

DETERMINED ADMISSIONS POLICY FOR ENTRY INTO THE MAIN SCHOOL IN 2021/2022

Park Street School is a Church of England Primary School and Nursery, linked with Holy Trinity Church, Frogmore. If you would like to know more about the school, please ask for a prospectus or telephone for an appointment to visit the school.

Responsibility for admissions lies with the School Governors. It is their policy, where possible, to admit to the school all children whose parents would like them to come and who are happy to accept the definite Christian ethos of the school. **To apply for a place at this school you must either apply on-line at www.hertfordshire.gov.uk/admissions or complete the Common Application Form from the Local Authority (Hertfordshire). You are also requested to complete the school's Supplementary Information Form (SIF).** This can be found on the school's website or from the school office. Without the latter form the Governors will be unable to apply their criteria and your application, although valid may receive a lower ranking.

The School currently has a Published Admission Number of 30.

The Governors will offer a place to a child with an Education, Health and Care Plan which names the school.

If the school is oversubscribed the Governors will apply the following **admissions criteria**:

- 1. Children who are or have been in the care of a local authority. This includes children who were looked after but immediately after being looked after became subject to an adoption, child arrangement or special guardianship order. (See Note 1)**
- 2. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. This includes children previously from abroad who were cared for by the state because he or she would not otherwise have been cared for adequately and subsequently adopted. (See Note 2)**
- 3. Children with a sibling who will be enrolled in the school at the time of admission. (See Note 3)**
- 4. Children whose parents/guardians regularly worship at Holy Trinity Church, Frogmore and whose application is verified by the Vicar. (See Note 4)**
- 5. Children who live in the ecclesiastical parish of Frogmore which includes Park Street, How Wood, Frogmore and Colney Street or the adjoining ecclesiastical parishes of St Stephens, St Peters, London Colney, Shenley, Radlett, Bricket Wood or Aldenham (see map) and whose parents/guardians regularly worship at any other Christian Church and whose level of attendance is verified by their Minister. (See Note 5)**
- 6. Children of staff at the school. (See Note 6)**
- 7. Children who do not meet the above categories.**

In the last few years we have taken children from categories 1-5 and 7.

It must be understood that an offer of a place is always subject to there being room in the Reception class. 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 the distance from the school measured using "a straight line distance. 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 distances are equal a tie breaker that involves names being picked out at random by an independent person will come into play. 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. If a place becomes available in the school it will be offered to the child that best meets the published admission rules at that time. All 'in year' applications are managed by the school, but a **SIF** is still requested. Parents are requested to inform the Governors if they wish their child's name to be removed. The Governors will maintain the list until the end of the academic year. The school will inform you of the outcome of your In Year application. If you have been unsuccessful, Hertfordshire County Council will contact you with registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals. If there are fewer applications than places available, the school will allocate places to all who have applied.

Parents who have not been allocated a place for their child in the Reception class have the right of appeal to an independent panel. Parents wishing to appeal who applied online should log on 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 and click on the link "log into the appeals system".

A repeat application within the same academic year will not be considered by the Governors unless there has been a significant change in circumstances.

The Governors cooperate with the LA in applying the Fair Access protocol for children who are hard to place in school. Every effort will be made to accommodate twins and other 'multiple birth' applications. Where the 30th child admitted is a twin or multiple birth the other twin or sibling(s) will be admitted as exceptions to the infant class size rule.

Parents of children admitted to nursery provision must apply for a place at the school if they want to apply to the Reception class. Attendance at the Nursery does not guarantee admission to the school.

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. Parents can request part-time attendance until the child reaches compulsory school age. Summer born children may only have admission deferred until the start of the summer term. If parents do not take up the offered place before the start of the summer term of the school year of entry, then they would have to re-apply for a place in Year 1.

Where a parent of a 'summer-born' child (1 April – 31 August) wishes their child to start school in the autumn following their fifth birthday, the Governors will consider the request.

However if parents wish such a child to be educated "out of year group", ie 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. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group.

All such 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 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 a parent's request has been agreed, they must make a new application as part of the main admission round the following year.

Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

Note 1 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 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. (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.

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. Applications made for these children, with suitable supporting professional evidence, can be considered under Rule 2.

Note 2 Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

- a. Specific recent professional evidence that justifies why only this school can meet a child's individual needs, and/or
- b. Professional evidence that outlines exceptional family circumstances making clear why only this school can meet the child's needs

- c. If this school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate
- d. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only this school essential.

