



## **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 and is controlled by Hertfordshire County Council (HCC). (Parents should complete the online County application form for Nursery or Primary (as required), if they wish to apply to our school.

### **Admission to Nursery Class**

All maintained schools with Nurseries in Hertfordshire are responsible for making their own Nursery allocations in accordance with the school's published Nursery admission arrangements (see Appendix 1).

Admission information and online applications for Nursery are released by HCC around February, with a deadline for parents to apply to County around April. **(For 2017/18, online applications for Nursery run from 6.2.17 – 17.3.17)**. Schools can offer ICT facilities to parents if they are unable to access the Internet. Further information about applying for a Nursery place 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/nurseryadmissions](http://www.hertsdirect.org/nurseryadmissions). On time Nursery places are offered by the school, using the online system. Late applications are processed by the school on an individual basis. Once all the available places (30), have been offered, a Continuing Interest List will be held by the school. Prospective parents are encouraged to come and visit our Nursery and the main school.

All applications for Nursery places are processed at the same time, for the whole academic year. The school offers a single, September admission per year, with an option for younger children to defer until January. If a child is 4 years old during the period of 1st September – 28th February, their admission date will be at the beginning of the Autumn term, in September. If a child's birthday falls between 1st March – 31st August, their admission date can be either September or January.

**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 offers 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), 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 will be able to check their eligibility for the scheme via an online HMRC site, which is expected to open in the summer term 2017. 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.

It is expected that the criteria will state that all parents in the household work at least 16 hours per week and earn at least £107 per week, up to a maximum salary of £100,000 per parent.

**At the time of writing**, (February 2017), the free 15 hours afternoon sessions for eligible parents will be offered as follows:

**St Andrew's C of E VC Primary School** will be 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** will be 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](http://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 and school procedures in general and will meet the adults involved at the start of their child's school life. New Reception children will be invited to visit the Reception class for a short time. There will also be an opportunity for the children to enjoy a school meal with their parent/carer during the Autumn Term.

### **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](http://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 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).  
Adopted children must have been previously looked after by an English or Welsh authority.  
*(Evidence must be provided eg letter and /or documentary evidence from the child's social worker, advisory teacher or other relevant professional)*
- 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. *(A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why the school applied for is the only one that can meet the child's need in a way that no other school can.*
- 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, who lives in the same house as the child for whom the application is being made, from 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).*

**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.

**RULE 5** Children for whom the school is their nearest community or voluntary-controlled school or an own admitting school or academy using HCC's admission rules. For Infant class entry, if more children qualify under Rule 5 than there are places available, priority will be given first to twins/multiple births and then to those who live nearest to the school. For all other years, (not subject to KS1 legislation), it will be those nearest to the school.

*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).*

### **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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