

 <p>Offley Endowed Primary School</p>	Offley Endowed Primary School Policy	Policy No: Pol: Adm Issue: 6 Review Date: 21/07/2021	
Policy Title:	Admissions 2021 - 2022	Users:	Staff, Governors Parents

By agreement, and in co-operation with the Local Education Authority, the governors will apply their admissions policy criteria to all applications equally in accordance with the ranking system known as 'categories' on the next page.

Delegation of Authority

The governors delegate to the Headteacher the authority to oversee the implementation of the admissions policy, but the GB remains responsible for all decisions regarding applications for a place at the school.

Reception

Admission to Offley Endowed Primary School is the responsibility of the Governors and they will consider applications for children to be admitted to the school from the September of the academic year in which their fifth birthday occurs. The Governors are able to admit up to 20 children to the reception class. All children, wherever they reside, are welcome to apply to Offley School.

Places will be allocated in the following order:

1. Children in Public Care including 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.
2. Children living in the parishes of Lilley and Offley
3. Children who will have a sibling in the school at the time of admission
4. Children whose parents or guardians worship at the parish churches of Offley or Lilley on at least one occasion every month, and have done so for the year prior to application – non-attendance due to Covid restrictions will be taken into consideration
5. Children whose parents or guardians worship at a neighbouring Anglican church on at least one occasion every month, and have done so for the year prior to application – non-attendance due to Covid restrictions will be taken into consideration
6. Children whose parents or guardians worship at a neighbouring non-Anglican Christian church on a least one occasion every month, and have done so for the year prior to application – non-attendance due to Covid restrictions will be taken into consideration
7. Any other children

<i>Ruth Ryden - Chair of Governors</i>	<i>Mr P Edwards- Headteacher</i>
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Additional Information

Section 324 of the Education Act 1996 requires the governing body of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education Health and Care) Plan that names the school.

Offley Endowed School cooperates fully with the LA's Fair Access Protocol for children who are hard to place.

Every effort will be made to accommodate twins and other 'multiple birth' applications whenever practically and legally possible, if the last available place is offered to one of a multiple birth family the rest can be admitted as permitted 'exceptions' to the Key Stage One legislation.

In the event of over-subscription in any one of the above categories, the tie-break will be distance from the school, measured using the computerised, 'straight line', mapping system operated by Hertfordshire County Council as described in their admissions literature and website

In respect of the following categories, the governors use the same definitions as the Local Authority (LA), set out in their booklet 'Starting School'.

Category 1 A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their of their social services functions (ref section 22(1) of the Children Act 1989).

'Previously looked after children': A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, child arrangement, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. 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 3 "Sibling" Children who have a sibling on the roll of the school or at the time of application.

Categories 5, 6, 7 If applying under these categories please ask the priest or minister to sign the supplementary form verifying the required level of attendance. By 'non-Anglican Christian church' the governors mean a church which is a member or is eligible for membership of Churches Together in England or the Evangelical Alliance



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To apply for a place at Offley School, please contact www.hertfordshire.gov.uk/admissions or the Customer Service Centre on 0300 123 4043.

If you are applying under rules 1, 5, 6 and 7, please complete the Supplementary Information Form (SIF) available from the school office. If a SIF is not completed, the Governing Body will apply their admission arrangements using the information submitted on the County Application Form only, which may result in your application being given a lower priority.

Older Children

Applications for the admission of children to older age groups may be made to the Headteacher at any time, but the acceptance of a child will be possible only when there is a vacancy in the relevant age group class. All 'in year' applications will be managed by the LA on behalf of the school, but a SIF is still requested – (information and an online form is available at www.hertfordshire.gov.uk/admissions or from the Customer Service Centre on 0300 123 4043).

Continuing Interest List

In the event of more applications than available places the governors will maintain a continuing interest 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.

Parents are requested to inform the governors if they wish their child's name to be removed.

Appeals

Hertfordshire parents wishing to appeal who applied online should log on to 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.



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Deferring A Place in Reception:

Offley Endowed School's Policy is that children born on and between 1st Sept 2016 and 31st August 2017 would normally start primary school in Reception in the academic year beginning 2021.

Parents can defer the date their child is admitted to school until later in the same academic year or until the term in which the child reaches compulsory school age. Summer born children are only able to "defer" entry to Reception class until the beginning of the final term of the school year for which the offer was made.

Where parents wish, children can attend part-time until they reach compulsory school age. Any parents wishing to take up a part-time place or deferred entry must contact the Head teacher, preferably before application, to discuss the child's requirements.

The governing body, through a panel process, will decide whether the application will be accepted on the basis of the information submitted. The panel make decisions based upon the circumstances of each case including the view of parents, the head teacher's views, 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 school.



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Appendix 1:

SUPPLEMENTARY INFORMATION SHEET

NAME OF CHILD:

DATE OF BIRTH:

NAME OF PARENT/CARER:.....

PERMANENT HOME ADDRESS:
.....
.....
.....

HOME TEL.....

Does this child have a statement of Special Educational Needs or EHCP? YES/NO

Is this child in Public Care (CLA)? YES/NO

For inclusion in category 3 of the admissions policy, please give details of your other children who will be attending the school in September 2021:

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For inclusion in categories 4, 5 and 6 of the Admissions policy **only**, please fill in the following:

NAME OF CHURCH:

NAME OF VICAR:

SIGNATURE OF VICAR:

.....

SIGNATURE OF PARENT/CARER

.....

DATE: