

**Diocese of St Albans**  
**St. Bartholomew's Church of England**  
**Primary School**  
**ADMISSIONS POLICY**  
**YEAR OF ENTRY 2021**  
**RECEPTION YEAR**

## **INTRODUCTION**

St. Bartholomew's School ("The 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 planned admission number of 15 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 Local Authority or LA, Hertfordshire, 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.

The closing date for admission application forms to be received by the home Local Authority is as advertised by that authority. 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 <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) only if they are applying under the Category 3 criteria.

### **Age of admission and deferral of places**

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:

- a 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. For summer born children of Reception age requesting to start school a year late as opposed to making an In Year application for Year 1, governors will take into account the circumstances of the case.
- b Parents can request part time attendance until the child reaches compulsory school age. Summer born children applying for Reception places cannot ordinarily 'defer' entry to Year 1; a new In Year application for a Year 1 place will need to be made.

### **Reception intake and summer born children**

The school follows Hertfordshire's County policy

Hertfordshire County policy states:

Legally, a child does not have to start school until the start of the term following their fifth birthday. Children born between 1 April 2017 and 31 August 2017 are categorised as "summer born" and if parents/carers do not believe that their summer born child is ready to join Reception in 2021 they should contact the school for guidance before making an application.

Summer born applications that are delayed for a year (for entry in September 2022) will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered. If parents wish to delay their application for a Reception place they are advised to discuss their child's needs/development with their current early years or nursery provider. If parents wish their child to remain in their existing nursery school or class for a further year (rather than moving into the Reception year group) they must let their current school know before the end of the Spring term in 2021 (before the Easter break).

### **Children out of year group (except applications for Reception summer born)**

For children in other year groups, St. Bartholomew's School follows Hertfordshire's policy on children out of year group. This is published as part of the county's scheme of coordination.

'Hertfordshire County Council'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 head teacher, 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 Head teacher and senior leadership of the school.

This policy is available at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions).

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

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an EHC (Education, Health and Care) Plan that names the school.

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

Category 1 Children who are in public care (“looked after” children) or children who were previously ‘looked after’ (children who ceased to be ‘looked after’ because they were adopted or became subject to a child arrangement or special guardianship order).  
Written supporting evidence should be supplied, at the time of application, from the relevant LA.

Category 2 Children who have siblings in the school at the time of admission.

Category 3 On very exceptional social or medical grounds

Category 4 Children who at the time of the application have their home address either within the Ecclesiastical Parish of Wigginton or Osborne Way or the extension to Highfield Road known as “Upper Tring Park Road” (as marked on the plan available at the school). The Ecclesiastical Parish can also be checked via the website [www.achurchnearyou.com](http://www.achurchnearyou.com) and also see map below.

Category 5 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**. HCC’s ‘straight line’ distance measurement system is used for all home to school distance measurements. 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.

The governors cooperate with HCC’s Fair Access Protocol clarifying that FAP children will be admitted above those on the schools continuing interest list, even if the school is full.

Where the last available place is offered to a twin or multiple birth child the other twin or multiple birth sibling(s) will be admitted as exceptions 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.

**Category 1 “Children in public care”** (Children looked after). Children looked after by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order).

Adopted children must have been previously looked after by an English or Welsh local authority.

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 this rule.

Evidence needed – include a letter or document from your child’s social worker, advisory teacher or other professional as evidence.

**Category 2 “Sibling”** Children who have a sibling on the roll of the school at the time of the application.

A sibling includes a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer or partner, children looked after or previously looked after. This doesn’t include children temporarily living in the same house. For example, a looked after child in a short term foster or bridging placement.

In every case, the sibling must be living permanently in the same family home (at least Monday to Friday).

A sibling must be on the roll of the named school at the time of application (and when child starts), or have been offered and accepted a place.

**Category 3** On very exceptional social or medical grounds. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

All Hertfordshire schools can support children with a wide range of additional needs and are expected to accommodate severe medical needs.

An application made under Category 3 should clearly demonstrate why the school applied for is the **only one** that can meet your child’s need in a way that no other school can.

Evidence needed –

- Recent independent objective evidence, for example from a doctor, psychologist, social worker or other professional involved with your child.
- Professional evidence that outlines exceptional family circumstances making clear why only one school can meet your child’s needs.
- If the requested school is not the nearest school to your child’s home address, give specific reasons why closer schools will not meet your child’s needs.

- Evidence must relate specifically to the school being applied for under Category 3.

