



## Welwyn St Mary's Church of England Primary School

### ADMISSION POLICY FOR ENTRY TO RECEPTION YEAR 2017-18

#### INTRODUCTION.

Welwyn St Mary's Primary School is a Church of England Primary School within the Diocese of St Albans. The Governing Body of the School is the Admission Authority and will admit up to the Planned Admission Number (PAN) of 60 children into Reception. The Governing Body is required to abide by the maximum limits in Early Years Foundation Stages (EYFS) and Key Stage 1 (KS1) classes of 30 pupils per class. The Governors consider that the School should serve the village of Welwyn first and foremost, whilst continuing as a family and church school. Please note that the information in this policy is correct for the year stated.

#### NORMAL RECEPTION ADMISSIONS ROUND

The Local Authority (LA) operates an agreed co-ordinated admissions scheme in line with government legislation and will coordinate the process on behalf of the School according to the scheme published each year<sup>1</sup>. The Admission Authority will allocate the available places in line with this policy. The closing date for PAF-receipt of Hertfordshire's Primary Application Form –PAF - (online or hard copy applications) by the home LA<sup>2</sup> is **15<sup>th</sup> January 2017**. Information on completing the 'on line' application and notification dates of admission decisions are available in the LA admission literature and on their website. All applications **must** be made on the **home** LA application form. The attention of parents wishing to make an online application, is drawn to [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions), or to request a hard copy of the PAF, contact the LA Customer Service centre on 0300 123 4043

Parents/carers are also requested to complete our Supplementary Information Form (SIF) which, when completed, can be returned to the School office or sent by e-mail. However, in the case of admission applications under Category 5 or 6 (see below), then both sides of the form should be completed and this must be signed by either the Rector, parish priest or minister as appropriate. In all cases, SIFs should be returned by the date given above. If a SIF is not completed the Admission Authority 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.

#### HOW PLACES ARE OFFERED.

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

- Category 1** All children 'looked after' (children in public care) 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).
- Category 2** Children resident within the Catchment Area, at the time of application.
- Category 3** Children who live outside the Catchment Area but have an older sibling resident at the same address, who will be attending the School at the time of entry of the younger child.
- Category 4** Children of members of staff, who have either been employed at the School for two or more years at the time of application, or who are being recruited to fill a vacant post for which there is a demonstrable skill shortage.
- Category 5** Children living outside the Catchment Area, one or more of whose parents/guardians have, at the time of application and for a period of six months previously, attended public worship at least once in each calendar month, at St Mary's Church, Welwyn. Applicants in this category

<sup>1</sup> Hertfordshire County Council's coordinated schemes of admission for first, primary, junior, middle, secondary, upper schools, academies (including free schools, studio schools and university technical colleges) for 2017/18.

<sup>2</sup> This is In the case of applicants who live in another LA area. Hertfordshire applicants should submit the Common Application Form to Hertfordshire County Council.

are required to provide written evidence of attendance at the Church and so will need to ask the Rector to complete the relevant section of the SIF.

**Category 6** Children living outside the Catchment Area, one or more of whose parents/guardians have, at the time of application and for a period of six months previously, attended public worship at least once in each calendar month, at another Church of England Church, or at another Christian Church. Applicants in this category are required to provide written evidence of attendance at the Church and so will need to ask their parish priest or minister to complete the relevant section of the SIF.

**Category 7** 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 determining criterion will be **distance from school**.

## NOTES

1. The Governors co-operate with the fair access policies of the LA.
2. The School does not have a "feeder school" relationship with any nursery or pre-school and attendance at any such establishment will not convey any special privilege. If the home is outside the Catchment Area, then the application can only be given Category 3, 5, 6 or 7 status despite attendance at such an establishment.
3. The presence of a sibling at the School does not imply automatic allocation of a place. Category 3 applications are given a lower priority than Category 2. Where there are more children in Categories 2 and 3 than the number of available places, the determining criterion will be distance from school.
4. In the case of older children who apply to join the School, admission will be on the basis of places being available in the relevant year group. If there are more applicants for places than available, then the above admissions policy will be applied. See also "In Year Admissions" below.
5. The governors will not consider a repeat application within the same academic year, unless there has been a significant change of circumstances.

## SINGLE RECEPTION INTAKE

The Governors provide for the admission of all successful applicants who have reached their 4<sup>th</sup> birthday by the beginning of September 2017. All children should join the School in the Reception year.

## Deferred Entry

Parents offered a place can defer the date their child is admitted to the School until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. In such a case, the School will "hold" a child's school place until that child starts full-time within the school year but not beyond the school year for which the original application was accepted. Where parents wish, their child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## Summer-born Children

Parents of a summer-born child may choose not to send that child to school until the September following their fifth birthday and may request to have them admitted out of their normal age group to Reception rather than Year 1.

The Admission Authority will make a decision on such a request in accordance with the published Admissions Code, on the basis of the circumstances of each case and in the best interests of the child concerned. They will also take into account the views of the head teacher and other professionals. When informing parents of their decision on the year group to which the child should be admitted, the Admission Authority will set out clearly the reasons for their decision. Where the Admission Authority agrees to a parent's request for the child to be admitted out of their normal age group and, as a consequence of that

decision, the child will be admitted to a relevant age group (i.e. Reception) the Admission Authority will process the application as part of the Normal Admissions Round and the parent will need to make an application for the Normal Admission Round for that year.

