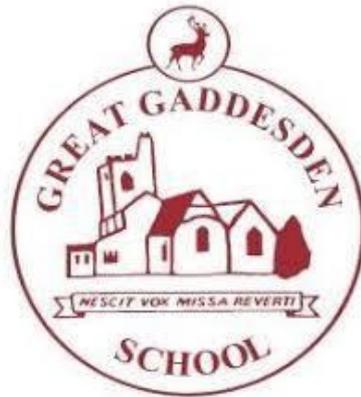


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# Great Gaddesden C.E. (VA) Primary School



*'Treat others exactly as you would want to be treated yourself'. (Luke 6:31)*

## Admissions Policy: Reception

### Year of Entry 2021/22

Review date: September 2019

Reviewed annually

## INTRODUCTION

Great Gaddesden 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 13 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), i.e. 30 pupils per class - the Governing Body has determined an operational capacity of [a maximum] 26 pupils per class is more appropriate for this school.

Great Gaddesden is a Church of England Primary school and the Governors are committed to implementing policies that reflect our Christian Ethos. Within this ethos the school is committed to providing the best opportunities for *all* pupils including those in receipt of Pupil Premium.

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 15 January 2021. 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.

All applications **must** be made on the child's **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:

Parents of a summer-born (1 April - 31 August) child **may** choose not to send that 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.

- The school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking 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 school will set out clearly the reasons for their decision
- Where the school 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 school will 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

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**

Children who have an Education, Health and Care Plan which names the school will be admitted to the school.

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

1. All **'looked after'** children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangements or special guardianship order (*see section 12 of the Children and Families Act 2014*).
2. Children at the time of admission, who have a **sibling** attending Great Gaddesden Primary School.
3. Children who live in the **Parish** of Great Gaddesden and Nettleden.  
(see Appendix A for map and [www.achurchnearyou.com](http://www.achurchnearyou.com) for reference re. parish of residence).

When this category is oversubscribed, priority will be given as follows:-

- a) parent(s) / guardian(s) have attended services at their parish church or place of worship at least once a month during the previous two years. (A letter verifying the required level of attendance will be sought from the church / place of worship attended. This will only apply to the period when the church or, in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship.)
- b) geographic proximity.
4. Any other children.

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 distance from the school, measured using the computerised, 'straight line', mapping system operated by the LA. 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 this distance measurement results in more than one child having an identical claim to the last available place as a result of living in flats, priority will be given to the lowest house number. Tiebreak decisions will be independently verified.

The governors cooperate with the LA's fair access protocol for children who are hard to place and these children will be admitted before other children on the continued interest list. These children may be admitted over PAN.

## **UNSUCCESSFUL APPLICATIONS**

### **Transfer 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 Applications & Appeals**

The school will remain part of the county council's coordinated In Year admissions scheme. You can make an In Year application online via [www.hertfordshire.gov.uk/inyear](http://www.hertfordshire.gov.uk/inyear) or request a paper copy from the Customer Service Centre on 0300 123 4043. Parents/carers should return the application form direct to the County Council (address on the form).

If your application is unsuccessful the county council will write to you with registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals). Parents do not have to contact the school.

### **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). 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. All ‘in year’ applications will be coordinated by the LA on behalf of the school, and to whom in year applications should be made, but a SIF is still requested.

Parents are requested to inform the governors if they wish their child’s name to be removed. To retain a place on CI families must, at the end of the academic year, confirm their continuing interest by making a new In Year application.

### **Definitions**

**‘Looked After’:** *The Childrens 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).*

*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.*

*An ‘adoption order’ is an order under section 46 of the Adoption and Children Act 2002. A ‘residence order’ is an order setting out the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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)*

### **Sibling:**

*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. 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.*

### **Twins/multiple Births:**

*In the case of twins/multiple births, where one child is offered the last available place, the school will offer places to the remaining twin/children of the multiple birth. Such allocations are exceptions to infant class size legislation.*