A Governors' admission panel will decide whether the evidence provided is enough to meet the requirements for this rule. All evidence must be sent to the school at the time of application to be considered.

**Category 4** Children who at the time of the application have their home address either within the Ecclesiastical Parish of Wigginton or Osborne Way or the extension to Highfield Road known as "Upper Tring Park Road" (as marked on the plan available at the school). The Ecclesiastical Parish can also be checked via the website [www.achurchnearyou.com](http://www.achurchnearyou.com) and also see map below.

**Category 5** Any other children. Children for whom it is their nearest school. If you don't include your nearest school in your school preferences then you won't be considered under Category 5.

## UNSUCCESSFUL APPLICATIONS

### Appeals

Parents who have not been allocated a place for their child have the right of appeal to an independent panel.

- **For the Reception intake:** 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 <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/primary-junior-and-middle-schools/primary-school-appeals.aspx#> and click on the link "log into the appeals system".
- **For In Year Admissions:** The county council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to login and appeal online at <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/in-year-admissions-change-schools-during-the-year/in-year-appeals.aspx#>

### Continuing interest (waiting) list and 'in-year' applications

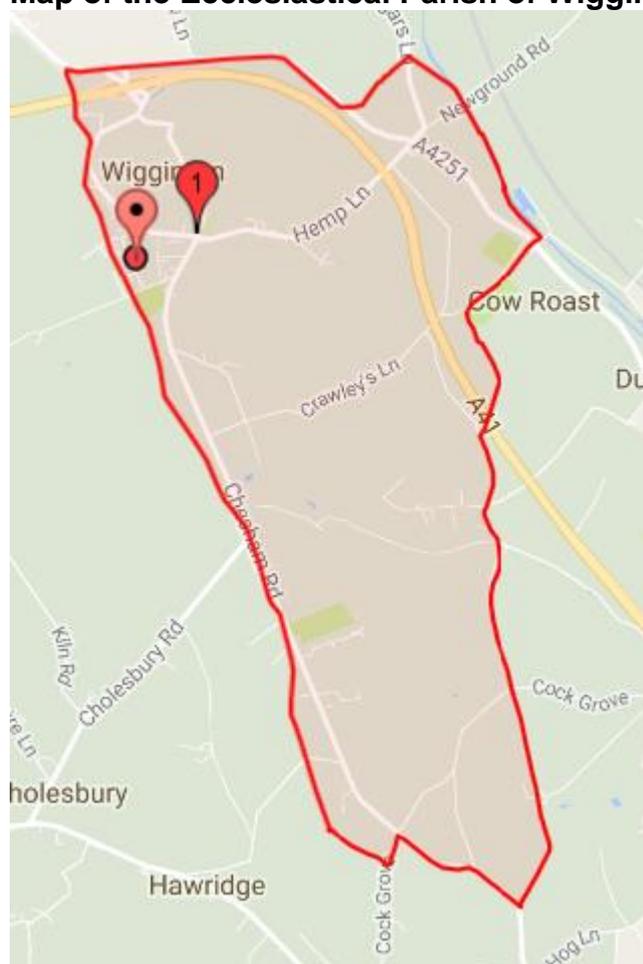
After places have been offered, Hertfordshire County Council will maintain the school's continuing interest (waiting) list. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child.

Determined by the Full Governing Body on 5<sup>th</sup> December 2019.

### Timescales for 2021/22 - Under 11s Admissions Round

Closing date for on time applications to be submitted to the LA	TBC
Statutory deadline for receipt of paper applications	TBC
Applications forwarded to F/VA schools and Academies	TBC
F/VA schools/Academies provide LA with ranked lists of applicants	TBC
Allocation information available to primary schools	TBC
Offer letters/emails sent	TBC
Date by which parents/carers may accept or reject place offered	TBC
Date by which parents/carers return appeal forms	TBC

### Map of the Ecclesiastical Parish of Wigginton



**ST BARTHOLOMEW'S CHURCH OF ENGLAND SCHOOL WIGGINTON**  
**Supplementary information Form**  
**Only needs to be completed if you applying under Category 3 (Social or Medical)**

Name of child .....

Date of birth.....

Name of  
Parents / Guardian .....

Address .....

.....

.....

Postcode.....

Telephone Number.....

E-mail address .....

Name of any other siblings currently at the school .....

Any particular medical or social need to go to this school

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Nursery/playgroup/school experience.....

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Are there any foods your child should not eat?.....

Please note the closing date for applications to be advised  
The closing date for appeals to be advised