



St. Andrew's Church of England (VC) Primary School **Policy for Admissions**

Rationale:

At St. Andrew's Primary School it is our vision for every child in our school to have

- * positive self-esteem through inner confidence and strength
- * creativity of thought within a life-long passion for learning
- * excellence, high personal achievement and the experience of success
- * a set of values by which to live
- * an enjoyment of childhood

.... developed within a caring Christian environment.

St. Andrew's School is a one-form entry Voluntary Controlled Church of England Primary School. Although we are affiliated to the Church of England, the denomination of children is not a factor for determining admission. The school follows the current Admissions Policy operated by the Local Education Authority for its primary admissions and is controlled by Hertfordshire County Council (HCC).

Admission to Nursery Class

Hertfordshire County Council states that with the roll out from September 2017 of 30 hours free childcare for eligible children, the practice of establishing county wide oversubscription criteria for Nursery places is increasingly out of place, as is the current county hosted online application system for Nursery places.

From September 2017, all maintained schools with Nurseries in Hertfordshire are responsible for making their own Nursery allocations in accordance with the school's own published Nursery admission arrangements. This will come into force for Nursery admissions from September 2018. *(The current admissions criteria for 2017/18 can be found under Appendix 1).*

Our school is currently considering with our Governing Body our own admissions arrangements for Nursery from September 2018, including timelines and oversubscription criteria. These will be formally agreed early in Autumn term 2017 and will be published as soon as possible.

Hertfordshire County Council will continue to circulate admission information to parents of Hertfordshire children – (parents of children born between 1.9.2014 and 31.8.2015 will receive this during October / November 2017).

HCC is required by law to deliver 15 hours a week of free early years provision for all 3 and 4 year olds. St Andrew's will continue to offer full time provision of 3 hours per session, 5 days a week from rising 4 years. Places will be allocated to 30 children for the mornings only Nursery, from 8.45 – 11.45am.

APPENDIX 1

Nursery places are allocated by Community and Voluntary Controlled schools in accordance to the Nursery Admissions Arrangements (2017/18) stated below:

Children with a Statement of Special Educational Needs which names the school will be allocated a place in accordance with section 324 of the Education Act 1996. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

Parents may state their preference as to which Nursery class, school or centre they would like their child to attend in the years leading up to the child's fourth birthday. However, if there are not enough places available, places will be allocated in the following order of priority:

- 1) 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)
- 2) Children 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan
- 3) Other applicants where the following criteria are considered to determine priorities:
 - a. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school
 - b. Children who have a sibling at the school at the time of application unless the sibling is in the last year of the normal age range of the school eg. Year 6
 - c. Any other children.

Tiebreak

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. If more children qualify under criterion 3b than there are places available, priority will be given to those who live nearest to the nursery as measured in a straight line.

Where there is a need for a tie-breaker where two different addresses measure 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.

Distance Measurement

All distances will be by a 'straight-line' measurement from the postal address point of each individual house to the address point of the school, (address point data taken from AddressBass Premium dataset).

Continuing Interest List

If there are more than 30 applicants, St. Andrew's will hold a Continuing Interest List for any places which may become available.

Once parents have accepted an offered place, they are invited to a meeting for new Nursery parents prior to their child starting. Our new Nursery children are also invited to visit our Nursery for sessions prior to their allocated start date and parents/carers will also receive a home visit from our Nursery staff.

HCC guidelines provide the most up to date admission information as this can vary from year to year.

30 Hours Free Childcare

From September 2017, Bobtails Playgroup, (*situated on St Andrew's school site and runs every weekday morning during term time from 9.00 – 12 noon*), in partnership with St Andrew's Primary School will be able to offer parents 30 hours free childcare provision. This is a new entitlement for working parents of 3 and 4 year old children.

This is an extra 15 hours per week entitlement in addition to the children's existing 15 hours free early education funding.

Eligibility

Parents can check their eligibility for the scheme via an online HMRC site, at www.childcarechoices.gov.uk. The site will generate a voucher code for eligible parents, which they will pass to their chosen provider. The voucher code will enable the provider (Bobtails Playgroup or St Andrew's Nursery) to claim funding from the local authority for the number of hours each child requires.

Further information and where to apply can be found at <https://childcare-support.tax.service.gov.uk/par/app/applynow>. This site also has the most up to date information regarding eligibility criteria.

From September 2017, the free 15 hours afternoon sessions for eligible parents is offered as follows:

St Andrew's C of E VC Primary School are offering their full days from 8.45 – 11.45am (*usual Nursery provision*) plus 11.45 – 2.45pm additional afternoon cover on Tuesday and Thursday afternoons = 6 hours per day.

Bobtails Playgroup are offering their full days from 9.00am to 12.00 noon and 12 noon to 3.00pm on Monday, Wednesday and Friday afternoons = 6 hours per day.

