



St. Michael's Woolmer Green C of E Primary School

London Road, Woolmer Green, Herts, SG3 6JP
Tel: 01438 813267 Fax: 01438 815623 e-mail: admin@woolmergreen.herts.sch.uk
Website: www.woolmergreen.herts.sch.uk
Headteacher: Mr Brendan Mallon



ADMISSION POLICY 2016-17

St Michael's Woolmer Green is a Church of England Voluntary Aided Primary School within the Parish of Woolmer Green and Welwyn. The Governors will admit the planned admission number of up to 30 children to the reception class during each academic year.

The Local Authority or LA, (Hertfordshire County Council) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will coordinate the process on behalf of the school according to the scheme published each year. The governing body, as the admission authority, will allocate the available places in line with this policy.

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

All applications **must** be made on the **home** LA common application form. Parents/carers are requested to complete our supplementary information form (SIF) and return it to the school office by the date given above. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the LA form only, which may result in your application being given a lower priority.

The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2016. However please note the following:

- a. Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age. All children must join the school in the Reception year or a new application will need to be made for a Year 1 place
- b. Parents can request part time attendance until the child reaches compulsory school age.

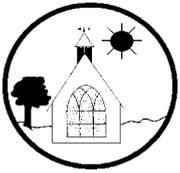
How Places Will Be Allocated

Children who have a Statement of Special Educational Needs and children with an EHC (Education, Health and Care) Plan which names the school will be admitted to the school.

In the event of there being more applicants than there are places available, the Governors will apply the following criteria in the priority order of categories as listed:

- Category 1** "All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, residence or special guardianship order (see definitions)"
- Category 2** Siblings of children, already at the school at the time of admission, living within that part of the area of the Ecclesiastical Parish of Welwyn and Woolmer Green hatched in red as shown on the plan which is on display in the school and on the school website. (See Sibling definition overleaf).
- Category 3** Children who at the time of admission are living within that part of the area of the Ecclesiastical Parish of Welwyn and Woolmer Green hatched in red as shown on the plan which is on display at the school and the school website.
- Category 4** Children who live outside the area as defined in Category 2, but who are siblings of children already at the school at the time of admission.
- Category 5** Children living outside the area as defined in Category 2 above, whose parents/guardians have, at the time of application, and for a period of six months previously, attended public worship at a Church of England church at least once a calendar month. Applicants in this category are required to provide written evidence from their parish priest or minister on the SIF form (Clergy section).
- Category 6** Any other children.





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Looked After Children

The Childrens Act 1989 defines a child who is 'looked after' as a child or young person who 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)

Sibling

A 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, and in every case, the child should be living at the same address. The sibling must be in the school at the time of the application and be likely to remain in the school at the proposed date of admission.

Tie Break

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 tie-break will be **distance from the school**, measured using the computerized mapping system operated by the LA as described in their admissions booklet and website. The distance will be measured from the address point of the pupil's home to the address point of the school.

Twins & multiple births: Every effort will be made to accommodate twins and other "multiple birth" applications.

Admissions Procedure

You will be advised of the outcome of your application initially by a letter from the LA on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you may ask us for the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

Appeals

Hertfordshire parents wishing to appeal who applied online should log on to their online application and click on the link "register an appeal". If you did not apply using Hertfordshire's online application system please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack. For In Year applications – parents wishing to appeal should contact the school directly in the first instance.

Continuing interest (waiting) list and 'in-year' applications

In the event of more applications than available places the governors will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered to the child that best meets the published admission rules. **All 'in year' applications are managed by the school, and to who in year applications should be made, but a SIF is still requested.**

The school will review the in-year waiting list at the end of each academic year. Parents are requested to inform the school if they wish their child's name to be removed.

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