



St Mary's Voluntary Aided Church of England Primary School, Northchurch

Admissions Policy and Application Procedure for Academic Year 2018/19

The Governing Body is responsible for admission of pupils to St Mary's Voluntary Aided Church of England Primary School, Northchurch. The Governing Body admits 30 children to the Reception class each September. This admission number has been agreed by the Governing Body and applies to the year 2018-2019.

The Governors are required to abide by the maximum limits for class sizes for 5, 6 and 7 year olds (30 pupils per class).

This document and the policy links included set out the policy and process by which admission applications to St Mary's School for the Reception class for 2018/19 should be made.

Specialist Facilities

As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils. However, the school does not have any specific units or facilities for pupils with particular special needs. The front entrance and some of the classrooms are on a level site and we have recently installed a lift to improve disability access to the first floor dining room/assembly hall. However, some historic parts of the school may present access difficulties for pupils with physical disabilities.

St Mary's School cooperates fully with the Local Authority's Fair Access Protocol for children who are hard to place. The school will admit children under the Fair Access Protocol before those on continuing interest and, if necessary above PAN (Published Admissions Number).

Application process

St Mary's and the Local Authority (Hertfordshire County Council) manage admissions activities under an agreed coordinated admissions scheme, in line with government legislation, for Reception and initial school entry admissions. The Local Authority will co-ordinate the process on behalf of the school according to the scheme published each year. The Governing Body, as the admissions authority, will allocate the available places in line with this policy, but the offers to parents will be made by the Local Authority.

The closing date for admission application forms to be received by the Local Authority is as advertised by Herts CC. Information on completing the online application and notification dates of admission decisions are published in the Local Authority admissions literature, which is also available on their website [Hertfordshire County Council website](#)

All applications **must** be made on the Local Authority common application form or online at [Hertfordshire County Council website](#). Parents/carers are also requested to complete our supplementary information forms (SIFs) and return them to the school office by the date shown on the form. If the SIFs are not completed, the Governing body will apply their admission criteria using the information submitted on the LA 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 31 August 2018. However, please note the following:

1. These arrangements do not apply to our nursery intake.
2. **Parents of children currently in our nursery must reapply for a place in Reception.**
3. **Attendance at our nursery does not guarantee a place in Reception.**

4. Parents offered a place can defer the date of their child's admission until later in the year, or until the child reaches compulsory school age (see below "Age of Admission and deferral of Places"). In the case of a summer born child admission may not be deferred beyond the start of the summer term.
5. Parents can request part-time attendance until the child reaches compulsory school age.
6. The Governors will consider requests from all parents who want their child to enter the school outside the normal year group - see **Children Out-of-Year-Group** below and also [Out-of-Year-Group Admission Pack](#).

Please note that the information in this document is correct for the academic year 2018-19. Policies for future years may well be different.

What happens if the school is oversubscribed?

The Governors are required to admit any child with a statement of Special Educational Needs or an Education Health and Care Plan that names the school.

When there are more applications than there are places available the Governors will admit pupils according to the following criteria in 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). (See note 1 below)
2. Children 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
3. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school – follow the link to find out more about this policy [Social and medical need applications - policy and guidance](#).
4. Children who will 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. (See notes 1 and 2 below).
5. Children who have attended St Mary's Nursery **and** who are eligible for the early years pupil premium, pupil or service premium – if you think this applies to your child please see [Pupil Premium eligibility](#) for details
6. Children who are eligible for the Early Years Pupil Premium, Pupil or Service Premium who live within A, B or C on the [Admissions Map](#). If you think this applies to your child please see [Pupil Premium eligibility](#) for details.
7. Children who have a parent who worships frequently and regularly at St Mary's Church, Northchurch. [Meaning of worship frequently and regularly](#)
8. Children who have a parent who worships frequently and regularly at another Anglican church and who live in Area A, B or C on the [Admissions Map](#). [Meaning of worship frequently and regularly](#)
9. Children who have a parent who worships frequently and regularly at a church of any other Christian denomination which belongs to Churches Together in England and who live in Area A, B or C on the admissions map. [Meaning of worship frequently and regularly](#)
10. Any other children living in Area A on the [Admissions Map](#), which for illustrative purposes only, includes the traditional village of Northchurch from Boswick Lane (NW) to Bell Lane (SE) and from St Mary's Avenue (SW) to Northchurch Common (NE).
11. Any other children living in Area B on the [Admissions Map](#), which for illustrative purposes only, includes most of the rest of the civil parish of Northchurch, plus Valley Road estate and the Chiltern Park development, i.e. roads on the Northchurch side of Billet Lane.

12. Any other children living in Area C on the [Admissions Map](#), which for illustrative purposes only, includes The Bentons development, Loxley Road, Westfield Road, Durrants Lane and the rest of the Durrants estate.
13. Any other children.