Evidence should make clear why only this school is appropriate. Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only the named school can meet the social/medical needs of the child.

Applications for children previously "looked after" but not meeting the specific criteria outlined in Rule 1, may be made under this rule. **This includes children previously from abroad who were cared for by the state because he or she would not otherwise have been cared for adequately and subsequently adopted.** Governors decide the outcome of all Rule 2 applications.

Note 3 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.

*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.

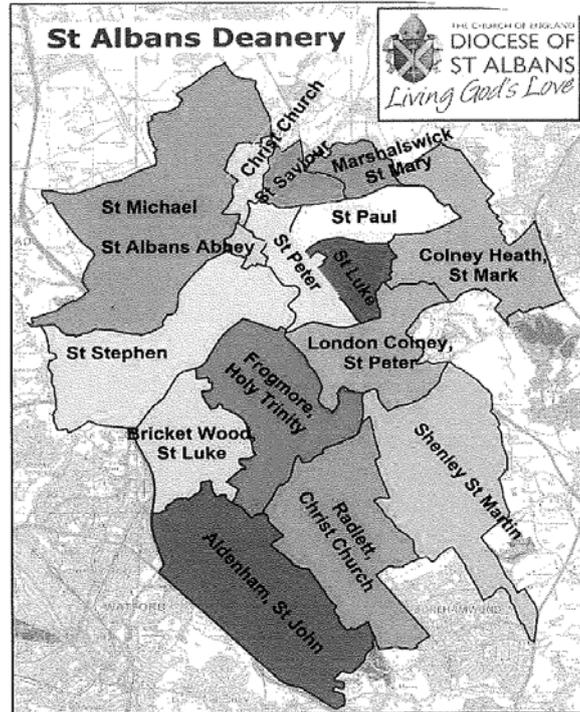
** A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

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

Note 4 'Regular Worship' is intended to signify membership of and commitment to Holy Trinity Church, Frogmore. Parents are deemed to be 'regular worshippers' if they attend services at Holy Trinity Church; at least once a month; for the **12 months before the closing date for applications.**

Note 5 'Regular Worship' is intended to signify membership of and commitment to a particular Christian Church. By 'Christian Church' we mean a local church or congregation in one location which is a member of, or is eligible for membership of Churches together in Britain and Ireland or the Evangelical Alliance. Parents are deemed to be 'regular worshippers' if they attend services at one specific church; at least once a month; for the **12 months before the closing date for applications.** The church must be named on the application form, and contact details given. In the event that there has been a change of church during the 12 month period, the applicants should provide the same information for the second church on a separate sheet. On receiving an application under this criterion, with church details supplied, the school will contact the church minister to check that this criteria has been correctly understood and applied.

Note 6 Children of staff at the school relates to children of all staff, irrespective of whether full time or part time, teaching staff or support staff. Children must reside at the same address as the member of staff.



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PARK STREET

CHURCH OF ENGLAND PRIMARY SCHOOL AND NURSERY

APPLICATION FORM

**for a child starting other than as a new entrant
into Nursery or Reception**

Branch Road
Park Street
St Albans
AL2 2LX

Telephone 01727 872158
Fax 01727 875477
www.parkstreetprimary.org.uk

Park Street is a Church of England Primary School and Nursery, linked with Holy Trinity Church, Frogmore. If you would like to know more about the school, please ask for a prospectus or telephone for an appointment to visit the school.

Responsibility for admissions lies with the School Governors. **To apply for a place at this school please complete this application form and return it to the school office.**

The School currently has a Published Admission Number of 30.

If a place becomes available in a year group the Governors will apply the following admissions criteria:

1. Children with an Education, Health and Care Plan which names the school.
2. Children looked after and 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).
3. Children for whom it can be demonstrated that they have a particular medical or social need to go to Park Street School.
4. Children with a sibling who will be enrolled in the school at the time of admission.
5. Children whose parents/guardians regularly worship at Holy Trinity Church, Frogmore and whose application is verified by the Vicar (see Note 1).
6. Children who live in the ecclesiastical parish of Frogmore which includes Park Street, How Wood, Frogmore and Colney Street or the adjoining ecclesiastical parishes of St Stephens, St Peters, London Colney, Shenley, Radlett, Bricket Wood or Aldenham and whose parents/guardians regularly worship at any other Christian Church and whose level of attendance is verified by their Minister (see Note 2).
7. Children who do not meet the above categories.

