



# Norton St Nicholas CofE (VA) Primary School

*Norton Road, Norton, Letchworth Garden City,  
Hertfordshire SG6 1AG.*



Headteacher: Mr S Cowdery

tel: 01462 623322

fax: 01462 623355

e-mail: [admin@stnicholas23.herts.sch.uk](mailto:admin@stnicholas23.herts.sch.uk)

Website: [www.stnicholas23.herts.sch.uk](http://www.stnicholas23.herts.sch.uk)

## ADMISSIONS AND TRANSFER TO THE RECEPTION CLASS 2017-2018

### ADMISSIONS POLICY

The Governors of the school are responsible in law for the admission of pupils. By agreement, and in co-operation with the Local Authority, the Governors will apply their admissions arrangements to all applications they receive. The Governors will then pass their allocation list to the Local Authority who will allocate final places by applying the ranking system.

Please note that admission arrangements for our Nursery and Reception classes are different. The admission arrangements detailed in this document do not apply for those being admitted into any nursery or pre-school provision. The school's nursery arrangements are outlined on the school website.

The Local Authority or LA, (Hertfordshire CC) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will coordinate 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. However, offers will be made by the home LA.

The closing date for admission application forms to be received by the home Local Authority is 15 January 2017. Information on completing the 'on line' application and notification dates of admission decisions are published in the LA admissions literature which is also available from their website.

All applications **must** be made on the **home** LA common application form. Parents/carers are requested to complete our Supplementary Information Form (SIF) and return it to the school office by the date given above. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the LA form only, which may result in your application being given a lower priority. It is essential that parents follow exactly the timescale stipulated on the form as dates vary slightly from year to year. If you are applying for an In-Year place the application must be made to the LA. An In-Year Form can be accessed either at [www.hertsdirect.org/inyear](http://www.hertsdirect.org/inyear) or by contacting the Customer Service Centre on 0300 123 4043.

The school provides for the admission of all successful applicants who have reached their 4<sup>th</sup> birthday by the beginning of September 2015. However, please note the following:

- These arrangements do not apply to our nursery intake.
- Parents of children who are admitted to a nursery provision at a school must apply in the normal way for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery does not guarantee admission to the school.
- Attendance at our nursery does not guarantee a place in reception

**There are 30 places available (Admission Number 30). In the event of over-subscription the Governors have adopted the following admissions policy. Where there are more applications than places, children will be allocated places according to the following policy and priority order:**

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. The school does not have any specific units or facilities for pupils with physical disabilities. As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

**Priority order:-**

(1) Children in Public Care (Looked after children). All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, residence or special guardianship\* order (see definitions).

(2) a) Children whose parents/ guardians are frequent\* (see definitions) worshippers, who at the time of application worship frequently and have done so for a minimum of three years at the churches of St. Nicholas or St. George's in the parish of Norton. Written confirmation is required from the parish priest/minister.

Or

b) Children whose parents or guardians have moved into the Parish of Norton within the three years prior to application and who have attended frequently\* at another Anglican church and who are now frequent\* worshippers at St. Nicholas or St. George's in the parish of Norton for a combined total of at least three years. Written confirmation is required from the parish priests/ministers.

(3) Children with a sibling\* (see definitions) who will be attending the school at the time of admission.

(4) Children whose parents/ guardians permanently live in the Parish of Norton, this can be confirmed using the online mapping tool offered by the Church of England at [www.achurchnearyou.co.uk](http://www.achurchnearyou.co.uk), and who at the time of application worship frequently\* and have done so for a minimum of three years at a church belonging to the Churches Together or Evangelical Alliance. Written confirmation is required from the parish priest/minister.

(5) Children of staff\* at the school where the member staff is currently employed by the school and has been employed for min of 2 years continuous service at the time of application.

(6) Those children whose home is closest to the school as measured using the computerised, 'straight line', mapping system operated by the LA as described in their admissions literature and website.

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, priority will be given to those living closest to the school as measured using the computerised, 'straight line', mapping system operated by the LA as described below (see definitions) and in their admissions literature and website. Where this distance measurement results in more than one child having an identical claim to the last available place as a result of living in flats, priority will be given to the lowest house number.

