



## **ADMISSIONS POLICY 2017-18**

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: [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

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 4<sup>th</sup> birthday by the beginning of September 2017. However please note the following:

- a. Parents offered a place may defer the date of their child's admission until later in the year, but not beyond the point at which 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. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach 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, child arrangements' 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.

## **Summer born children**

Where a parent of a **'summer-born' child (1 April – 31 August)** wishes their child to start school in the autumn term following their fifth birthday, the Governors will consider the request.

If parents do not take up the offered place before the start of the summer term of the school year of entry, then they would have to re-apply for a place in Year 1.

However, if parents wish such a child to be educated "out-of year group" i.e. in the Reception Year rather than Y1 they may request this and should discuss it with the school as soon as possible. Such applications will be considered by the governors on a case by case basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group.

All such parents should apply for their child's normal age group at the usual time and may submit a request for admission out of the normal age group at the same time.

The governors will respond to this request prior to the offer of a place being made. If the request is agreed to the application can be withdrawn for that year before the place is offered.

If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group, or refuse it and make an in-year application for admission into Y1 for the September following the child's fifth birthday.

Where a parent's request has been agreed, they must make a new application as part of the main admissions round the following year.

Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

**This information is currently being reviewed by Government and so there may be changes after this Policy has been published.**

## **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 'child arrangements 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, foster sibling, 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. HCC's distance measurement definitions are available online at [www.hertsdirect.org/docs/pdf/admissions/defs1718.pdf](http://www.hertsdirect.org/docs/pdf/admissions/defs1718.pdf)

**Twins & multiple births:** "Where the first twin or a multiple birth sibling is offered the last available place the governors will admit the other twin or sibling(s) as exceptions to the infant class size legislation."

### **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 co-operates with the LA's Fair Access Protocol for children who are hard to place. Such children will be admitted even if the relevant year group is full. Children can also be admitted above any children on the Continuing Interest list.

**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.**