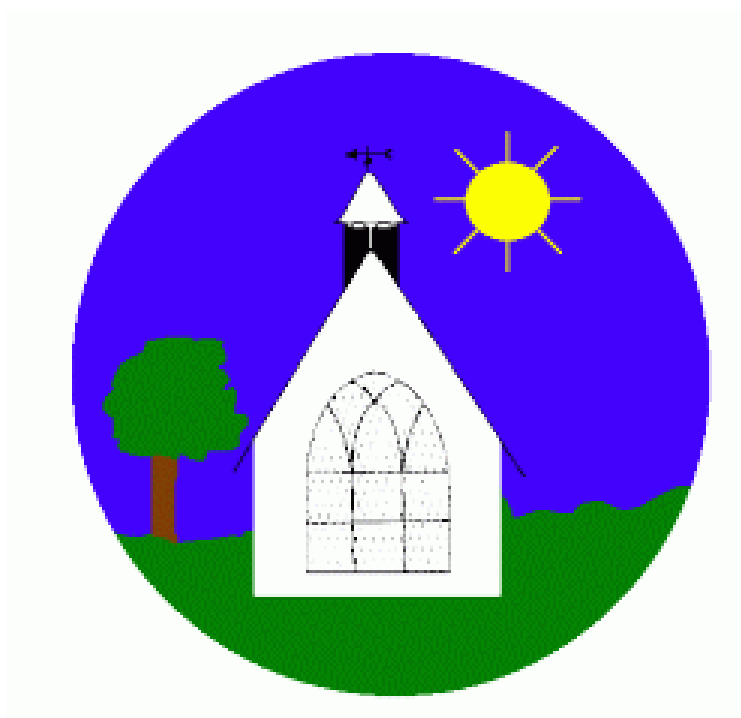


Shine as Lights in the World



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

Admissions Policy 2023-2024

Date of review:
Date of next review:
Amended:
Responsibility:
Classification:

December 2021
December 2022
September 2022
Full Governing Body
Public

St Michael's Woolmer Green is a Church of England Voluntary Aided Primary School within the Ecclesiastical Parish of Welwyn and Woolmer Green which is part of 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.

Shine as Lights in the World is our school vision and we believe it is central to the care and protection of our children, our first and most important duty as educators. Our vision, which has been developed and widely shared with our whole community, makes protection and safeguarding everybody's responsibility. Our School adheres to the highest standards and adults model day-to-day fair and equal treatment so that all our children see in action that respect and dignity is about how we treat one another. **Our Golden Rule** is: We will treat one another in a fair and equal way and treat others in the way we wish to be treated.

Reception Admissions Round

The Local Authority, Hertfordshire County Council, (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.

Information on completing the online application and notification dates of admission decisions are published in the LA admissions literature which is also available from their website: www.hertfordshire.gov.uk/admissions.

All applications **must** be made on the **home** LA common application form.

Applicants under Category 5 (see page 3) must also complete the Supplementary Information Form (SIF), available on the school website, and ensure it is signed by either the Rector, parish priest or minister, as appropriate. 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.

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. If the school has fewer applications than places available, all applicants will be offered a place.

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. This includes those children who appear (to the admission authorities) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Included in this category are children who were previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order.

Children previously looked after abroad and subsequently adopted will be prioritised under category 1 if the child's previously looked status and adoption is confirmed by Hertfordshire's "Virtual School".

The child's previously looked status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and
- ii. to have ceased to be in that state care as a result of being adopted.

A child is in "state care" if he or she is in the care of, or accommodated by –

- (a) a public authority,
- (b) a religious organisation, or
- (c) any other organisation the sole or main purpose of which is to benefit society.'

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 as shown on the plan which is on display in the school and on the school website.

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 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, 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 of this and hence are requested to complete the school Supplementary Information Form.

Category 6 Any other children.

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 places available, the determining criterion will be distance from the school.

Summer-Born Children

- (a) Parents offered a place in the Reception Class may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age. Parents can request part-time attendance until the child reaches compulsory school age.
- (b) A parent of a 'summer-born' child (1 April – 31 August) who wishes their child to start school in the autumn term following their fifth birthday, can request this.

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.

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.

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.

In-Year Admissions

Requests for admission to other year groups should be made direct to the School using the In Year Application form available from the Admissions page on our website. Parents applying under Category 5 are still required to complete a SIF.

The School will inform the LA of every application and allocation and of vacancies and numbers on roll. The LA will then be able to prevent duplicate offers being made, ensure safeguarding and that all children are offered places and to ensure that parents are informed of their right of appeal. The School will inform unsuccessful applicants of their right of appeal.

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 applications, together with late applications, will go onto the 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 admissions criteria.

The school co-operates with the LA's Fair Access Protocol. Such children will be admitted above any children on the Continuing Interest list and over the PAN if necessary. 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.

Definitions

Looked After Children

The Childrens Act 1989 defines a child who is ‘looked after’ as a child or young person who is 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 14 of the Children and Families Act 2014. 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.

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.

Home Address

The address provided on the application form must be the child's current permanent address at the time of application

- "At the time of application" means the closing date for applications
- "Permanent" means that the child has lived at that address for at least a year

Where a family has not lived at an address for a year at the time of application, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months and the child must be resident in the property at the time of application. If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested and verified as necessary with Hertfordshire County Council's Shared AntiFraud Service.

It is for the Governing Body (as the admission authority) to determine the address to be used for admission purposes.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child lives at two address equally, parents/carers should make a single joint application naming one address.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

Applications made as part of the main Reception admissions round are processed by Hertfordshire County Council ("HCC") on behalf of the Governing Body, in accordance with HCC's published coordinated admission scheme.

If HCC receives two different applications for the same child from the same address e.g. containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled, neither application will be processed.

For the main Reception admission round, if the initial differing applications (one or both) were received by HCC "on-time", an amended joint application will also be considered "on-time" if received before the 'late deadline'. If the amended joint application is received after 'the late deadline', it will be treated as "late".

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 the hertfordshire.gov.uk website.