- The second session in the afternoon for both providers will include an allotted time for lunch.
- It is anticipated that parents who wish to take up the 30 hours free childcare provision will have priority over parents applying solely for the afternoon provision.
- Parents who are ineligible for the additional funding will be able to pay for the afternoon sessions if required.
- As the funding requires that the provision for 6 hours per day is 'seamless', parents will have the opportunity to purchase further 'top up' childcare cover with either provider to cover their child's care until 3.15/3.30pm (St Andrew's) or until 3.30pm (Bobtails Playgroup) on the appropriate days.
- All parents would be able to pay for the additional top up sessions, not just those who receive 30 hours free childcare. The extra hours in the afternoon would be within the limitations of the hours on offer by each of the providers.

For further information regarding 30 hour free childcare, please contact either Keely Smith @ Bobtails or Teresa Fowle @ St Andrew's Primary.

Admission to Reception Class

Admission information and online application forms for Reception are released by HCC mid November each year, with a deadline to be completed around the end of January. Prospective parents are encouraged to come and visit the school. Further information about applying for a Reception place at St. Andrew's can be obtained from the School Office or alternatively, information about online applications procedures etc. can be obtained from Hertfordshire Customer Service Centre on 0300 123 4043 or www.hertsdirect.org/admissions

Nursery admissions and Primary admissions are two separate processes. Attendance at the Nursery does not guarantee a place in the Reception class of the school.

All applications for Reception places are processed at the same time, for the whole academic year. The school's policy, in line with County, is for one admission intake per year, starting in September. HCC is responsible for determining the school which a child is allocated and for dealing with any appeals that you may have against the process.

Places will be allocated to 30 children in the Reception class. If there are more than 30 applicants, HCC will offer places according to the list of criteria as detailed below. (see

Appendix 2). HCC guidelines provide the most up to date information, as this can vary from year to year.

Once an offered place is accepted, parents will be invited to a new Reception meeting prior to their child starting Reception. At this meeting they will receive extensive information regarding their child's admission, start date and school procedures in general and will meet the adults involved at the start of their child's school life. New Reception children will have a short staggered intake at the beginning of the Autumn term. There will also be an opportunity for the children to enjoy a school meal with their parent/carer prior to starting.

Casual Entrants

We welcome children to our school in all year groups, where there is availability. All parents and children are invited to look round the school before they join. Applications for casual entrants are directed to HCC, who is responsible for coordinating all the 'In Year' admissions. Parents are encouraged to apply online at www.hertsdirect.org/admissions, or seek the use of the school's ICT facilities. HCC will allocate places to St Andrew's Primary in accordance with the County's published admission rules.

APPENDIX 2

Admissions Criteria for St. Andrew's Church of England (Voluntary Controlled) School

RECEPTION AND CASUAL ENTRANTS

(for the school year 2017/18)

Firstly, places are offered to children who have a Statement of Special Educational Needs (S.E.N.) naming the school. Schools must also admit children with an Education, Health and Care Plan (EHCP) that names the school. The allocation of places to children with S.E.N. takes priority over Rules 1 to 6.

RULE 1 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.

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

RULE 2 Medical or Social needs: Children for whom it can be demonstrated that they have a particular medical or social need to go to that specific 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 Rule 2 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 would include: recent independent objective evidence, for example from a doctor, psychologist, social worker or other professional involved with your child, 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, specific reasons should be given as to why closer schools will not meet your child's needs. Evidence must relate specifically to the school being applied for under Rule 2.

A panel of officers will decide whether the evidence provided is enough to meet the requirements for this rule.

- RULE 3** **Linked School:** In the case of junior schools, children who attend the linked infant school at the time of application.
- RULE 4** **Sibling:** Children who have a sibling on the roll of the school at the time of application. This applies to Reception through to Year 5 in primary schools.
*(A sibling means the sister/brother, half brother/sister, adopted brother/sister, or a 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 or linked school, or have been offered and accepted a place, at the school at the time of application (and when child starts).*
- RULE 5** **Children for whom the school is their nearest community or voluntary-controlled school or academy using HCC's admission rules and /or definition of "nearest".** This can include schools outside Hertfordshire.
If you don't include your nearest school in your school preferences then you won't be considered under Rule 5.
- RULE 6** **Children who live nearest to the school.** *(Distance will be measured along a straight line between a child's address (its postal point) and the relevant community or voluntary controlled school (its postal point), using a computerised mapping system to two decimal places). Children not considered under Rule 5 will be considered under Rule 6.*

Tiebreak

Hertfordshire County Council apply these rules in the order above. If more children qualify under a particular rule than there are places available, then County use a tiebreak by applying the next rule to those children. If your child does not qualify under rule 5, they will qualify under rule 6.

Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, eg. in the case of a block of flats, 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.

Continuing Interest List

After places have been offered, HCC will maintain Continuing Interest lists for all community and voluntary controlled schools. A child's position on the list will be determined by the admission criteria for the school concerned. Children will automatically be removed from Continuing Interest lists at the end of the academic year.

Policy 'overseen and approved' by: Governors' Curriculum and Ethos Committee

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