Where the application of the above criteria results in a situation where there are more children with an equal right to admission than the number of available places, priority will be given to those who live nearest to Park Street School as measured in a straight line.

<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/research-a-school/measuring-home-to-school-distance.aspx>

Criteria 1, 2 or 3

Please provide supporting professional evidence.

Note 1

'Regular Worship' is intended to signify membership of and commitment to Holy Trinity Church, Frogmore. Parents are deemed to be 'regular worshippers' if they attend services at Holy Trinity Church, **at least once a month for the 12 months before the closing date for applications.**

Note 2

'Regular Worship' is intended to signify membership of and commitment to a particular Christian Church. By 'Christian Church' we mean a local church or congregation in one location which is a member of, or is eligible for membership of Churches together in Britain and Ireland or the Evangelical Alliance. Parents are deemed to be 'regular worshippers' if they attend services at one specific church, **at least once a month for the 12 months before the closing date for applications.** The church must be named on the application form, and contact details given. In the event that there has been a change of church during the 12 month period, the applicants should provide the same information for the second church on a separate sheet. On receiving an application under this criterion, with church details supplied, the school will contact the church minister to check that this criteria has been correctly understood and applied.

Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or of benefit to your child, and your local children's centre who support the local authority by assisting families to access the services that children are entitled to.

**PARK STREET CofE PRIMARY SCHOOL AND NURSERY
APPLICATION FORM**

CHILD'S DETAILS			
First name:			
Middle name:			
Family name:			
Date of Birth:		Gender:	M/F
NHS number:			
Child's permanent home address: Please supply a recent (within the last 3 months) original utilities bill or equivalent			
Special Educational Needs Does your child have an Education, Health and Care Plan which names the school	Yes/No		
Children in Public Care Is your child looked after, or was previously looked after and is now adopted or with a child arrangement or special guardianship order	Yes/No		
Social or medical reasons Does your child have a particular medical or social need to go to Park Street School	Yes/No		
If you have a sibling at this school, please enter their name and date of birth:			
Children whose parents/guardians regularly worship at Holy Trinity Church (Criteria 5)	Yes/No		
Children whose parents/guardians live in the ecclesiastical parish of Frogmore or the adjoining parishes and regularly worship at any other Christian Church (Criteria 6)	Please provide name, address and telephone number of the parish priest or minister		

PARENTS DETAILS		
Parent/Carer 1		Parent/Carer 2
Title:		
Forename:		
Surname:		
DOB:		
National Insurance Number:		
National Asylum Support Service (NASS) Number (if applicable):		
Email address:		
Telephone numbers: Daytime Mobile		
Name, full address and telephone number of current school		
OFFICE USE ONLY:	Date Received:	
	Distance:	

I confirm that the information I have given on this form is complete and accurate. I understand that if any part of this completed application form is found false the offer of a place will be withdrawn.

Should my child be accepted as a pupil, I agree to abide by the School Aims and methods of working.

Signature of parent/carers: _____ Date: _____

Please see overleaf for information

Please return this form to the school office



PARK STREET

CHURCH OF ENGLAND PRIMARY SCHOOL AND NURSERY

SUPPLEMENTARY INFORMATION FORM
for admission to Reception in 2021/2022



Branch Road
Park Street
St Albans
AL2 2LX

Telephone 01727 872

Fax 01727 875477

www.parkstreetprimary.org.uk

Park Street School is a Church of England Primary School and Nursery, linked with Holy Trinity Church, Frogmore. If you would like to know more about the school, please ask for a prospectus or telephone for an appointment to visit the school.

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In the last few years we have taken children from categories 1-5 and 7.

It must be understood that an offer of a place is always subject to there being room in the Reception class. 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 the distance from the school measured using "a straight line distance. 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 distances are equal a tie breaker that involves names being picked out at random by an independent person will come into play. 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. If a place becomes available in the school it will be offered to the child that best meets the published admission rules at that time. All 'in year' applications are managed by the school, but a SIF is still requested. Parents are requested to inform the Governors if they wish their child's name to be removed. The Governors will maintain the list until the end of the academic year. The school will inform you of the outcome of your In Year application. If you have been unsuccessful, Hertfordshire County Council will contact you with registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals. If there are fewer applications than places available, the school will allocate places to all who have applied.

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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. Parents can request part-time attendance until the child reaches compulsory school age. Summer born children may only have admission deferred until the start of the summer term. If parents do not take up the offered place before the start of the summer term of the school year of entry, then they would have to re-apply for a place in Year 1.

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basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group. All such 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 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.