## **UNSUCCESSFUL APPLICATIONS**

### **Appeals.**

Parents who have not been allocated a place for their child in the Reception class have the right of appeal to an independent panel. The LA will include information about appeals in its post-allocation literature. Further details and explanation may be found in the LA admission literature and website. Parents wishing to appeal who applied on line should log into 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.

The statutory right to appeal does not apply if the child is offered a place at the school but not in their preferred age group.

### **Continuing Interest (CI) List**

If a place becomes available in the School it will be offered to the child on the CI List that best meets the published admission rules. The Governors will maintain the list until at least the end of the Reception year and will review the list at the end of that academic year. Parents are requested to inform the Governors if they wish their child's name to be removed from the CI list.

## **IN YEAR ADMISSIONS**

Requests for admission to other year groups should be made to the School. The LA and the School can provide parents with an in-year application form upon request. The School will accept the LA application form but parents/carers are also requested to complete a SIF. The School will inform the LA of every application and allocation and of both vacancies and numbers on roll. The LA will then be able to prevent duplicate offers being made, ensure safeguarding and that all children are offered places and to ensure that parents are informed of their right of appeal. The School will inform unsuccessful applicants of their right of appeal. For in-year applications parents wishing to appeal should contact the School directly in the first instance.

## **HELP AND ADVICE**

If you would like more guidance, help or advice relating to admission, please either visit the LA website [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions) where parents can access all information, or contact the LA Customer Service Centre on 0300 1234043. The School's SIF can also be accessed from this page, or

- via the LA Customer Service Centre, or
- via the School website (<http://www.welwynst-marys.herts.sch.uk/admissions.html>), or
- contact the School on 01438 714169, or e-mail [admin@welwynst-marys.herts.sch.uk](mailto:admin@welwynst-marys.herts.sch.uk), or
- visit the School and speak to the Admin team or to the Headteacher.

## DEFINITIONS & ABBREVIATIONS

<b>Catchment Area:</b>	The area shaded in red on the map of the Ecclesiastical Parishes of Welwyn & Woolmer Green and Ayot St Peter and shown on the list of roads; both map and list are displayed outside the School Office and on the School's website.
<b>Christian Church:</b>	A Church that is either a member of Churches Together in England or the Evangelical Alliance.
<b>CI List:</b>	If a place cannot be given because all the available places have been allocated, children who have not been allocated a place will, if the parents so-wish, be added to the Continuing Interest List maintained by the School, together with any late applications, in a position determined by the criteria. This list is actively maintained, so if a child moves into the area to live nearer the School than a child already on the CI List, then it will pre-empt.
<b>Distance from School:</b>	Measurement of Distance from School is made using the computerised "straight line" distance mapping system operated by the LA as described in their admission literature and on their website. All distances are straight line measurements from the address point of the home address, to the address point of the school. These are supplied by HCC, and further information regarding this is contained in their published information.
<b>EHC Plan:</b>	Education, Health and Care Plan
<b>EYFS:</b>	Early Years Foundation Stage classes (Reception, 4-5 year olds)
<b>KS1:</b>	Key Stage One classes (5-7 year olds)
<b>KS2:</b>	Key Stage Two classes (6-11 year olds)
<b>LA:</b>	Local Authority (Hertfordshire County Council)
<b>Children Looked After:</b> (Children in public care)	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. A 'residence order' is an order setting out the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. 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)
Customer Service centre:	LA Customer Service Centre (Admissions guidance and forms) Tel:0300 123 4043
<b>PAN:</b>	Planned Admission Number – the number of children that can be admitted into Reception each year by the School – in our case this is 60.
<b>Residence:</b> (Home Address)	The Governors define "residence" as being the home address where the <u>child and its parent(s), guardian or carer reside permanently</u> and not an address relating to any arrangement whereby the child may spend part of the week with another person or family member e.g. a grandparent. The School may request evidence of residency status such as utility bills covering a reasonable historical period or other evidence.
<b>Sibling:</b>	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 permanently resident at the same address. <u>The sibling must be attending the School at the proposed date of admission.</u>
<b>SIF:</b>	The School's Supplementary Information Form which is available from the School website: <a href="http://www.welwynst-marys.herts.sch.uk/admissions.html">http://www.welwynst-marys.herts.sch.uk/admissions.html</a> , or from the School.
<b>Staff:</b>	The Governors have determined that the term "member of staff" shall mean any employee of the School who is currently employed under a permanent, <u>not a short-term or rolling annual contract</u> at the time of application and at the proposed date of admission. In this regard, the term "children" shall include children permanently resident at the same address as the member of staff, whether they be the offspring of that member of staff, or step-children or children of partners living at that address.
<b>Summer-born:</b>	A child who was born between 1 April and 31 August,
<b>Tie-Break:</b>	In the unlikely event of the need for a tie-break where two different addresses measure the same distance from the School, or a block of flats is involved with no possible separation of front doors for the measurement, the lower door number will be deemed to be nearest. If there are two identical addresses of separate applicants, the tie-break will be by the drawing of lots.