



ADMISSIONS POLICY 2018-19

St Michael's Woolmer Green is a Church of England Voluntary Aided 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 30 children to the Reception class during each academic year. 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.

Reception Admissions Round

The Local Authority (LA,) 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 **14th** January 2018. 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

All applications **must** be made on the **home** LA common application form. Parents/carers are also requested to complete our Supplementary Information Form (SIF), available on our website or by contacting the school office, 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 2018. 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

In accordance with Section 324 of the Education Act 1996, 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. Any such children will be admitted as part of the school's PAN but before the oversubscription criteria are applied.

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. Please contact the school to discuss this as soon as possible.

Parents do not have the statutory right of appeal against a decision not to place the child in a year group outside their normal age group. Please be aware that there may be Government changes after this Policy has been published and therefore policies for future years may be different.

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.

Definitions

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

In Year Admissions

Requests for admission to other year groups should be made direct to the School. Parents are still required to complete a SIF.

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. Hertfordshire parents wishing to appeal who applied online for a Reception place 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.

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 list

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 admissions criteria. If a place becomes available in the school it will be offered to the child that best meets the published admission rules.

The school co-operates with the LA's Fair Access Protocol. Such children will 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.