Authority (LA), the Governors will apply their admissions policy criteria as an equal preference system.

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.

Nursery and Reception applications are separate procedures and entry into the Nursery does not automatically give a child entry into Reception.

Category 1

Children in public care (children looked after) and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). See note 5.

Category 2

Medical or Social: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. See note 4.

Parents/carers will be required to submit professional evidence to the school at the time of application. E.g. Education Health Care Plan, consultant, medical services, or health authority reports or any other professional information that will support their application.

The evidence must relate specifically to the school applied for under Category 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Cockernhoe School Governors will determine whether the evidence provided is sufficiently compelling to meet the requirements for this category.

Cockernhoe School Governors will notify parents of their decision by post.

Category 3 - Village

- 3a** Children who, are eligible for the Early Years Pupil Premium or Pupil Premium, who live in the village of Cockernhoe, Mangrove Green, Tea Green, Wandon End and their neighbouring farms, as marked in red on the plan included in this policy (Appendix A), and is available at the school and on the School Web Site.
- 3b** Children who live in the village of Cockernhoe or Mangrove Green, Tea Green, Wandon End and their neighbouring farms, as marked in red on the plan, which is available at the school and on the School Web Site.

Category 4 - Siblings

- 4a** Siblings of children already at the school at the time of entry, who are eligible for the Early Years Pupil Premium or Pupil Premium: For the purpose of this policy siblings include other children permanently residing at the same address. Children in the nursery cannot be claimed as a sibling link (because there is no guarantee these children will be offered a place in the school's reception class.)
- 4b** Siblings of children already at the school at the time of entry: For the purpose of this policy siblings include other children permanently residing at the same address. Children in the nursery cannot be claimed as a sibling link (because there is no guarantee these children will be offered a place in the school's reception class.)

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, i.e. Cockernhoe 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.

*For home address see note 8

Sibling In Year admissions: the sibling may be in the school's final year (Year 6) as long as they will still be in attendance at the time of admission.

Category 5

Children living outside the area as defined in Category 3 above, one or more of whose parents/guardians have, at the time of application, and for a period of twenty four months previously, attended worship at St. Francis Church at least twice in each calendar month and be an active and committed member of the church.

Evidence of church attendance for applicants in this category will be sought on the supplementary form.

Category 6

Children living outside the area as defined in category 3 above, one or more of whose parents/guardians have, at the time of application, and for a period of twenty four months previously, attended public worship at other Christian Churches* in the parishes of St. Francis and St. Thomas, at least twice in each calendar month, live within the parish boundaries and be an active and committed member of the church.

Evidence of church attendance for applicants in this category will be sought on the supplementary form.

**The Governors define a 'Christian Church' to be one which is a member of Churches Together in England or the Evangelical Alliance.*

Category 7

Distance: Any other children who live nearest the school.

NOTES

1. 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 tiebreak will be used by applying the next rule to those children. Where there is a need for a tie-breaker where two different addresses measure 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.

Cockernhoe School will use the same definitions and measuring system as Hertfordshire County Council. See definition below.

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 Address Base Premium address point of your child's house to the address point of the school. Address Base Premium data is a nationally recognised method of identifying the location of schools and individual residences.

2. There may be exceptional occasions when the Governors are requested by the local authority, supported by the medical services or health authority, for a place for a particular child; in which case the child will be afforded exceptional priority.

Fair Access - The school participates in the county council's Fair Access protocol and will admit children under this protocol before children on continuing interest, and over the published admissions number if required.

3. In case of older children who apply to join the school, admission will be on the basis of places being available in the relevant class/year group. If there are more applicants than places available, then the above admissions policy will apply. All 'in year' applications will be managed by Cockernhoe School Governors and the following form is required:
 - In-Year Admissions Form. This can be downloaded from the school's website or is available from the School Office.

For in-year applications, parents wishing to appeal should contact the school directly in the first instance.

4. The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of EHCPs by pupil's home Local Authority. Details of this separate procedure are set out in section 324 of the Education Act 1996, the Governors are obliged to admit by law any child with an EHCP (Education and Health and Care Plan) where this school is named.
5. 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 category 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 category 1.

6. The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September. However please note the following:
 - 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. All children offered a place at the school in the Reception Year must take up that place by the start of the summer term. Summer-born children (1st April – 31st August) do not come of statutory school age until the September after their fifth birthday. If parents of these children wish to delay starting school until the beginning of the next school year they must make an in-year application for a place in Year 1. They may request admission outside the normal age group into Reception rather than Y1. Such an application, if agreed with the governors and head teacher, will be considered in the normal admissions round for that year group.

- b. Parents can request part time attendance until the child reaches compulsory school age.
- 7.** Every effort will be made to accommodate twins and other 'multiple birth' applications. Where the first twin or a multiple birth is offered the last available place then the other twin or multiple birth(s) will be offered places as exceptions to the infant class size rule.
- 8. 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 alternate 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 applications cannot be reconciled.

