



St Ippolyts CE (Aided) Primary School

Headteacher: Mrs RE Peddie

POLICY FOR ADMISSIONS 2022 - 2023



The Governors are able to admit up to the Published Admission Number (PAN) of 20 children to the reception class in each academic year. In the event of over-subscription, places will be allocated strictly in accordance with the priority order below.

The Local Authority (LA), Hertfordshire, 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 applications to be received by the LA is 15th January 2022.

Information on completing the online application and notification dates of admission decisions are published in the LA admissions literature, available from the LA website.

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 15th January 2021. If a Supplementary Information Form is not completed the Governing Body will apply their Admission Arrangements using the information submitted on the Common Application 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. However, please note the following:

- a) Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age. **Summer born children may only have admission deferred until the start of the summer term.**
- b) Parents can request part-time attendance until the child reaches compulsory school age.

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.

By agreement, and in co-operation with the Local Authority, the governors will apply their admissions policy criteria to all applications.

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. The school is on a sloping site. The classrooms are on more than one level but there are ramps for access.

Children who have an Education, Health and Care plan which names the school will be admitted to the school.

CATEGORIES FOR ADMISSION

Category 1

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 child arrangement order or special guardianship order). *See Note 1*

Category 2

Children living in AREA A on the map available from the school.

Category 3

Younger siblings permanently residing in the same household as children already on the school roll at the time of entry. *See Note 2*

Category 4

- i. Children of regular worshipper(s) of the Church of England living in AREA B, whose parents/guardians are regular worshippers of St. Ippolyts Parish Church. *See Note 3*
- ii. Children of regular worshipper(s) of the Church of England living in AREA B, whose parents/guardians are regular worshippers of another Anglican Church. *See Note 3*
- iii. Children of regular worshipper(s) of the Church of England and who are regular worshippers of St. Ippolyts Parish Church, but who live outside the parish. *See Note 3*
- iv. Children of parent(s) or guardian(s) living in AREA B, who are regular worshipper(s) of another Christian denomination. *See Note 3*

Category 5

Children of any other parent(s) or guardian(s) living in AREA B.

Category 6

Children of regular worshippers of the Church of England who are regular worshippers of other CE churches outside the Parish and who live outside the Parish. *See Note 3*

Category 7

Children of parent(s) or guardian(s) outside the Parish, who are regular worshippers of another Christian denomination. *See Note 3*

Category 8

Children of parent(s) or guardian(s) who live outside the Parish.

Continuing Interest List

In the event of more applications than available places the governors will maintain a continuing interest list (waiting list). Parents are requested to inform the governors if they wish their child's name to be removed from the Continuing Interest List. The Governors will maintain the list until the end of the academic year.

Fair Access protocol

We will admit children under Hertfordshire County Council's Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

Twins/Multiple Births

Every effort will be made to accommodate twins and other "multiple birth" applications. Where the 20th child admitted to the class is a twin or multiple birth, the other twin or sibling will be admitted as an exception to the infant class size rule.

'In year' applications

Parents seeking an in year school place should contact the school directly for further information. The governing body remains responsible for the allocation of all places in accordance with the school's published admission rules. Places available will be allocated according to the categories for admission.

Appeals

Parents who have not been allocated a place for their child have the right of appeal to an independent panel. At transfer time parents wishing to appeal who applied online should log into their online application and click the link 'register an appeal'. Parents who did not apply online should 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.

NOTES

NOTE 1:

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) or for children adopted before 2005 under terms of the Adoption Act 1976.

Child Arrangement Order – under the provisions of section 14 of the Children and Families Act 2014 residence orders were replaced by child arrangement orders. 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 category 1.

Children who were not "looked after" **immediately** before being adopted, or made the subject of a residence order or special guardianship order, **will not** be prioritised under category 1.

NOTE 2:

The governors have the same understanding of the term 'sibling' as that used by the LA which defines as sibling as the "sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after, and in every case living permanently in a placement within the home as part of the family household from Monday to Friday". For the purposes of this policy home address means the permanent address of the parents or carers with parental responsibility with whom the child normally lives. Where a child spends time with parents at more than one address the address applied will be that where the child spends the majority of the school week including nights.

NOTE 3:

A regular worshipper of a Church is defined as someone who attends the Church at least once every calendar month **and has done for the previous 12 months**. There must be a note (NOT email) to confirm this level of attendance to accompany the application, which must be signed by the priest or minister of the church concerned. The governors define a 'Christian' Church to be one which is a member of Churches Together in England or the Evangelical Alliance.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church relevant place of worship or alternative premises have been available for public worship.

NOTE 4:

Distance: A 'straight line' distance measurement is used in all home to school distance measurements for community and voluntary controlled schools in Hertfordshire. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

Tie Break: When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

NOTE 5:

Please note that a repeat application within the same academic year will not be considered by the Governors unless there has been a significant change in circumstances.

NOTE 6:

At the point of admission the family must still be residing in the category in which the place was offered.

