



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

### ADMISSION POLICY FOR ENTRY TO RECEPTION YEAR 2021-22

#### 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 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 2021**. 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.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/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) 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 **15<sup>th</sup> January 2021**. 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.

Schools must admit children with an EHC (Education, Health and Care) Plan that names the school. These children will be admitted as part of the school's PAN but before any child prioritised under the school's oversubscription criteria.

If the school has fewer applications than places available, all applicants will be offered a place. In the event of there being more applications than available places, the following over-subscription criteria will be applied, in order, to allocate places:

- Category 1** All children 'looked after' (children in public care) or 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 (see Definitions). 1989). All children adopted from care who are of compulsory school age are eligible for admission under this Category.
- 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.

<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 2021/22.

<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.

**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 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.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

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**. If two applicants have the same distance from school then the school will use HCC's random allocation process.

## NOTES

1. The school **does not consider** applications under "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).
2. The Governors co-operate with the fair access policies of the LA.
3. 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 any attendance at such an establishment.
4. **The presence of a sibling at the School does not imply automatic allocation of a place**. Any child living within the catchment area will be assessed on the single criterion of distance from school. Should a situation arise where there are more Category 2 applications than places, then the distance criterion will operate and those living further away will not be offered a place, irrespective of whether they have a sibling already at the school. A similar approach applies for Category 3 applications, which are given a lower priority than Category 2. Once all Category 2 applicants have been satisfied, assuming there are places left, these will be offered to Category 3 (and lower) applicants and the determining criterion will be distance from school.
5. 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.
6. 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 full-time admission of all children offered a place in the Reception year group who have reached their 4<sup>th</sup> birthday by the beginning of September 2021. All children should join the School in the Reception year.

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

Children born on and between 1 September 2016 and 31 August 2017 would normally commence primary school in Reception in the academic year beginning in September 2021. If a parent wants a full-time place for their child from September 2021 (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 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. 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, their child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. In such cases, 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. Any parents wishing to take up a part-time place or deferred entry should contact the School to discuss their child’s requirements with the Head Teacher, prior to admission.

### **Summer born children (1st April – 31st August) – Entry to Reception**

Legally, a child does not have to start school until the start of the term following their fifth birthday. Children born between 1 April 2017 and 31 August 2017 are categorised as “summer born” and if parents/carers do not believe that their summer born child is ready to join Reception in September 2021 they should contact the LA and the School, for guidance before making an application.

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. Where a parent makes such a request, as a consequence of that decision, the child will be admitted to Reception the following year (i.e. for entry in September 2022). If such an application is made, the parent will need to make a fresh application for the Normal Admission Round for that following year and the Admission Authority will process that application as part of the Normal Admissions Round. Therefore, Summer born applications that are delayed for a year will be processed in exactly the same way as all other Reception applications received at that time; there is no guarantee that a place will be offered.

If parents wish to delay their application for a Reception place they are advised to discuss their child’s needs and development with their current early years or nursery provider. If parents wish their child to remain in their existing nursery school or class for a further year (rather than moving into a Reception year group) they must let their current school know before the end of the 2021 Spring Term (i.e. before the Easter break).

### **Children Out of Year Group (except Summer-born children – Entry to Reception)**

The School aligns with LA policy 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 also in line with DfE guidance “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, through a panel process, will decide whether any application will be accepted on the basis of the information submitted. The panel will make its decision based upon the circumstances of each case including the view of parents, the Headteacher(s), 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 individual schools.

### **Twins/Multiple Birth Children**

Twins and other multiple birth children have been an exception to infant class size prejudice since the 2012 Admissions Code was introduced and it is not necessary for schools to have individual rules to prioritise these children. However, when one twin/multiple birth is allocated the last place available, then the Admission Authority will admit the additional child/children over and above the school's PAN, to the Reception classes,

## **IN-YEAR ADMISSIONS**

The School is **NOT** part of HCC's In-Year coordination arrangements and so requests for admission to other year groups should be made directly to the School. Both the LA and the School can provide parents with an in-year application form upon request, or parents may wish to access the following link to download a copy of the LA form: <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/in-year-admissions-change-schools-during-the-year/in-year-admissions-change-school-during-the-year.aspx> The link also provides additional guidance information. The application form can be accessed by selecting 'Apply to a school that handles its own in year admissions'. Parents can apply by completing this form and returning it to the school. 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.

