



Welwyn St Mary's Church of England Primary School

ADMISSION POLICY FOR ENTRY TO RECEPTION YEAR 2023-24

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 year¹. 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 LA² is **15th January 2023**. The attention of parents wishing to make an online application is drawn to www.hertfordshire.gov.uk/admissions; information on completing the 'on line' application and notification dates of admission decisions is available in the LA admission literature and on their website. All applications **must** be made on the **home** LA application form. To request a hard copy of the PAF, please contact the LA Customer Service centre on 0300 123 4043

Parents/carers are also requested to complete the School's Supplementary Information Form (SIF) which, when completed, can be handed in to the School office or sent by e-mail. In the case of admission applications under Category 6 or 7 (see below) both sides of the form should be completed and it must be signed by the Rector, parish priest or minister as appropriate. In all cases, SIFs should be returned by **15th January 2023**. 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 maintained schools to admit children with an EHCP (Education, Health and Care Plan) that names the School. These children will be admitted within 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 adopted³, or became subject to a Child Arrangements Order or a Special Guardianship Order 1989 (see Definitions), including children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted⁴. 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 and when starting at the School, but who have an older sibling resident at the same address and who will also be attending the School at the time of entry of the younger child.

¹ 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 2023/24.

² 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.

³ Looked After Children and all Previously Looked After Children, including those who appear (to the admissions authority) to have been in state care outside England and ceased to be in state care as a result of being adopted. See Definitions and Abbreviations.

⁴ There are many different types of adoption and there is a wide variety of international state care. Parents/carers will, in many cases, already have evidence of their child's status in a form that is easily verifiable by admission authorities. However, the Admission Authority may need to consider a range of evidence.

- Category 3** Children resident within the Catchment Area at the time of application and when starting at the School.
- Category 4** Children who live outside the Catchment Area but have an older sibling resident at the same address, who will also be attending the School at the time of entry of the younger child.
- Category 5** 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 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 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 7** 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 8** Any other children.

In the event that during the period specified for attendance at worship, a 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 **final random tie break process**.

NOTES

1. The attention of applicants is drawn to the detail under the definition of "Home Address" within Definitions and Abbreviations and the paragraph on erroneous, misleading, incomplete or fraudulent applications.
2. 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).
3. The Governors co-operate with the fair access policies of the LA.
4. 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** with regard to admission. If the home is outside the Catchment Area, then the application can only be given the status of Category 4, 5, 6, 7 or 8, despite any attendance at such an establishment.
5. Any child living within the catchment area with an older sibling attending the School at the time of entry of the younger child, will be prioritised over a child living within the catchment area but who does not have an older sibling at the School; this is intended to facilitate parents ensuring their children can attend the same primary school, if that is their wish. All other children within the catchment area will be assessed on the single criterion of distance from School. Should a situation arise where there are more Category 3 applications than places, then the distance criterion will operate and those living further away will not be offered a place. In the case of Category 4 applications, **the presence of an older sibling at the School does not imply automatic allocation of a place**, as Category 4 applications are given a lower priority than Categories 2 and 3. Once all Category 2 and 3 applicants have been satisfied, assuming there are places left, these will be offered to Category 4 (and lower category) applicants and the determining criterion will be distance from School.

6. 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 over-subscription criteria will be applied. See also "In-Year Admissions" below.
7. 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 4th birthday by the beginning of September 2023. All children should join the School in the Reception year.

Age of Admission and Deferral of Places

Children born on and between 1 September 2018 and 31 August 2019 would normally commence primary school in Reception in the academic year beginning in September 2023. If a parent wants a full-time place for their child from September 2023 (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 the original application 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 2019 and 31 August 2019 are categorised as "summer born" and if parents/carers do not believe that their summer born child is ready to join Reception in September 2023 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 2024). 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 2023 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 (IY) 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 IY application form upon request, or parents may wish to access the following link to download a copy of the LA form: www.hertfordshire.gov.uk/admissions. This 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 the School's SIF. We will aim to inform parents of the outcome of their IY application in writing within 10 days and in any event within 15 school days. 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. Should the number of applications mean that IY admission to a particular Year Group necessitates prioritisation, then the same criteria as explained for Reception entry will operate.