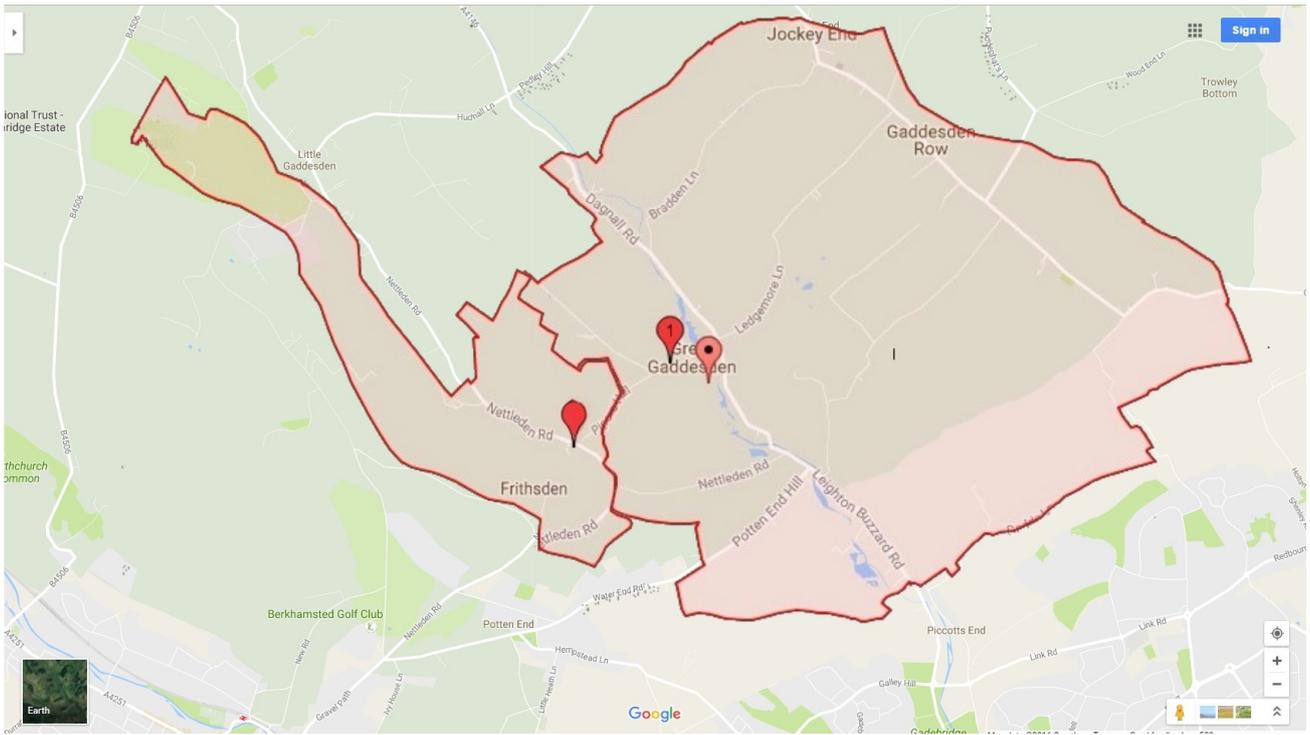
### **Home address:**

*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. 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.*

**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's governing body, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The governors' decision will be based upon the circumstances of each case including the view of parents, the headteacher, 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 the school.

Appendix A: Parish Boundaries





Great Gaddesden CofE (VA) Primary School

## Supplementary Information Form School Year 2021/2022

For entrance to the Reception class in September 2021, this form should be completed and returned to the school office, no later than 15<sup>th</sup> January, 2021

For entrants to other year groups for occasional vacancies that may occur, the form should be completed and returned to the school office at the earliest opportunity and it should be kept up to date by letter, email or telephone at the earliest opportunity at the beginning of each successive term.

**\*Please ensure all supporting evidence is attached to this form when submitted to the school.**

### Child details

Surname \_\_\_\_\_

First name(s) \_\_\_\_\_

Date of birth \_\_\_\_\_ Male or Female

Address of family home (including postcode)

\_\_\_\_\_

\_\_\_\_\_

Date required for admittance \_\_\_\_\_

### Details of Guardian/Carer (with parental responsibility)

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone number(s) \_\_\_\_\_

Sibling(s) who will be attending Great Gaddesden CE VA Primary School at the time of entry.

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

1. Do the parents or carers of the child reside in the Parish of Great Gaddesden or Nettleden?

Yes or No

2. Have the parents or carers of the child services at their parish church or place of worship at least once a month during the previous two years

Yes or No

**If yes, please submit evidence to verify this level of attendance with your application.**

**Signature of Guardian/Carer:**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

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Office Use Only:-

Date Received:- \_\_\_\_\_

Evidence Received:- Yes or No

Admitted under criteria number \_\_\_\_\_