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## **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 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, log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

For In-Year appeals, we will write to you with the outcome of your application and, if you have been unsuccessful, the county council will write to you with registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)"

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 and Fair Access Protocol (FAP)**

After all places have been offered, the School will maintain a Continuing Interest (waiting) list. A child's position on that 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 School 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. Continuing interest lists will be maintained for every year group until the summer term. The School will contact parents/carers if a vacancy becomes available and it can be offered to a child. Parents are requested to inform the Governors if they wish their child's name to be removed from the CI list.

The school participates in HCC's Fair Access protocol. The Admission Authority will admit children under this protocol before those on the FAP children will be admitted above those on the school's CI list and over above the PAN if required necessary. Otherwise, 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. In either case an In-Year application must be made.

## FRAUDULENT APPLICATIONS

The Governors 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. The School will take investigate and take action 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.

## APPLICATIONS FROM CHILDREN FROM OVERSEAS

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school. An application for a school place will only be accepted for such children currently overseas if, for In-Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In-Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the Primary transfer processes, applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In-Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria. Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative "work" address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes.

The School will also consider accepting applications from children whose family can evidence intent to return to and/or permanently reside in the area prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (2<sup>nd</sup> 1st February 2024 for the Under 11s process) cannot be taken into account before National Allocation Day. Decisions on these applications will be made by the Governors after consulting with the LA and communicated with parents within 6 weeks of the closing date for applications. If an applicant owns a property in the area but is not living in it, perhaps because they are working abroad at the time of application, that address will **not** be accepted for the purposes of admission until the child is resident at that address.

Other children from overseas, other than those mentioned above, do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in the UK and proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of address, e.g. a council tax bill or 12 month rental agreement.

## **HELP AND ADVICE**

If you would like more guidance, help or advice relating to admission, please either visit the LA website [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/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>Allocations</b>	The LA advise of allocations either by post or by e-mail.
<b>Catchment Area:</b>	The area shaded in red on the map of the Ecclesiastical Parishes of Welwyn & Woolmer Green with 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>Child arrangements order</b>	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. Any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
<b>Children from Overseas</b>	Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.
<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>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). Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. An 'adoption order' is an order under Section 46 of the Adoption and Children Act 2002. Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order.
<b>Customer Service centre</b>	LA Customer Service Centre (Admissions guidance and forms) Tel:0300 123 4043
<b>Distance from School:</b>	All home to school distance measurements are made using Hertfordshire County Council's 'straight line' distance measurement system. 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. This data is supplied by HCC, and further information regarding this is contained in their published information.
<b>EHC Plan:</b>	Education, Health and Care Plan (these have completely replaced the previous Statements of Special Educational Needs)
<b>EYFS:</b>	Early Years Foundation Stage classes (Reception, 4-5 year olds)
<b>Feeder School:</b>	A nursery or pre-school with a special relationship to a primary school regarding places for children transferring.  Parents are advised to note that the School does not have any "feeder school" relationship with any nursery or pre-school (especially the local Tenterfields and Acorn nurseries/pre-schools) and attendance at any such establishment <u>will not convey any special privilege</u> with regard to a place in Reception year at the School. .
<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) Children's Services.
<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><u>Random Allocation Process</u></b>	<u>The random allocation process as administered by HCC, operates as follows:</u>  <u>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.</u>

<p><b>Residence:</b> (Home Address)</p>	<p>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 address provided must be the child's current permanent address at the time of application.</p> <p>"At the time of application" means the closing date for applications.</p> <p>"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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The School may request evidence of residency status such as utility bills covering a reasonable historical period or other evidence.</p>
<p><b>Sibling:</b></p>	<p>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 or a child being looked after or previously looked after, by the parent/carer or their partner 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 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. <u>The sibling referenced must be on the roll of the School at the time the younger child starts or have been offered and accepted a place.</u> 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.</p>
<p><b>SIF:</b></p>	<p>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.</p>
<p><b>Special guardianship order</b></p>	<p>Under Section 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.</p>
<p><b>Staff:</b></p>	<p>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.</p>
<p><b>Summer-born:</b></p>	<p>A child who was born between 1 April and 31 August,</p>
<p><b>Tie-Break:</b></p>	<p>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, which will be verified by a person appointed by the Chair of the Admissions Committee, who is not connected with the school.</p>