ALLOCATION OF PLACES

Decisions on offering places for the normal admissions round are made by the Admissions Committee who will submit a list of applicants to be offered places, ranked in Category order, to the LA. At that point the Committee has no knowledge of order of choice of school made by parents. The LA then allocate the 60 places and advise parents or carers and the School. Once all responses have been received by the LA for those 60 places, any places not accepted will be offered to the next applicants on the original prioritised list as the first round of Continuing Interest (CI). Following that, for the second round of CI, any places still remaining are offered to those on the CI list but the list is revised to include later applications (i.e. applications made after the original close date) and this may result in the revision of priority of earlier applications.

Decisions on offering places for in-year applications are made by the Head Teacher, Office Manager and one Governor from the Admissions Committee, according to the criteria for over-subscription and any other relevant aspects. Should it be required, the Admissions Committee will be consulted.

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 on-paper applicants

should call the Customer Service Centre on 0300 123 4043 to request their registration details and then log into www.hertfordshire.gov.uk/schoolappeals and click on the link “log into the appeals system”.

For IY applications, the School will notify parents in writing of the outcome of their application and, if it has been unsuccessful, the county council will write with registration details to enable login and appeal online at 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

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.

Fair Access Protocol (FAP)

The School participates in HCC's Fair Access Protocol (FAP). The Admission Authority will admit children⁵ under this protocol before those on the School's CI list and above the PAN if 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 IY application must be made. Eligibility for the FAP does not prevent an IY application being made to any school and IY applications will be processed in accordance with the usual IY admission processes, including the right of appeal if refused a place. Where a school receives an IY application for a year group which is not the normal point of entry and does not wish to admit the child because it believes the child may display challenging behaviour, it may refuse admission and refer the application to the FAP. Children with challenging behaviour may also be disabled and the school will also consider its duties under the Equality Act 2010. Where placement under FAP has been agreed, a school place will be allocated within 20 school days and arrangements made for the child to start school as soon as possible.

ERRONEOUS, INCOMPLETE, MISLEADING OR FRAUDULENT APPLICATIONS

The Governors will do all they reasonably can to prevent places being offered on the basis of an application that is erroneous, misleading, incomplete or fraudulent. They will work closely with HCC including referral of cases to the Shared Anti-Fraud service for further investigation as necessary. The School will do its best to contact parents whose applications contain possible errors or are incomplete and request them to amend or supplement the information given. In cases where an application is being made from an address which is believed not to be the bona fide permanent residence (home address) of a child, or if the application is misleading or suspected of being deliberately fraudulent, reasonable documentary evidence⁶ will be requested and checked. School places will be withdrawn when false information is deliberately provided.

The School will always 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 moves shortly after the closing date of applications and one or more of the following applies:
 - The family has moved to a property from which their application was less likely to be successful (i.e. out of catchment or further away);
 - 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;

⁵ Fair Access Protocols can only include the categories of children outlined in the School Admissions Code.

⁶ Proof of an address being the bona fide home address of the child proof of address, should involve, for example, at least two of the following: a council tax bill; a 12 month (minimum) rental agreement for the property; utility bills that cover at least the past three month period (gas, water, electricity, fixed line/broadband NOT mobile service); formal correspondence from NHS, Social Services or another national or local government department quoting the address and naming the child.

- Official/public records (e.g. Council Tax information) shows alternative address at the time of the application;
- When a child starts at the allocated school and their address is different from the address used at the time of application.

Parents/carers will need to show that they have relinquished residency ties with their previous property and they and their child(ren) are permanently residing at the address given on the application form.