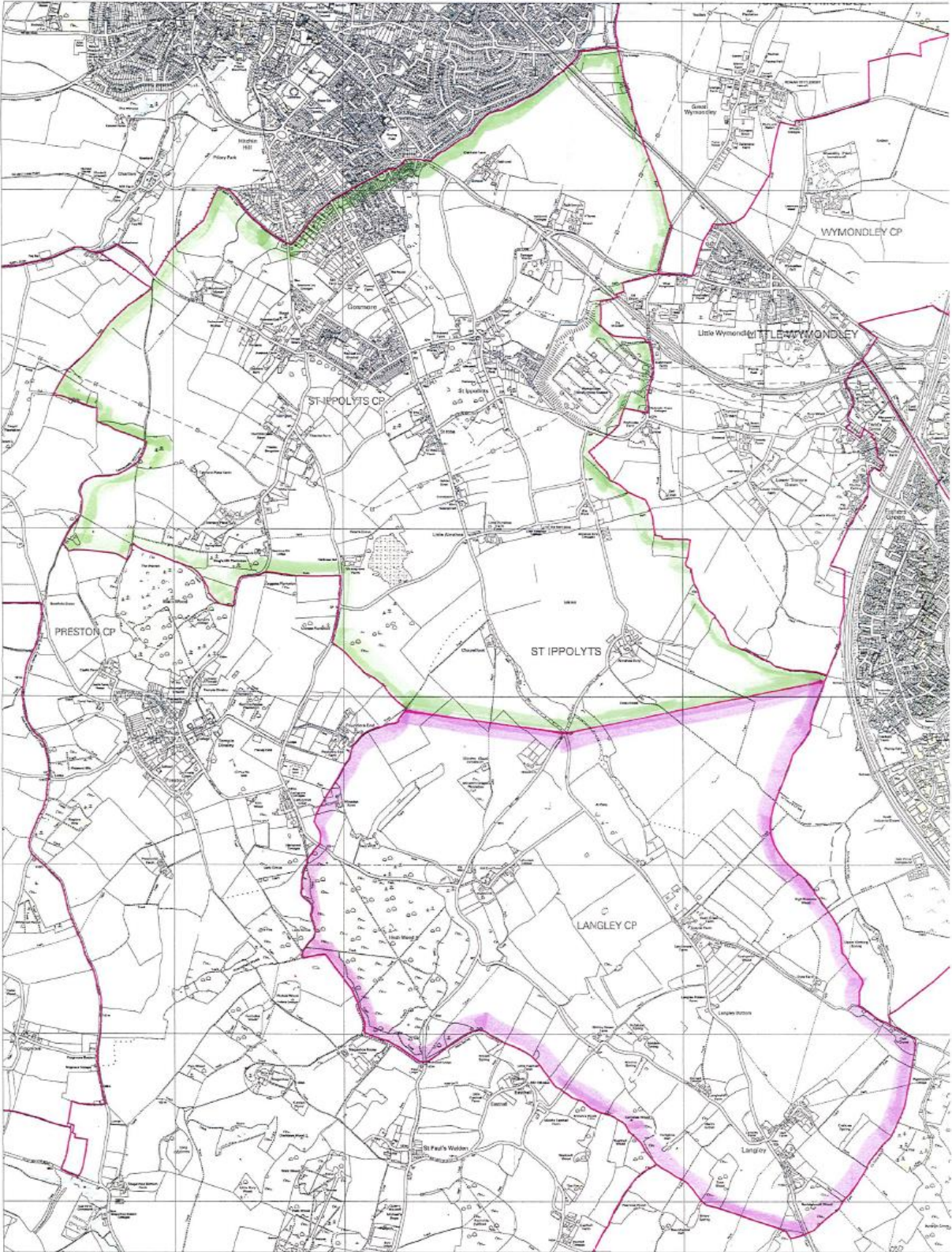
NOTE 7:

Please note that evidence of permanent residency at the quoted address may be sought.

PROCEDURES

- Hertfordshire applications using the Common Application Form can be made online via www.hertfordshire.gov.uk/admissions
- Supplementary Information Forms can be obtained from the school office at any time or online at Herts Direct.
- Parents who are considering applying for a place for their child are invited to contact the Headteacher, by telephone, to make an appointment to see the school.
- Children are invited to make introductory visits to the school during the term before entrance.
- The Governors anticipate that parents given a place for their child under the Church membership category will still satisfy the requirements of that category at the time of admission.
- Parents are reminded that there are occasionally slight changes to admissions policies and should make sure they have the most recent edition

ST IPPOLYTS CE (AIDED) PRIMARY SCHOOL AREA MAP FOR ADMISSION



ST IPPOL

St Ippolys



Area A



Area B

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St Ippolyts CE (Aided) Primary School

Headteacher: Mrs RE Peddie

OFFICE USE
ONLY
ADMISSION
CATEGORY

APPLICATION FOR ADMISSION TO ST IPPOLYTS CE SCHOOL (SUPPLEMENTARY INFORMATION FORM)

Parents/carers are requested to complete our Supplementary Information Form and return it to the school office by the closing date for applications. If a Supplementary Information Form is not completed the Governing Body will apply their Admissions Arrangements using the information submitted on the Common Application Form only, which may result in your application being given a lower priority.

Child's name _____ M/F _____ Date of birth _____

Full Home Address _____

Postcode _____

Telephone number _____ Email address _____

Parent/Carer name/s _____

Term due to start school _____

Brothers/sisters already in school _____

Are you a communicant member of the Church of England? YES / NO

Do you worship regularly at St Ippolyts Church? YES / NO

Do you worship regularly at another Anglican Church? YES / NO

If yes, which one? _____

Do you belong to another denomination? YES / NO

If yes, which one? _____

PLEASE NOTE: APPLICATIONS MADE UNDER CATEGORIES 4, 6, AND 7 SHOULD BE ACCOMPANIED BY A SIGNED LETTER (NOT EMAIL) CONFIRMING REGULAR CHURCH ATTENDANCE AT LEAST ONCE A MONTH FOR THE LAST TWELVE MONTHS, COMPLETED BY THEIR PRIEST/MINISTER. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church relevant place of worship or alternative premises have been available for public worship.

Do you have a copy of the admissions policy from the School Brochure/website? YES / NO

I confirm that the information I have given on this form is correct.

Signed _____

Name _____ Date _____