



ADMISSIONS POLICY

Barkway V A Church of England First School Academic year 2019/2020

Barkway 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.

Hertfordshire County Council (HCC) operates an agreed co-ordinated admissions scheme in line with government legislation. HCC will coordinate the process on behalf of the school according to the scheme published each year. The Governing Board, as the Admission Authority, will allocate the available places in line with our Reception Admissions Policy.

Information on completing the 'on line' application and notification dates of admission decisions are published in the HCC Admissions literature which is also available from the HCC website www.hertfordshire.gov.uk/admissions.

It is essential that all those wishing to apply for a place at Barkway First School fill in the County Admissions form(available online or in HCC literature).

Parents and carers are also requested to complete our Supplementary Information Form (SIF) which can be downloaded from our website and return it to the school office by the above closing date. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the Application Form only, which may result in the application being given a lower priority.

Please refer to our Reception Admissions Policy 2018/2019 for more detailed information.

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 4th birthday by the beginning of September 2019. 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 Looked After.

1. Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under rule 1. Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.

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)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.

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 1.

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 under Category 1.

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.

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.

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 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).

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 Definition of the word sibling in this context:

- brother or sister
- half brother or sister
- adopted brother or sister
- child of the parent / carer or partner
- children looked after or previously looked after. This doesn't include children temporarily living in the same house. For example, a looked after child in a short term foster or bridging placement.

In every case, the sibling must be living permanently in the same family home (at least Monday to Friday).

A sibling must be on the roll of the named school or linked school, or have been offered and accepted a place, at the school at the time of application (and when child starts)

2 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.

3 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.

4 **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 2015 and 31 August 2015 are categorised as "summer born" and if parents/carers do not believe that their summer born child is

ready to join Reception in 2019 they should contact the home LA, and any own admission authority schools, for guidance before making an application. Summer born applications that are delayed for a year (for entry in September 2020) 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 at a child's preferred school.

If parents wish to delay their application for a Reception place they are advised to discuss their child's needs/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 the Reception year group) they must let their current 4 term in 2019 (before the Easter break).

5 Children Out of Year Group (except applications for reception from summer born)

Hertfordshire County Council's policy is 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 in line with DfE guidance which states that "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".

For community and voluntary controlled schools, the county council as the relevant admission authority, through a panel process, will decide whether the application will be accepted on the basis of the information submitted. The panel make decisions based upon the circumstances of each case including the view of parents, the relevant 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.

The governing board of this school is responsible for their own admissions being a voluntary aided school, and are ultimately responsible for making this decision for applications made to this school.

6 Nursery Provision

Within our school there is a nursery.

The admission arrangements detailed in this document do not apply for those being admitted into any nursery or pre-school provision. The responsibility for admission into nursery provision lies with the governing body of the school which offers such provision. Parents wishing to apply for a place at the school's nursery should apply to the school and then apply online apply in the normal way for a place at the school if they want their child to transfer to the reception class.

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.

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. All 'in year' applications are similarly managed by the LA on behalf of the school, but a SIF is still requested.

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.hertfordshire.gov.uk/admissions.