Early application will not be used as criteria for giving priority in allocating places.

Please note that the Governors will not consider a repeat application within the same academic year unless there has been a significant change in circumstances.

ADMISSIONS PROCEDURE

Parents/carers of children living in Hertfordshire can make an online application via the Hertfordshire County Council website www.hertfordshire.gov.uk/admissions or contact the Customer Service Centre on 0333 123 4043 for a paper application form. Parents should return the application form direct to the County Council. Parents/carers of children not living in Hertfordshire must make an application to their Local Authority.

The School's Application Forms can be obtained from the school along with a copy of the

School Brochure which contains the Admissions Policy and Procedure.

Two forms need to be completed for application to the school:

- **School's Supplementary Information Form (available from school office/website)**
- **Home Local Authority's Form, (available for completion on-line)**

If the School's Supplementary Information Form is not completed the application may be considered in a lower category.

Please note that the closing date for applications is the 15th January. Information on completing the on-line application and notification dates of admission decisions can be found on your home local Authority website. Parents can contact Hertfordshire County Council (HCC) Customer Service Centre on 0300 123 4043 or the school for further information.

Continuing Interest (waiting list) and 'in-year' applications

In the event of more applications than available places the Governors will maintain a continuing interest list (waiting list). Late applications will go onto this list in a position determined by the policy criteria.

Parent(s)/Carer(s) must inform the School if they wish their child's name to be on the list and are requested to inform the School if they wish their child's name to be removed.

If a place becomes available in the school it will be offered to the child that best meets the published admissions rules. All 'in-year' applications are similarly managed by the School. The Governors will review the list at the end of the academic year.

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 0300123 4043 to request their registration details, log into www.hertfordshire.gov.uk/schoolsappeals and click on the link 'log into the appeals system'.

For In Year Admissions, the school will write to applicants with the outcome of your application and if you have been unsuccessful, the county council will write to you with registration details to enable you to log in and appeal online at www.hertfordshire.gov.uk/schoolappeals.

All HCC admissions information can be found at www.hertfordshire.gov.uk/admissions

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**Admissions Policy
SUPPLEMENTARY INFORMATION FORM NUMBER ONE**

Name of Child: Gender: male / female

Date of Birth: Birth Certificate seen

Address:

.....
You must include two recent forms of proof of address. One must be a council tax bill, utility bill, solicitor's letter showing completion date or a signed tenancy agreement. Please do not send originals. **We cannot process an application without evidence of your address.**

Please refer to the latest Admissions Policy for further details regarding home address.

Proof of Address

Parent/carer home telephone:

Parent/carer mobile telephone:

Parent/carer email address:

Names of all people with parental responsibility:

.....
.....

To fulfil Categories 5 and 6 of our Admissions Policy, at the time of application parents/carers must be attending public worship at either St Francis or any other Christian church in the Parish of St Francis and St Thomas at least twice each calendar month and must have been doing so for twenty four months prior to application.

Please indicate if you fall into one of these categories: Yes No

If yes, name of Church:

If category 5 or 6 apply to you, please complete Supplementary Information Form Number 2.

Names of siblings already attending the school:

.....
.....

Signed by parent / carer:Date:

PLEASE NOTE THAT YOU MUST ALSO COMPLETE AN ONLINE APPLICATION FORM FROM YOUR LOCAL AUTHORITY

For office use
Date received:

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Admissions Policy

SUPPLEMENTARY INFORMATION FORM NUMBER TWO - FOR THOSE APPLYING UNDER CATEGORY 5 and 6.

Please note, priority will be based on the parent/carers links with the church and not just the child's membership.

The relevant criterion is:

Category 5

Children living outside the area as defined in category 3, one or more of whose parents/carers have, at the time of application, and for a period of twenty four months previously, attended worship at St Francis at least twice each calendar month and be an active and committed member of the church.

Category 6

Children living outside the area as defined in category 3, one or more of whose parents/carers have, at the time of application, and for a period of twenty four months previously, attended public worship at other Christian Churches in the parishes of St Francis and St Thomas at least twice in each calendar month, and live within the parish boundaries and be an active and committed member of the church.

The Governors define a 'Christian Church' to be one which is a member of Churches Together in England or the Evangelical Alliance.

Name of Child:

Address:

Name(s) of all persons(s) who have parental responsibility:

.....

Criterion Under Which Applying: **5 6**

Name and Address of Church:

Name of Minister/Vicar:.....

I confirm that we have regularly worshipped at the above Church **as a family** at least twice in each calendar month for a minimum of twenty-four months.

Parent/Carer Signature: Date:

I confirm that this family have regularly worshipped at the above Church at least twice in each calendar month for a minimum of twenty-four months.

Clergy Signature: Date:

Clergy Name:

For office use
Date received: