



Policy owned: Resources  
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## St. Andrew's Church of England (VC) Primary School

### Policy for Admissions to Reception

**'Learn to love and love to learn; in God's love each one will shine'.**

**Our School Vision** is led by the example of St Andrew; *"Come, follow me," Jesus said, "and I will send you out to fish for people."* (**Matthew 4: 19**)

**Learn to Love-** As Jesus showed Andrew how to be the very best of men, so we guide and support our children to become the best that they can be. We teach our children to care and have respect for themselves and others, physically, morally and culturally. Our curriculum is built around the fish symbol to show that the love of God and Jesus is at the very heart of all that we do.

**Love to learn-** Just as Jesus immediately saw the character and depth of Andrew at that first meeting on the shores of the Sea of Galilee calling him to be his disciple, so we see and encourage the strengths and interests of all our children. We help them become lifelong learners, encouraging and developing their sense of enquiry and aspiration.

**In God's love each one will shine-** Following Jesus' command; *"Come, follow me," Jesus said, "and I will send you out to fish for people."* (**Matthew 4: 19**) St Andrew brought people to meet, to love and to learn from Jesus. In a similar way we help our children to follow Christian values, to receive the love of God, and to shine that love to others in His grace.

Our vision is realised through this policy by affirming and valuing every member of our school community. We recognise each child and adult as unique and special to God and have a commitment and responsibility to give clear guidance on the admission's process into Reception.

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 Reception Class 2020/21

**St Andrew's Church of England VC Primary School falls under the Hertfordshire County Council School Admission Arrangements for places allocated to both Reception class and In Year admissions.** Admission information and online application forms for Reception are released by HCC on **4<sup>th</sup> November 2019** with a deadline to be completed by **15<sup>th</sup> January 2020**. Prospective parents are encouraged to come and visit the school when the application process is open. 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, start date and school procedures in general and will meet the adults involved at the start of their child's school life. 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 when they are considering applying for an available place. 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 - as detailed by Hertfordshire County Council Admissions Arrangements 2020/21**

#### **RECEPTION AND CASUAL ENTRANTS**

(for the school year 2020/21)

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

If there are fewer applications than places available at St Andrew's C of E VC Primary School Nursery, all applicants will be admitted. If there are more applications than places available (30), the criteria outlined below will be used to prioritise applications.

#### **Oversubscription criteria**

**Rule 1: Children looked after** and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order)\*.

#### **Rule 2: Medical or Social**

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school, which includes children previously from abroad who were cared for by the state because he or she would not otherwise have been cared for adequately and subsequently adopted.

*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 it is the only school that can meet the child's needs.*

**Rule 3: Linked School** (This rule only applies to pupils who are currently attending an infant school which has a linked junior school<sup>1</sup>.)

In the case of junior schools, children who attend the linked infant school at the time of their application.

#### **Rule 4: Sibling**

Children who have a sibling on the roll of the school or linked school at the time of application\*. *This applies to Reception through to Year 5 in infant, junior and primary schools; and from Reception through to Year 3 in first schools; and from Year 5 to Year 7 in middle schools.*

#### **Rule 5: Nearest School**

Children for whom it is their nearest school or academy.

*This includes all schools except those which allocate places on the basis of faith.*

#### **Rule 6: Distance**

Children who live nearest to the school.

*Children not considered under rule 5 will be considered under rule 6.*

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, the next rule will be used to further prioritise children.

#### **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.

*\*Please see the 'Explanatory notes and definitions 2020/21 document for a full explanation/definition.*

*Link: <https://www.hertfordshire.gov.uk/media-library/documents/schools-and-education/admissions/consultation-of-admission-arrangements-20-21/definitions-2020-21.pdf>*

#### **Continuing Interest**

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. 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. 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.

#### **Fair Access**

Community and voluntary controlled schools will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.