



HERTFORDSHIRE COUNTY COUNCIL

TEWIN COWPER CHURCH OF ENGLAND PRIMARY SCHOOL VOLUNTARY AIDED

Determined Admission Arrangements 2021/22

Tewin Cowper Church of England Primary School is a Voluntary Aided Church of England School within the Diocese of St Albans. The governing Board of the school is the admission authority. The Governing Board will admit up to the admission number of 25 children into the reception year. The Governing Board is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie 30 pupils per class.

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 Board, 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 15th 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.

All applications **must** be made on the **home** LA common application form. Parents/carers are requested to complete our supplementary information form (SIF) and return it to the school office by the date given above. If a SIF is not completed the Governing Board 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.

The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2021. However 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. Summer born children (1 April – 31 August) 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.

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 Governing Board 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 Governing Board 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 admissions 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.

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

Children who have an Education Healthcare Plan which names the school, will be admitted to the school.

If there are more applicants for admission than there are places available at the school, the Governing Board will allocate the places in the following order of priority:

1. Children looked after and children who were previously looked after, but ceased to be so because they were adopted.
2. Children with a sibling at the school at the time of admission.
3. Children living within the parish of Tewin (as defined by the home address)
4. Children of parents who regularly attend at St Peter's Church, Tewin.
5. Children who live closest to the school as measured by a straight line.

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 place to the applicant;
- When the applicant does not have parental responsibility;
- When a family moves shortly after the closing date of applications when one or more of the following apply:
 - 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.

In Year Admissions

Parents can make an online in year application via the Hertfordshire County Council website www.hertfordshire.gov.uk/admissions or contact the Customer Service Centre on 03001234043 for a paper application form. Parents should return the application form direct to the County Council. Admission will depend on vacancies at the time in the relevant age group. Parents may seek a place for their child outside of their normal age group, for example; if the child is gifted and talented or has experienced problems such as ill health. Your admission arrangements must make clear the process for requesting admission out of the normal age group. Such applications will be considered by the Governing Board 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.

The Governing Board will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

Continued Interest

After places have been offered, the school's continuing interest (waiting) list will be maintained by Hertfordshire County Council. A child's position on the 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, on behalf of the school's governing Board, 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 (date to be confirmed). To retain a CI application after this time, parents must make an In Year application.

Appeals

Reception appeals –

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 www.hertfordshire.gov.uk/schoolappeals and click on the link “log into the appeals system”.

In Year Admission Appeals -

The County Council will write to you with the outcome of your application and if you have been unsuccessful, the County Council will write to you with registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals

Definitions and Explanatory Notes

The following definitions apply to terms used in the admissions criteria:

Children in public care (children looked after)

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 arrangement order¹ or a special guardianship order².

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.

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.

Definition of Sibling

A sibling is defined as: Sibling refers to 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 in the same family unit at the same address. A sibling must be on the roll of the named school at the time the younger child starts. 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.

Regular attendance at St Peter’s Church

This is defined as at least once a month for six consecutive months. Parents applying under this category must produce a letter of verification from the Priest in Charge.

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.

² 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.

Multiple births

The school will admit over the published admission number when a single twin/multiple birth child is allocated the last place in the relevant year group.

Home address

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.

Home to School Distance Measurement for Purposes of Admissions

A 'straight line' distance measurement is used in all home to school distance measurements for community and VC schools in Hertfordshire. 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.

Tie Break

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.



TEWIN COWPER CHURCH OF ENGLAND PRIMARY SCHOOL
VOLUNTARY AIDED

CANNONS MEADOW
TEWIN
HERTS
AL6 0JU

Telephone (01438) 717378 Fax (01438) 718586
email: admin@tewincowper.herts.sch.uk

ADMISSIONS
Supplementary Information Form

Please complete this form and return to the school office.
The closing date for applications is 15th January 2021

Application for a school place/Reception Class (please delete as necessary)

Child's Full Name

Date of Birth

Mother's Name

Father's Name

Sibling(s):

Name Date of birth
.....
.....

Child's Address

.....

Telephone Number

Does your child have a Education Healthcare Plan?: Yes/No

Is this child in Public Care? Yes/No

In accordance with the school's Admission Policy, I believe that this application should be considered under the following admission priorities.

1 2 3 4 5

Signature of Parent Date