As stated earlier, the Governors believe the School should primarily cater for the children from within the catchment area (essentially Welwyn village). If places remain, then they are pleased to be able to offer them to children who live outside the catchment area. However, where a family relocate to outside the catchment area after submitting an application and prior to the child starting school and there are other schools nearer the new address, the Governors reserve the right to withdraw any place offered. This minimises the use of cars to take children to school as the Governors fully support the LA's approach that as much as possible, primary school children should walk to school and enables local children to be found places at their local school.

Where there are unresolved queries and/or missing information, the School and/or the LA will contact the parent(s) in writing. In the event of no response to a request for information in a letter from either the School or the LA Admissions office, within a reasonable time (usually 14 days) or the response is incomplete, or does not resolve any ambiguity or concern, or misleading or incorrect information is provided, then further action, including non-acceptance of the application, or if this arises post-allocation, withdrawal of the place, may be taken.

Address Visits

Where suspicions lie as to the validity of an address, the HCC Admissions & Transport Team may make unannounced visits to the applicant's claimed address or any other address suspected to be the normal permanent residence of the child's primary carer or the address where the child resides for the majority of the week. The aim of these visits is to verify that the address information provided on the application form is accurate. All visits will be made by two members of the Team. If an address appears to be unoccupied at the time of a visit, a letter will be left confirming that an attempted visit took place. This letter will ask the occupant to contact the Admissions & Transport Team within 24 hours to confirm receipt of the letter and details of the occupant. It is reasonable to expect that an applicant living at the address stated on the application form can respond within 24 hours. If contact takes longer than 24 hours, the applicant will be asked to explain why and provide evidence why they did not respond within the specified time. If, following the initial investigation or any further investigation, the Admissions & Transport Team concludes that, on the balance of probability, a fraudulent address has been used on an application, correspondence will be sent to the applicant confirming this decision. This will outline the factors taken into account in making the decision as well as the action which will be taken with the application. It will also set out which address will be considered to be the child's permanent home address for the purpose of their application for admission to school.

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 IY applications, proof is provided that the child will be resident in Hertfordshire within two weeks. IY 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 IY 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 parent/carer's application is accompanied by an official letter that declares a relocation date and additional suitable evidence of the intended address where the child will live, which may be a HCC Unit postal address or quartering area address, if the parent/carer so requests, 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 (1st February 2023 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 UK⁷. 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 (minimum) rental agreement or utility bills covering at least three months.

HELP AND ADVICE

If you would like more guidance, help or advice relating to admission, including all information, application forms, SIF and catchment area details, please:

- visit the LA website www.hertfordshire.gov.uk/admissions, or
- contact the LA Customer Service Centre on 0300 123 4043, or
- visit the School website (<http://www.welwynst-marys.herts.sch.uk/admissions.html>), or
- contact the School Office Manager on 01438 714169, or e-mail admin@welwynst-marys.herts.sch.uk, or
- visit the School and speak to the Office Manager, Admin team or to the Headteacher.

⁷ 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, normally have unrestricted entry to the UK. Freedom of movement into the UK for European Economic Area and Swiss citizens ended at the end of 2020. EEA (Irish citizens aside) and Swiss national children entering the UK after the end of 2020 are now treated the same as other foreign nationals. This means they will no longer have the right to enter the country to access a state-funded school unless they fall within certain immigration categories.

