



HORMEAD CE (VA) FIRST SCHOOL

ADMISSIONS POLICY: YEAR OF ENTRY SEPTEMBER 2021

INTRODUCTION

Hormead School is a half-form entry Voluntary Aided Church of England School within the Diocese of St Albans, with an attached Nursery class. The Governing Body of the school is the Admission Authority. The Governors will admit up to the Pupil Admission Number (PAN) of **20** children into the Reception class during each academic 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.

Admissions to Reception are conducted independently of admissions to our Nursery, and admission to our Nursery does not guarantee a place in our Reception class. Parents of children in our Nursery class must reapply for a place in our Reception class.

APPLYING FOR A PLACE

Reception Year

The Local Authority or LA, (Hertfordshire CC) operates an agreed coordinated 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.

Information on completing the 'on line' application and notification dates of admission decisions are published in the LA admissions booklet which is also available from their website.

All applications must be made on the **home** LA common application form. Parents/carers are also requested to complete our Supplementary Information Form (SIF) and return it to the school office by the dates published for applications to the LA. 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.

In-Year Admissions

All 'in-year' applications (for admission to school outside of normal intake periods or for year groups other than Reception/Nursery) 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. Please see the LA website for more information. We also encourage parents to contact the school directly to ensure there is a place available and make arrangements to visit the school.

DEFERRING ADMISSION

Parents can request that the date their child is admitted to the school is deferred until later in the year, or until the child reaches compulsory school age in that school year. Parents can also request that their child attends part-time until the child reaches compulsory school age in that school year. All children must join our school in the Reception Year, or a new application will need to be made for a Year 1 place.

Summer Born Children – Deferred Entry

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. Normally, this would be to join the school in Y1.

However, 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 taking into account the parent's views, information about the child's academic, social and emotional development, and whether they have previously been educated out of their normal age group. In reaching their decision, Governors will also take into account the views of the Headteacher.

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. The Governors will respond to this request prior to the offer of a place being made. If the request is agreed to, the application for the child’s normal age group can be withdrawn for that year before the place is offered.

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.

Where Governors agree 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) Governors will process the application as part of the main admissions round.

Parents’ statutory right to appeal against the refusal of a place at a school for which they have applied does not apply if they are offered a place at the school but it is not in their preferred age group.

HOW PLACES ARE OFFERED

A child with a Statement of Special Educational Need or an Educational Health Care Plan which names the school will be admitted, in accordance with section 324 of the Education Act 1996.

In the event of there being more applications than available places, the following over-subscription criteria will be applied, with Category 1 having the highest priority and so on;

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.
Category 2	Children who have a sibling who will be attending the school at the time of entry.
Category 3	Children who at the time of entry are living within the ecclesiastical parish of Hormead with Wyddial. (This area includes the villages of Great Hormead, Little Hormead, Hare Street and Wyddial). The website www.achurchnearyou.com is a useful check for parish of residence.
Category 4	Children who at the time of entry are living in any of the following parishes which are part of the same overall benefice: Anstey, Brent Pelham and Meesden. The website www.achurchnearyou.com is a useful check for parish of residence.
Category 5	Children living outside the areas defined in categories 3 and 4 where one or more of whose parents/guardians have, at the time of application, and for a period of one year previously, attended public worship at a Church of England Church, at least once in each calendar month for at least one year prior to application being made.
Category 6	Children living outside the area defined in categories 3 and 4 where one or more of whose parents/guardians have, at the time of application, and for a period of one year previously, attended public worship at a Christian Church of any denomination, at least once in each calendar month for at least one year prior to application being made.
Category 7	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 as described in their admissions literature and website. 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.

The Governors cooperate with the fair access policies of the LA. Where a twin or multiple birth child is offered the last available place the other twin or sibling(s) will be offered a place as an exception to the infant class size rule.

DEFINITIONS

In respect of Categories 1, 3, 4 and 5, the Governors use the same definitions as the LA, set out in their admissions literature and website ([click here to view their website](#)).

Category 1 Children in public care (Children looked after).

Category 2 “Sibling”

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, and in every case, the child should be living at the same address. The sibling must be in the school at the time of the application and be likely to remain in the school at the proposed date of admission.) Every effort will be made to accommodate twins and other ‘multiple-birth’ applications.

Categories 3 and 4 Home Address

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

Categories 6 and 7 Church Attendance

The governors define a ‘Christian’ Church to be one which is a member of Churches Together in England or the Evangelical Alliance. Applicants in these categories will be required to provide evidence of their attendance from their Parish Priest/Minister, by asking them to complete a Clergy Reference Form.

UNSUCCESSFUL APPLICATIONS: 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. If they wish to appeal parents should contact the Hertfordshire LA Customer Focus team.

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 (waiting) list

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 over-subscription criteria. If a place becomes available in the School, it will be offered to the child that best meets the published admission rules.

REVIEW OF THIS POLICY

This policy is correct for the dates listed in its title. Future and past policies may differ. The Admissions Policy for our school is reviewed annually by the Governing Body.



Hormead First and Nursery School

Supplementary Information Form

Please return this form by 15th January 2020



Your Child's Details

Name of Child (in full) _____

Date of Birth _____

Male/Female (delete as appropriate)

Applicant Details

Mr/Mrs/Miss/Ms/Other _____

Name _____

Address _____

Post Code _____

Telephone Number _____

Relationship to child _____

Please state under which category of the Admissions Policy you are making this application.

Categories:

1. Children Look After
2. Siblings
3. Live in Ecclesiastical Parish
4. Live in Benefice
5. Attend C of E Church
6. Attend public place of Worship
7. Any Other Children.

Further Information

Applications for Looked After Children will need to provide confirmation that they are in public care.

Applications under Category 2 should note here sibling's details:

Siblings Full Name _____ Date of Birth _____

Address if different from above _____

I confirm that the information I have given on this form is correct

Signed _____
(signature not required if returning by e-mail)

Full Name _____

Date _____

Please note that the commitment to a Christian Place of Worship form needs to be completed if applying under categories 5 and 6, return it to school.

Applying under Categories 5 or 6



Hormead First and Nursery School

Commitment to a Christian Place of Worship

Name of applicant for a place at Hormead First School _____

Name of Church attended by parents/carers _____

Address of Church _____

I confirm that _____ has attended regularly (at least once a month for the past six months) at _____

Signed _____ Priest/Minister

Name _____ Address _____

Date _____ Contact telephone number _____

Further statement if more than one church attended in the last six months.

Name of Church attended by parents/carers _____

Address of Church _____

I confirm that _____ has attended regularly (at least once a month for the past six months) at _____

Signed _____ Priest/Minister

Name _____ Address _____

Date _____ Contact telephone number _____