



**Barkway VA Church of England First School**  
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A COLLABORATION OF CHURCH FIRST SCHOOLS

# Admissions Policy

## Barkway VA Church of England First School Academic Year 2017 / 2018

Barkway V.A. First School is a 60-place Church of England School. The Governors will admit up to the published admission number (PAN) of 12 children to the reception class during each academic year. There are separate arrangements for admission to Foundation 1 (Nursery) and admission to Foundation 2 (Reception): attendance at the first does not guarantee admission to the second and parents of children currently in our Nursery group must apply for a place in Reception.

The Local Authority (LA i.e. Hertfordshire) operates an agreed coordinated admissions scheme in line with government legislation. The LA will co-ordinate the process on behalf of the school according to the scheme published each year. The Governing Body, as the Admitting Authority, will allocate the available places in line with this policy. For Nursery admissions applicants apply direct to the school setting.

The closing date for admission application forms to be received by the home Local Authority is as advertised by that authority. Information on completing the 'on line' application and notification dates of admission decisions are published in the Hertfordshire admissions booklet which is also available from their website. 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. Parents can request that the date their child is admitted to the school is deferred until later in the year or until the child reaches compulsory school age in that school year. All children must join the school within their Reception year otherwise a fresh application (for a Year 1 place) will need to be made. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

Parents/carers are requested to complete our Supplementary Information Form (SIF) and return it to the School Office by the local authority date closing date for applications. If a SIF is not completed the Governing Body will apply their admission arrangements using only the information submitted on the Common Application Form, which may result in the application being given lower priority.

Children with a statement of Special Educational Need, where the Statement names Barkway V.A. First School, will be admitted as a priority as this is a legal requirement.

**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:

Children in public care.

**Children in public care** (children looked after) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or a special guardianship order). \*

For definition/notes section

\* A “child looked after” is a child who is

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

Adopted – under the terms of the Adoption and Children Act 2002 (section 46)

Residence Order – under the terms of the Children Act 1989, section 8 defines a residence order as an order settling the arrangements to be made as to the person with whom the child is to live

Special guardianship order – under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule.

Children who were not “looked after” **immediately** before being adopted, or made the subject of a residence order or special guardianship order, or whom were adopted prior to the enactment of the 2002 Act **will not** be prioritised under rule 1.

Category 2.

Children who at the time of entry are living within that part of the area of the Parish of Barkway hatched in red as shown on the plan which is held in the School. Alternatively, the website [www.achurchnearyou.com](http://www.achurchnearyou.com) may be consulted.

Category 3.

Siblings of children already at the school at the time of admission: for the purposes of this policy a sibling is a sister, brother, half-brother or – sister, adopted brother or sister, or child of the parent/carer or partner, and in every case living in the same house from Monday to Friday.

Category 4.

Children living outside the area as defined in Category 2 above, one or more of whose parents/guardians have at the time of admission, and for a period of six months previously, attended public worship at a Church of England

church at least once in each calendar month: if you are applying in this category please provide, with the completed SIF, a letter from the incumbent verifying at least this level of attendance.

#### Category 5.

Any other children.

In the event of there being more applicants than available places, the determining factor will be geographical proximity to the school with priority being given to those children who live closest to the school (straight line distance) as measured by the Hertfordshire County Council (HCC) Geographical Information System (GIS). This is explained further in the HCC booklet 'Moving on/Under 11's'.

If the children concerned live the same distance from the school the Governors will apply the HCC determining factor.

Twins/multiple births will be given priority within each individual category: every effort will be made to accommodate twins and other 'multiple birth' applications provided that this does not breach maximum class size regulations.

Notes:

1. There may be exceptional occasions when the Governors are requested by the Local Authority (L.A.), supported by the medical services or health authority, to provide a place for a particular child: in this case the child will be afforded exceptional priority.
2. 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 class group. If there are more applicants for places than places available, then the above admissions policy will apply.

#### **Fair Access**

The school participates in the county council's Fair Access protocol and will admit children under this protocol before children on continuing interest.

#### **In Year Admissions**

The school will no longer be part of the county councils coordinated In Year admissions scheme. Parents should make In Year applications direct to the school. The school's application form can be accessed via emailing the School Office at [admin@barkway.herts.sch.uk](mailto:admin@barkway.herts.sch.uk)

#### **Admission procedure**

Those who, after the application of the over-subscription criteria, do not receive a place will be put onto a 'continuing interest' list (in a position determined by the above criteria) where their names will be held.

#### **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 residents will receive a leaflet entitled 'Primary What Can You Do Now' which explains how to request and return an appeal pack. A booklet entitled 'Guidance for Parents', which explains how the appeals process works, will be included in the appeal pack or can be found on line at [www.hertsdirect.org/csfcustomerfocus](http://www.hertsdirect.org/csfcustomerfocus).