



# Norton St Nicholas CofE (VA) Primary School

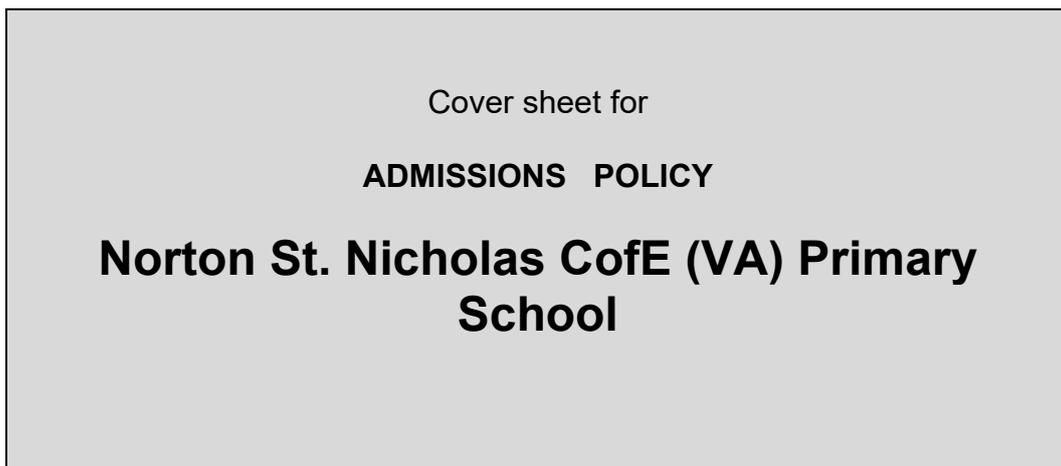
Norton Road, Norton, Letchworth Garden City,  
Hertfordshire SG6 1AG.



Headteacher: Mr S Cowdery

tel: 01462 623322  
fax: 01462 623355  
admin@stnicholas23.herts.sch.uk  
www.nortonstnicholas.co.uk

To educate and nurture our children, recognising their uniqueness, inspiring them to reach their full potential and enabling them to live a caring and successful life, guided by God's love.



## Policy Review

This policy will be reviewed in full by the Governing Body annually.

The policy was last reviewed and agreed by the Governing Body on 29 January 2020

The variation was agreed 22 October 2020 by Schools Adjudicator: Deborah Pritchard - Case reference: VAR1961

It is due for review January 2021

Signature

Date

Head Teacher Mr Steve Cowdery

Signature

Date

Chair of Governors Mrs Natalie Willbe





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## ADMISSIONS AND TRANSFER TO THE RECEPTION CLASS 2021-22

### ADMISSIONS POLICY

The Governors of the school are responsible in law for the admission of pupils. By agreement, and in co-operation with the Local Authority, the Governors will apply their admissions arrangements to all applications they receive. The Governors will then pass their allocation list to the Local Authority who will allocate final places by applying the ranking system.

Please note that admission arrangements for our Nursery and Reception classes are different. The admission arrangements detailed in this document do not apply for those being admitted into any nursery or pre-school provision. The school's nursery arrangements are outlined on the school website.

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 [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions).

All applications **must** be made on the **home** LA common application form. Parents/carers are requested to complete our Supplementary Information Form (SIF) if they are applying under categories 2 and 4 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. It is essential that parents follow exactly the timescale stipulated on the form as dates vary slightly from year to year. If you are applying for an In-Year place the application must be made to the LA. An In-Year Form can be accessed either at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or by contacting the Customer Service Centre on 0300 123 4043.

The school provides for the admission of all successful applicants who have reached their 4<sup>th</sup> birthday by the beginning of September 2021. However, please note the following:

- These arrangements do not apply to our nursery intake.
- Parents of children who are admitted to a nursery provision at a school must apply in the normal way for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery does not guarantee admission to the school.
- Attendance at our nursery does not guarantee a place in reception

**There are 30 places available (Admission Number 30). In the event of over-subscription the Governors have adopted the following admissions policy. Where there are more applications than places, children will be allocated places according to the following policy and priority order:**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit children with an EHC (Education, Health and Care) Plan that names the school. The school does not have any specific units or facilities for pupils with physical disabilities. As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

**Priority order:-**

(1) Children Looked After and children who were previously looked after, but ceased to be so because they were adopted, or became subject to a child arrangement order, or a special guardianship order.

(2) a) Children whose parents/ guardians are frequent\* (see definitions) worshippers, who at the time of application worship frequently and have done so for a minimum of three years at the churches of St. Nicholas or St. George's in the parish of Norton. Written confirmation is required from the parish priest/minister.

Or

b) Children whose parents or guardians have moved into the Parish of Norton (see notes) within the three years prior to application and who have attended frequently\* at another church belonging to the Churches Together or Evangelical Alliance and who are now frequent\* worshippers at St. Nicholas or St. George's in the parish of Norton for a combined total of at least three years. Written confirmation is required from the parish priests/ministers.

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 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 premises have been available for public worship

(3) Children with a sibling\* (see definitions) attending the school at the time of application.

(4) Children whose parents/ guardians permanently live in the Parish of Norton (see notes) and who at the time of application worship frequently\* and have done so for a minimum of three years at a church belonging to the Churches Together or Evangelical Alliance. Written confirmation is required from the parish priest/minister.