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- a) In the care of a local authority, or
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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. Applications made for these children, with suitable supporting professional evidence, can be considered under Rule 2.

Note 2 Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

- a. Specific recent professional evidence that justifies why only this school can meet a child's individual needs, and/or
- b. Professional evidence that outlines exceptional family circumstances making clear why only this school can meet the child's needs
- c. If this school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate
- d. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only this school essential.

Evidence should make clear why only this school is appropriate. Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only the named school can meet the social/medical needs of the child.

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Note 3 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.

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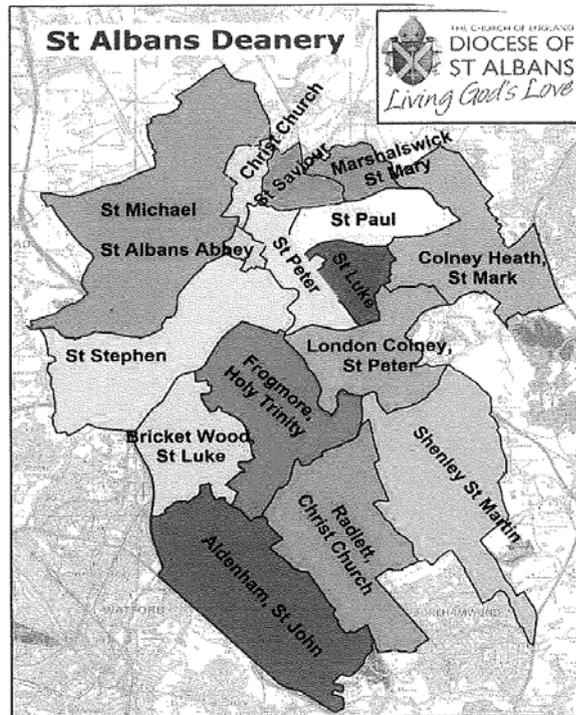
In year admissions: the sibling may be in the school's final year as long as they will still be in attendance at the time of admission.

Note 4 'Regular Worship' is intended to signify membership of and commitment to Holy Trinity Church, Frogmore. Parents are deemed to be 'regular worshippers' if they attend services at Holy Trinity Church; at least once a month; for the **12 months before the closing date for applications.**

Note 5 'Regular Worship' is intended to signify membership of and commitment to a particular Christian Church. By 'Christian Church' we mean a local church or congregation in one location which is a member of, or is eligible for membership of Churches together in Britain and Ireland or the Evangelical Alliance. Parents are deemed to be 'regular worshippers' if

they attend services at one specific church; at least once a month; for the **12 months before the closing date for applications**. The church must be named on the application form, and contact details given. In the event that there has been a change of church during the 12 month period, the applicants should provide the same information for the second church on a separate sheet. On receiving an application under this criterion, with church details supplied, the school will contact the church minister to check that this criteria has been correctly understood and applied.

Note 6 Children of staff at the school relates to children of all staff, irrespective of whether full time or part time, teaching staff or support staff. Children must reside at the same address as the member of staff.



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**PARK STREET CofE PRIMARY SCHOOL AND NURSERY
APPLICATION FORM**

CHILD'S DETAILS			
First name:			
Middle name:			
Family name:			
Date of Birth:		Gender:	M/F
NHS number:			
Child's permanent home address: Please supply a recent (within the last 3 months) original utilities bill or equivalent			
Social or medical reasons Does your child have a particular medical or social need to go to Park Street School	Yes/No		
If you have a sibling at this school, please enter their name and date of birth:			
Children whose parents/guardians regularly worship at Holy Trinity Church (Criteria 5)	Yes/No		
Children whose parent works at Park Street School	Yes/No		
Children whose parents/guardians live in the ecclesiastical parish of Frogmore or the adjoining parishes and regularly worship at any other Christian Church (Criteria 6)	Please provide name, address and telephone number of the parish priest or minister		

PARENTS DETAILS		
Parent/Carer		
Title:		
Forename:		
Surname:		
DOB:		
Address (if different to child's address):		
Email address:		
Telephone numbers: Daytime Mobile		
OFFICE USE ONLY:	Date Received:	
	Distance:	

I confirm that the information I have given on this form is complete and accurate. I understand that if any part of this completed application form is found to be false the offer of a place will be withdrawn.

Should my child be accepted as a pupil, I agree to abide by the School Aims and methods of working.

Signature of parent/carers: _____ Date: _____

Please return this form to the school office by