**Please note:**

- **attendance at the nursery does not guarantee entry to the main school;**
- **if you have more than one child going through the application process at the same time, you must make a separate application for each of them;**
- **we follow the same application procedure as the Local Authority as described in their admissions literature and website;**
- **the school participates in the county council's Fair Access protocol and will admit children under this protocol before children on continuing interest;**
- **the school will admit over the published admission number when a single twin/multiple birth child is allocated the last place at a school.**

**If you are unsuccessful in applying for a place:**

After places have been offered, Hertfordshire County Council will maintain the school's continuing interest (waiting) list. 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.

A continuing interest list will be maintained for every year group until the end of the summer term. Parents who have not been allocated a place for their child have the right of appeal to an independent panel. Parents will be informed of their right to appeal in the allocation letter from the home LA. Hertfordshire parents wishing to appeal who applied on line should log on to their online application and click on the link

'register an appeal'. For those who did not apply on line please contact the Customer Service centre on 0300 123 4043 to request an appeal pack.

### **In Year Admissions**

The school will remain part of the county council's coordinated In Year admissions scheme. Application forms can be accessed via [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions) or from the Customer Service Centre, 0300 123 4043. Parents should return the application form direct to the County Council

### **Definitions:**

#### **Looked after children – as defined by LA**

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under rule 1. Highest priority will also be given to 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.

A "child looked after" is a child who is

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.\*

Child Arrangements Order - under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

Special guardianship order – under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not "looked after" **immediately** before being adopted, or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under rule 1.

\* This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.

#### **Special guardianship - as defined by LA**

This is an order made by the court that places a child or a young person to live with someone permanently and gives legal status for non-parents who are or wish to care for that child or young person in a long term secure placement.

The Adoption and Children Act 2002 introduced special guardianship and special guardianship orders.

#### **Siblings - as defined by LA**

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after\* and in every case living permanently\*\* in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts. If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

\*Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

\*\*A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

### **Home address - as defined by LA**

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 12 months. 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.

### **Frequent/ frequently**

Shall mean attending a service on average at least twice a month in each calendar year.

### **Staff**

Anyone employed by the school where the school holds the contract.

### **Home to school distance measurement for purposes of admissions:**

A 'straight line' distance measurement is used for all home to school distance measurements for admission allocation purposes. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

### **Further guidance notes:**

### **Age of Admission and Deferral of Places**

The school's policy is that children born on and between 1 September 2012 and 31 August 2013 would normally commence primary school in Reception in the academic year beginning in September 2017. All Hertfordshire infant, first and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. If a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can defer the date their child is admitted to school until later in the same academic year or until the term in which the child reaches compulsory school age. Summer born children are only able to "defer" entry to Reception class until the beginning of the final term of the school year for which the offer was made.

Where parents wish, children can attend part-time until they reach compulsory school age. Any parents wishing to take up a part-time place or deferred entry should contact the individual school(s) to discuss their child's requirements.

### **Reception intake and summer born children**

Legally, a child does not have to start school until the start of the term following their fifth birthday. Recent guidance (8 September 2015) from the Minister of State for Schools, Nick Gibb, has indicated that the government intends to amend the School Admissions Code to allow summer born children to be admitted to the Reception class at age 5 if it is in line with their parents' wishes. Summer born children are those born between 1 April 2013 and 31 August 2013. Currently summer born children are expected to start Reception at the age of 4.

If your child was born between 1 April and 31 August 2013, and you do not believe they will be ready to start Reception in the 2017/18 academic year, you may instead make an application for your child to start Reception in September 2018.

### **Children Out of Year Group (except applications for reception from summer born)**

The school's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance\* which states that "in general, children should be educated in their normal age group".

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

The school's governing body, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The governors' decision will be based upon the circumstances of each case including the view of parents, the headteacher, the child's social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal.

Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of the school.

\*Advice on the admission of summer born children" December 2014

### **Fraudulent applications:**

The school, in liaison with Hertfordshire County Council, will do as much as possible to prevent applications being made from fraudulent addresses. Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided.

Action will be taken in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant
- When the applicant does not have parental responsibility
- When a family move shortly after the closing date of applications when one or more of the following applies:
  - The family has moved to a property from which their application was less likely to be successful
  - The family has returned to an existing property
  - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period
  - Council tax information shows a different residence at the time of application
  - When a child starts at the allocated school and their address is different from the address used at the time of application

**Reviewed: November 2015**

**Next review Date: November 2016**

***This policy has been reviewed and has been assessed as being compliant with the requirements of the Equality Act 2010***