Notes

1. Criteria 1 & 4 - for the terms '[looked after](#)' and '[sibling](#)' the governors use the same definition as the LA in their admissions literature and website [Hertfordshire County Council website](#)
2. The 'normal age range' is the designated range for which the school provides

Tie Breaker

If any category is oversubscribed the places will be determined in that category by the proximity of the child's permanent home address to the school using the same computerised "straight-line" mapping system operated by the LA which can be viewed on the [Hertfordshire CC website](#)

Home to school distance measurement for purposes of admissions:

A 'straight line' distance measurement is used in all home to school distance measurements for VC schools in Hertfordshire. 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.

Where this distance results in more than one child having an identical claim to the last place available, for example in a block of flats, priority will be given to the lowest flat number. If two or more children live an equal distance from the school and cannot be admitted, then the available places will be determined by random allocation, which will be administered by an independent body.

Address

The home address is the place where the child is permanently resident with his or her parent, parents or legal guardians.

Follow the link for details on determining address for children where the family is moving address; if the child lives at more than one address; where parents are not in agreement over the address; children of UK Service Personnel or Crown Servants; applications from abroad; children of no fixed abode [Address - determination in specific circumstances](#)

Multiple Births

Where a twin or sibling from a multiple birth has been allocated the last available place the other twin or sibling(s) will be offered a place as an exception to the infant class size rule.

Age of Admission and Deferral of Places

Parents offered a place in Reception can defer the date of their child's admission until later in the year, or until the child reaches compulsory school age, although this will be the start of the summer term at the latest. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

In these situations the school can "hold" a child's school place until that child starts full-time within the academic year. Once a school place has been allocated, parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted except where wholly exceptional circumstances apply.

Parents of a "summer born" child (1 April – 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group

to Reception rather than Year 1. (See [Out-of-Year-Group Admission Pack](#)) Children will then remain in that cohort throughout their school careers.

The Governing body will make decisions based on the circumstances of each individual case, in the best interests of the child concerned and will always take into account the views of the Headteacher.

Offers of Places

The timetable for the admissions process is controlled by the Local Authority. The Local Authority is also responsible for notification of allocation of school places. For more information, please see the admissions literature published by the Local Authority or go to the website: [Hertfordshire County Council website](#).

Continued interest list

Those who are not offered a place due to over-subscription will be offered a place at another school by the Local Authority. Parents can request that their child's name be put on a 'continued interest list' for St Mary's School. If a place becomes available, the vacancy will be offered by the Local Authority to the first child on the waiting list judged on the criteria published at the time of the vacancy occurring. The continuing interest list will be maintained until the end of the academic year.

Once parents have applied to the Local Authority to go onto the continued interest list for St Mary's School, they can contact the school governors, via the School Office, to see where they rank on that list at the time of contact. It should be noted that it is possible for a child's ranking on the continuing interest list to change and that the governors will not automatically inform parents of any changes.

Right of Appeal

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

Late Applications

Any online or paper application received after the statutory deadline, as advertised by HCC, will be treated as a late application. Late applications are not dealt with until all on time applications have been considered. If there are exceptional reasons why parents/carers are unable to make an application by the closing date, they will need to contact the HCC Admissions and Transport team, as in certain exceptional cases, late applications can be considered as "on time". Please see the [Hertfordshire County Council website](#) for details.

Any child for whom an application is made after the deadline will be placed on the 'continuing interest list' in the position determined by the oversubscription criteria.

In-year Applications

The Governors can accept applications for in-year admissions into the school at any time. Parents/carers are asked to complete the school's In-year Application Form and the Supplementary Information Forms. Admissions will depend on vacancies in the relevant year groups. If there are more applicants than places available, then the oversubscription criteria will apply.

Parents have the opportunity to place their names on the 'continued interest list', if a place is not available at the time of application. This list is maintained until the end of the academic year.

For in-year applications, parents wishing to appeal should contact the school directly in the first instance.

Additional information

In all cases the use of the term 'parent' in this document means parent, carer, legal guardian or person with parental responsibility.

Policies on some specific areas are contained within the policy links referred to within the document. These are all part of this admission policy. If you are using a paper application pack, please make sure you ask the school for copies of the following documents if you wish to read the whole policy:

[Social and medical need applications - policy and guidance](#)

[Pupil premium eligibility](#)

[Meaning of worship frequently and regularly](#)

[Admissions Map](#)

[Address - determination in specific circumstances](#)

[Out-of-Year-Group Admission Pack](#)

[The implications of my child entering out of year group](#)

Forms

[Supplementary Information Form 1 \(all applications\)](#)

[Supplementary Information Form 2 \(Church applications only\)](#)

[Supplementary Information Form 3 \(Out-of-Year-Group only\)](#)

[Supplementary Information Form 3A \(Out-of-Year-Group Application Form 2018-19\)](#)