



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

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 came into force for Nursery admissions from September 2018. (see Appendix 1).

Admission information for Nursery is available from the School website or School Office. The application timeline for 2019/20 is detailed under Appendix 2 below. Parents are required to complete a Nursery Application Form 2019/20 for Nursery admission from September 2019, along with a Supplementary Nursery form, detailing their individual preferences. On allocation of places, parents will then be required to complete the Parent Declaration form, to be used by school to apply for the appropriate funding via HCC.

All applications for Nursery places are processed at the same time, for the whole academic year (see Appendix 2). Children born from 1st September to 31st March would be expected to start Nursery in September 2019. Children born in the summer term, from 1st April, would have an optional admission date of either September 2019 or January 2020.

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 appointments to view the Nursery and meet with the Headteacher will be available for the duration of the application process whilst it is open.

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 in the first instance to 30 children for the mornings only Nursery, from 8.45 – 11.45am. Consideration will then be given to any preferences these parents have for the afternoon. Any applications received for afternoon sessions only (see 30 hr childcare provision below – ie. Parents who are taking up their free 15

hour universal provision with another provider) will be considered after the initial allocation of 30 Nursery places has been completed.

Hertfordshire County Council will continue to circulate admission information to parents of Hertfordshire children – (parents of children born between 1.9.2015 and 31.8.2016 during October / November 2018).

APPENDIX 1

Admission Arrangements for St Andrew's C of E VC Primary School Nursery for 2019/20

The school's published admission number is 30.

If applications to St Andrew's C of E VC Primary School Nursery exceed the number of places available (30), then the following set of admissions criteria are used to decide which children to offer places to:-

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.

Rule 1 **Children 'at risk'** (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan and has been placed on the Child Protection Register

Rule 2 **Children in public care:** (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)

Rule 3 **Medical or Social:** Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
The school Governors 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 3 and must clearly demonstrate why it is the only Nursery setting that meets the child's needs. Clarification may also be sought from HCC Admissions Team.

Rule 4 **Sibling:** Children who have a sibling at the school at the time of application.
(This applies to Reception through to Year 5)

In Year Admissions: the sibling may be in the school's final year (Year 6), as long as they will still be in attendance at the time of the admission.

Rule 5 **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 5 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).

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.

APPENDIX 2

Nursery Admissions Timeline 2019/20

<u>Event</u>	<u>Date</u>	<u>Additional Information</u>
Applications open	Tuesday, 8th January 2019	Please complete the application form which can be found on the school website or from the School Office from January 2019.
Application deadline	Thursday, 28th February 2019	Completed applications to be returned by email to: admissions@standrews323.herts.sch.uk or given into the School Office. Applications received after this date will not be considered for a Nursery place until after 26th April 2019.
Offer date	Monday, 25th March 2019	We will email you with the outcome of your application on this date. Notification letters will be posted to any applicant requesting a paper response.
Acceptance date	Friday, 5th April 2019	Last date for accepting the place offered. Please ensure that you have accepted the place in writing or sent an email to: admissions@standrews323.herts.sch.uk

The Nursery operates term time only and follows the school calendar observing the same holidays.

Allocation of a Nursery place does not guarantee subsequent admission into St Andrew's C of E VC Primary School Reception class. Parents must re-apply for a school place through Hertfordshire County Council and not directly to the school. (see

<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/primary-junior-and-middle-schools/primary-junior-and-middle-school-places.aspx> for further information)

30 Hours Free Childcare

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 offer parents 30 hours free childcare provision. This is an 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.

The free 15 hours afternoon sessions for eligible parents is offered as follows:

St Andrew's C of E VC Primary School offers 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 offer 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.
- 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.

Admission to Reception Class

St Andrew's C of E 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 **5th November 2018** with a deadline to be completed by **15th January 2019**. 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

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 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, 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 2019/20

RECEPTION AND CASUAL ENTRANTS (for the school year 2018/19)

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.

If there are fewer applications than places available at a school, all applicants will be admitted. If there are more applications than places available, 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*. *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'.)

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, a tie break will be used by applying the next rule to those 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 2019/20 document for a full explanation/definition. Link: <https://www.hertfordshire.gov.uk/media-library/documents/schools-and-education/admissions/arrangements-and-coordinated-schemes-19-20/definitions-2019-20-final.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.

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

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