

**ST GILES' C OF E PRIMARY SCHOOL
ADMISSIONS POLICY YEAR OF ENTRY 2018-19
RECEPTION YEAR**

INTRODUCTION

St Giles' C of E Primary School is a Voluntary Aided Church of England School within the Diocese of St Albans. As a Church of England School, all of our policies take into consideration and reflect the Christian ethos of our school. The Governing Body of the school is the admission authority. The Governors will admit up to the published admission number of 15 children into the reception year. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class.

The Local Authority (LA) Hertfordshire operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will co-ordinate the process on behalf of the school according to the scheme published each year. The Governing Body, as the Admission Authority, will allocate the available places in line with this policy.

The closing date for County Application Forms to be received by the home LA is 15th January 2018. Information on completing the 'on line' application and notification dates of admission decisions are published in the Hertfordshire admissions booklet, which is also available from the LA website.

All applications **must** be made on the Local Authority's common application form. Parents/carers are requested to complete our Supplementary Information Form (SIF) and return it to the school office by the same date as the County Application. The St Giles' SIF can be obtained from the school office and is also available 'on line' from the school website at www.stgiles.herts.sch.uk If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the Common Application Form only, which may result in your application being given a lower priority.

The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2018. However please note the following:

- a. Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age. In the case of summer born children (1st April – 31st August) entry may only be deferred till the start of the Summer term. All children must join the school in the Reception year or a new application will need to be made for a Year 1 place
- b. Parents can request part time attendance until the child reaches compulsory school age.
- c. Where a parent of a summer born child (1st April – 31st August) wishes their child to start school in the term following their fifth birthday, they will normally need to make an in-year application for a Y1 place. Parents should discuss this with the school as soon as possible. If parents wish such child to be educated "out-of year group" i.e. in the Reception Year rather than Y1 they should discuss this with the school. Such applications will be considered on a case by case basis. Parents do not have the right of appeal against a decision not to accept this request

Twins and Multiple births

Every effort will be made to accommodate twins and multiple births. Where the last place offered is a twin or multiple birth places will be offered to the other twin or sibling(s) as exceptions to the Infant Class Size rule.

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

HOW PLACES ARE OFFERED.

Children who have a Statement of Special Educational Needs or Education, Health and Care Plan on which this school is named will be offered a place at the school.

In the event of there being more applications than available places, the following oversubscription criteria will be applied, in order.

- Category 1** Children in public care (Children Looked After).
All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement or special guardianship order (see definitions)
- Written supporting evidence should be supplied at the time of application, from the relevant LA*
- Category 2** Children who have a sibling who will be attending the school at the time of entry.
- Category 3** Children who at the time of application have their home address within the ecclesiastical parish of South Mymms and Ridge, (a map is available from the school office or by going to www.achurchnearyou.com and entering EN6 3PE).
- Category 4** 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 St Giles' or St Margaret's Churches or another Christian Church by attending a service at least once a 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 Clergy Form available from the school.
- Category 5** On very exceptional social or medical grounds.
- Category 6** Any other children.

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 **distance from the school** - i.e. straight line distance measurement provided by Hertfordshire County Council's GIS system as outlined in the Moving On/Under 11s publications. Where two children have an equal claim to a place e.g. living in the same block of flats, the child whose door number is the lower will be given priority; otherwise random allocation will be used.

The governors co-operate with the fair access policies of the LA.

DEFINITIONS

In respect of categories 1, 2, 3 and 4, the Governors use the same definitions as the Local Authority (LA), set out in their primary admissions booklet.

Category 1 Children in Public Care (Children looked after).

The Children's 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 or adopted under the Adoption Act 1976. A 'child arrangement order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. 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)

Category 2 "Sibling"

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of the application and be likely to remain in the school at the proposed date of admission.

Categories 3 and 4 “Home Address”

The address provided must be the child’s current permanent address at the time of application. ‘At the time of application’ means the closing date for applications. “Permanent” means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12months. 3 The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child’s main residence. If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested. If a child’s residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two different applications are received for the same child from the same address, e.g. containing different preferences, the application from the parent in receipt of child benefit will be processed if the applications cannot be reconciled.

Category 4 “Christian Church”

The governors define a ‘Christian’ Church to be one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance.

Category 5 On very exceptional social or medical grounds.

“Very exceptional” social or medical grounds refers to cases where there are **exceptional** reasons which make it **essential** that a child should attend St Giles’ C of E Primary School and where it is the **only** school locally that could meet the child’s needs. Governors will consider the following:

- Specific professional evidence (e.g. from a consultant doctor or senior social worker) that justifies why only St Giles’ C of E Primary School can meet the child’s needs or which explains the exceptional family circumstances which clearly show that only St Giles’ C of E Primary School can meet the child’s needs.
- Admission on medical grounds cannot be considered where the medical condition relates to that of a parent, brother or sister or other relative/childminder

UNSUCCESSFUL APPLICATIONS.

Appeals.

Parents wishing to appeal who applied through Hertfordshire’s online system should log in to their online application and click on the link “register an appeal”. Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into www.hertfordshire.gov.uk/schoolappeals and click on the link “log into the appeals system

For In Year Admissions:

We will write to you with the outcome of your application and if you have been unsuccessful, we will include registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals.

Continuing Interest (waiting) List.

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 who 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 review and maintain the list for one year.

IN YEAR ADMISSIONS

Requests for admissions to the school to other year groups should be made direct to the school. If a place cannot be offered, parents should contact the LA Admissions Team at Hertfordshire County Council. All 'In Year' admissions to the school will be made in line with the Local Authority's coordinated admissions scheme and fair access protocol.

PROCEDURES

- Application forms can be obtained from the school office at any time.
- Parents who are considering applying for a place for their child are invited to contact the Head Teacher, by telephone, to make an appointment to see the school.
- 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.