

## **ALBURY C of E (VA) PRIMARY SCHOOL**

### **ADMISSIONS POLICY**

#### **FOR THE ACADEMIC YEAR 2015-2016**

The aim of Albury C of E (VA) Primary School is to provide a safe and stimulating environment for learning in which all members of our school community are able to develop a sense of self-worth, responsibility and fun, fulfilling their potential within a caring Christian community.

The school's in year admission arrangements will work within the remit of Hertfordshire's agreed scheme of in year coordination and the Hertfordshire County Council's Fair Access Protocol ([www.hertsdirect.org/services/edlearn/admissions/admininfo/appinyear/fap/](http://www.hertsdirect.org/services/edlearn/admissions/admininfo/appinyear/fap/)) The Governing Body remains responsible for the allocation of all places in accordance with the school's published admission rules but all applications for, and allocations to, the school must be made via a pupil's home authority. Albury Church of England Primary School admits 10 pupils to reception each September. This admission number has been agreed between the Governing Body and the Local Authority, Hertfordshire County Council, and applies to the year 2015/2016.

#### **Single Reception Intake**

- Parents of children admitted to nursery provision must apply for a place at the school if they want their children to apply to the reception class.
- Parents can request that the date their child is admitted to the school is deferred until later in the year or until the child reaches compulsory age in that school year.
- Parents can request that their child attends part-time until the child reaches compulsory school age.

The school does not have any specific units or facilities for pupils with particular special needs other than Soundfield systems in every room for hearing impaired children. There are no specific facilities for pupils with physical disabilities other than a disabled toilet and one level entrance. The school is however on a level site, and all the accommodation is on one floor. All classrooms may be entered without steps. As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds (ie 30 pupils per class).

Section 324 of the Education Act 1996 requires the governing bodies 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.

A part time place of 5 sessions a week for 3 terms commencing the term of the child's 4<sup>th</sup> birthday IS AVAILABLE in the Early Years Group. During the last half-term before becoming a full time pupil (at the beginning of the term in which they are 5) the children may attend for an additional afternoon by arrangement with the head teacher.

Children attending our nursery class normally transfer to the reception class but this cannot be guaranteed. Parents should be advised that admission to the reception class will be decided on eligibility under the priorities set out in the school's admission policy and that a new admission form must be completed. It is recommended that in the event of over-subscription to a nursery class, the same criteria for admission should be applied as for the school. There is no right of appeal against admission to nursery schools and nursery classes since it is non-statutory education.

The closing date for admission application forms to be received by the Home Local Authority will be 15th January 2015, with an allocation date on 13th April 2015. Information on completing the on-line application and notification dates of admission decisions are published in the Home LA Primary Admissions Booklet, which is also available from their website.

Parents/Carers are requested to complete our Supplementary Information Form and return it to the school office by the above date. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the HCC Application Form only, which may result in your application being given a lower priority.

When there are more applications than there are places available, the Governors will admit pupils according to the following criteria in order of priority.

- (i) All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, residence or special guardianship order.  
The Children Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).  
An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order setting out the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. 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).
- (ii) children who have siblings in the school at the time of admission (i.e. a sister, brother, half brother or sister, adopted brother or sister, or the child of the parent/carer or partner, and in every case living in the same house Monday to Friday).
- (iii) children who live at a home address within the Ecclesiastical Parish of St Mary the Virgin (as marked on the plan available at the school and on the notice board outside of the school). The website [www.achurchnearyou.com](http://www.achurchnearyou.com) is also helpful.
- (iv) children whose home address is outside the area as defined in Category 3 above, one or more of whose parents/guardians have, at the time of application, shown commitment to the Church of England or another Christian Church\* by attending a service at least once in each calendar month for the year prior to an application being made. Applicants in this category will need to ask their priest or minister to complete the relevant section of the SIF.
- (v) A Christian Church is defined as one which is a member of Churches Together in England or the Evangelical Alliance.
- (vi) Any other children.

In the case of older children who apply to join the school, admission will be on the basis of places being available in the relevant age group. If more applications for places are received than places available then the above criteria will apply.

### **In-Year Admissions**

The school is part of the In-year Co-ordination scheme. Parents must fill in the HCC In year forms to apply for a place, so that all applications are included on the held data base at HCC. Parents should also fill in the SIF (Supplementary Information Form) which is available from the school or on the HCC website.

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 straight line distance measurement provided by Hertfordshire County Council's GIS system as outlined in the Moving On/Under 11s publications.

### **Procedures**

- Application forms can be obtained from the school office at any time.
- SIF forms can be obtained from the school office at any time or online from the HCC website.
- Parents who are considering applying for a place for their children are invited to contact the Headteacher, by telephone, to make an appointment to see the school.
- Children are invited to make introductory visits to the school during the term before entrance.
- The Governors anticipate that parents given a place for their child under the Church Membership category will still satisfy the requirements of that category at the time of admission.
- Parents are reminded that there are occasionally slight changes to admissions policies and should make sure they have the most recent edition.

### **Appeals**

Parents who have not been allocated a place for their child have the right of appeal to an independent panel. Parents will be informed of their right to appeal in the allocation letter from the home LA.

At transfer time parents wishing to appeal who applied online should log into 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.

For in-year applications parents wishing to appeal should contact the school directly in the first instance.

### **Continuing Interest**

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 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. The governors will maintain the list until 31<sup>st</sup> December 2015. The in year admissions process is managed by the Local Authority on behalf of the governors.

Signed:

Dated: Headteacher

Signed:

Dated: Chair of Governors

To apply for a place at this school you are requested to complete and return both the Common Application Form from the LA and the school's Supplementary Information Form. Without both forms the governors will be unable to apply their criteria and your application, although valid will receive a lower ranking.