DEFINITIONS & ABBREVIATIONS

Allocations	The LA advise of allocations either by post or by e-mail.
Catchment Area:	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.
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. Any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
Children from Overseas:	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.
Christian Church:	A Church that is either a member of Churches Together in England or the Evangelical Alliance.
CI List:	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.
Challenging Behaviour:	Behaviour unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour, or is of such severity, frequency or duration that it is beyond the normal range schools can tolerate. We would expect this behaviour to interfere significantly with that pupil's/other pupils' education or jeopardise the right of staff and other pupils to a safe and orderly environment.
Children Looked After: (Children in public care)	<p>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. 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. 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. This category includes Internationally adopted previously looked after children (IAPLAC – see definition below) as well as Looked After Children (LAC) with no distinction drawn between the two categories.</p> <p>The child's previously looked after status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:</p> <ul style="list-style-type: none"> (i) to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and (ii) to have ceased to be in that state care as a result of being adopted. <p>A child is in "state care" if he or she is in the care of, or accommodated by</p> <ul style="list-style-type: none"> (a) a public authority, (b) a religious organisation, or (c) any other organisation, the sole or main purpose of which is to benefit society.
Customer Service Centre:	Hertfordshire County Council Customer Service Centre (Admissions guidance and forms) Tel:0300 123 4043
Distance from School:	A 'straight line' distance measurement is used in all home to school distance measurements. 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 (the front door of the main school building). Premium data is a nationally recognised method of identifying the location of schools and individual residences. This data is supplied by the LA.
EHCP:	Education, Health and Care Plan (these have completely replaced the previous Statements of Special Educational Needs)
EYFS:	Early Years Foundation Stage classes (Reception, 4-5 year olds)

Fair Access Protocol:	This LA protocol describes the principles to be applied and procedures to be followed in relation to the IY admission of “hard to place” children outside the normal admission round. It also includes in the protocol procedure for when a governing body wishes to refuse the admission of a child, and describes how decisions will be made by the LA.
Feeder School:	A nursery or pre-school with a special relationship to a primary school regarding places for children transferring. Parents are advised to note that Welwyn St Mary's Primary School does not have any “feeder school” relationship with any nursery or pre-school (especially the local Tenterfield and Acorn nurseries/pre-schools) and attendance at any such establishment will not convey any special privilege with regard to a place in Reception year at the School.
IPLAC	Internationally Adopted Previously Looked After Children. The definition of previously looked after children includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. This also includes children who were previously looked after in Wales, Scotland and Northern Ireland. A child is regarded as having been in ‘state care outside of England’ if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
IY Admission:	In-Year Admission; where a child either joins a school during the year and not at the start of the year or does not join Reception but another year group (perhaps due to parents relocating). Note that the application is different from the Normal Admissions round for reception places which is handled by the LA; IY admissions are handled directly by the School.
KS1:	Key Stage One classes (5-7 year olds)
KS2:	Key Stage Two classes (6-11 year olds)
LA:	Local Authority (Hertfordshire County Council - HCC) Children's Services.
Normal Admissions Round:	The process beginning in December the previous year for applications to start at the School in September of the following year. Note that the application is different from IY Admissions which are handled by the School directly; the Normal Admissions Round is co-ordinated by the LA.
PAN:	Planned Admission Number – the number of children that can be admitted into Reception each year by the School – in our case this is 60.
Random Allocation Process:	The random allocation process, utilised in the event of a need for a tie-break, as administered by the LA, operates as follows: 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.
Residence: (Home Address)	<p>The Governors define "residence" as being the home address where the child and its parent(s), guardian or carer resides permanently 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. If the child's home address changes between application and starting at the School, this may be subject to further investigation.</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 12 months and the child must be resident in the property at the time of application.</p> <p>The School may request evidence of residency status such as utility bills covering a reasonable historical period or other evidence.</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, parents/carers should make a single joint application naming one address. If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled. If two different applications are received for the same child from the same address, e.g., containing different preferences, parents/carers will be invited to submit a joint</p>

	application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.
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 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. The sibling referenced must be on the roll of the School at the time the younger child is offered and accepts a place and starts at the school . 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.
SIF:	The School's Supplementary Information Form which is available from the School website: http://www.welwynst-marys.herts.sch.uk/admissions.html , or a paper version is available from the School Office.
Special Guardianship Order:	Under Section 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.
Staff:	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, whether teaching or non-teaching staff. In this regard, the term "children" shall include children permanently resident at the same address as the member of staff, whether they are the offspring of that member of staff, or step-children or children of partners living at that address.
Summer-born:	A child who was born between 1 April and 31 August,
Tie-Break:	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, or there are two identical addresses of separate applicants, the tie-break will be by the LA final random tie break.