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 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 premises have been available for public worship

(5) Children of staff\* (see definitions) who have been employed for a minimum of two years continuous service at the time of application and who are the biological or adoptive parent, or who have other legal responsibility for that child, or who have been cohabiting with the parent of the child throughout the two year qualifying period. The child must reside at the same permanent address of the staff member at the time of application. Clarification evidence will be requested.

(6) Those children whose home is closest to the school as measured using the computerised, 'straight line', mapping system; Governors obtain all the measurements from HCC (as described in their admission literature and website).

When there is a need for a tie break where two different addresses are 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. 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 tie break the random number is used to allocate the place, with the lowest number given priority.

#### **Please note:**

- ***attendance at the nursery does not guarantee entry to the main school;***
- ***if you have more than one child going through the application process at the same time, you must make a separate application for each of them;***
- ***we follow the same application procedure as the County Council as described in their admissions literature and website;***
- ***the school participates in the county council's Fair Access protocol and children will be admitted under the Fair Access Protocol before children on the Continuing Interest list, and also above the PAN if necessary.***
- ***the school will admit over the published admission number when a single twin/multiple birth child is allocated the last place at a school.***

#### **If you are unsuccessful in applying for a place:**

After places have been offered, Hertfordshire County Council, on behalf of the Governors of the school will maintain a continuing interest (waiting) list. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (21 July 2021). To retain a CI application after this time, parents must make an In Year application.

#### **Appeals:**

Parents wishing to appeal who applied through Hertfordshire's online system should log into 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 Admissions**

The school is part of In year Co-ordination; therefore please refer to the HCC website at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) where parents you will find all the necessary information and an application form.

The county council will write to you with the outcome of your In Year application and if you have been unsuccessful will include details to enable you to login and appeal online at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

The school will remain part of the county council's coordinated In Year admissions scheme. Application forms can be accessed via [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions) or from the Customer Service Centre, 0300 123 4043. Parents should return the application form direct to the County Council

### **Definitions:**

#### **Looked after children – as defined by LA**

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 rule 1. Highest priority will also be given to 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.

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 rule 1.\*

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

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 Rule 1.

Children who were not "looked after" **immediately** before being adopted, or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under rule 1.

\* 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.

#### **Special guardianship – the school uses the Hertfordshire County Council definition**

This is an order made by the court that places a child or a young person to live with someone permanently and gives legal status for non-parents who are or wish to care for that child or young person in a long term secure placement.

The Adoption and Children Act 2002 introduced special guardianship and special guardianship orders.

#### **Siblings - the school uses the Hertfordshire County Council definition**

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 school roll of the named school at the time of application. 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 very short term or bridging foster placement.

### **Home address – the school uses the Hertfordshire County Council definition**

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 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.

### **Frequent/ frequently**

Shall mean attending a service on average at least twice a month in each calendar year.

### **Parish of Norton**

The Parish of Norton can be confirmed using the online mapping tool offered by the Church of England at [www.achurchnearyou.com](http://www.achurchnearyou.com)

### **Staff**

Anyone permanently employed by the school where the school holds the contract. The child must reside at the same permanent address of the staff member at the time of application. Clarification evidence will be requested.

### **Home to school distance measurement for purposes of admissions:**

A 'straight line' distance measurement is used for all home to school distance measurements for admission allocation purposes. 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 details a nationally recognised method of identifying the location of schools and individual residences.

### **Further guidance notes:**

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 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 premises have been available for public worship

### **In the case of overseas worship**

In cases where a family has lived and worshipped overseas and subsequently lived in the parish of Norton less than three years prior to application, the Governors will seek to verify that the overseas church subscribes to the doctrine of the Holy Trinity and will waive the time requirement of frequent worship taking a reasonable view of church attendance based on the evidence available.

### **Age of Admission and Deferral of Places**

The school's policy is that 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.

Any parents wishing to take up a part-time place or deferred entry should contact the school to discuss their child's requirements. If your child was born between 1 April and 31 August 2017, and you do not believe they will be ready to start Reception in the 2021/22 please contact the school to discuss your child's requirements.

In the first instance discuss your situation with the Headteacher. Following this discussion formally write to the Governing Body detailing your request and reasons for stated request. The Governing Body will meet to discuss the individual needs of every 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. Decisions will be communicated to parents in writing directly from the Chair of Governors. Parents wishing to make such a request are advised to do so prior to application. If accepted the application will be considered alongside all other Reception applications that year and there is no guarantee a place will be offered.

### **Children Out of Year Group**

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.

\*Advice on the admission of summer born children" December 2014

### **Fraudulent applications:**

The school, in liaison with Hertfordshire County Council, will do as much as possible to prevent applications being made from fraudulent addresses. Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided.

Action will be taken in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant
- When the applicant does not have parental responsibility
- When a family move shortly after the closing date of applications when one or more of the following applies:
  - The family has moved to a property from which their application was less likely to be successful
  - The family has returned to an existing property
  - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period
  - Council tax information shows a different residence at the time of application
  - When a child starts at the allocated school and their address is different from the address used at the time of application

**Reviewed and agreed: 29 January 2020 This policy has been reviewed and has been assessed as being compliant with the requirements of the Equality Act 2010**