

# LITTLE REDDINGS PRIMARY SCHOOL

## School Admission arrangements 2017 - 2018

### Statement of Admissions Policy

#### Admission Arrangements

The Governors of the school are responsible for admissions and will admit up to 60 pupils each year into the Reception classes. If the school is oversubscribed, the Governors will apply the following criteria in the numbered points order. The date of application is not taken into consideration.

The Governors will offer Nursery and Reception places in the Spring Term prior to the relevant academic year i.e. offers will be made in Spring for the following academic year starting in September through to August the following year.

Pupils will be admitted into the school during the academic year in which he/she becomes five. The academic year is between 1<sup>st</sup> September and 31<sup>st</sup> August the following year. All children will be admitted in September to the Reception classes.

1. Parents of children admitted to the Nursery provision must apply for a place at the school if they wish their children to apply to the Reception Class.
2. Attendance at the Nursery does not guarantee admission to the school.
3. Parents can request that the date their child is admitted to the school is deferred until late in the year or until the child reaches compulsory school age in that school year.
4. Parents can request that their child attends part-time until the child reaches compulsory school age.

Parents/Carers are requested to complete our own Supplementary Information Form (SIF) and return it to the school office by the date set by County as detailed below. If a SIF 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.

Due to the success of the on-line application system used by Hertfordshire County Council and also the confidentiality of preference ranking order required by the Admissions Code, applications for primary places in 2017/18 can only be submitted on line or in hard copy to the local admissions team.

The Hertfordshire County Application Forms cannot be returned to primary schools. The closing date will be the same as set by Hertfordshire County Council

#### Admissions Criteria

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school.

1. Children Looked After or previously looked after. (Children who cease to be looked after because they were adopted or became subject to a residence order or special guardianship) will also be included under this heading.
2. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements of this rule.
3. Children who have a sibling on the roll of the school at the time of application for admission, unless the sibling is in the final year of the school. A sibling must be a brother or sister, half-brother or half-sister,

an adoptive brother or sister or a child of a parent/carer and in every case, living in the same house Monday to Friday.

4. Children for whom it is their nearest Community or voluntary controlled school, or school/academy using Hertfordshire County Council's admission arrangements. (This definition includes community and voluntary controlled schools outside Hertfordshire).
  
6. Children who live nearest to the school. The home to school distance will be measured. This refers to the measurement between the child's home address point and the school address point as provided by Hertfordshire County Council's system.

Occasionally the last child place that can be offered may be to a child who is a twin or of a multiple birth. For a class in the Foundation/Key Stage 1 where the legal limit is 30 pupils in a class, multiple birth siblings would be exempt from this ruling and all siblings will be offered a place in either Foundation or Key Stage One classes that are applicable to the children's age.

We apply these rules in the order they are printed above. If more children qualify under a particular rule than there are places available, we use a tiebreak by applying the next rule to those children. In the event that the school is oversubscribed, a continued interest list will be kept. The continuing interest process allocates places in accordance with the schools published rules. Under rule number 1, those previously looked after (due to adoption, subject to a residence order or special guardianship) will also be included.

### **Older Children**

The County Council will co-ordinate in-year admissions. The Governing Body remains responsible for the allocation of all places in accordance with the school's published admission rules but all applications for, and allocations to, the school must be made via a pupil's home authority.

### **Parents Right to Appeal**

Parents may appeal in writing to the independent Admissions Appeal Committee via the Clerk of the Governing Body against the decision of the Governors not to admit a child. The address for correspondence is as follows:-

The Clerk to the Governors  
Little Reddings Primary School  
Harcourt Road  
Bushey  
Herts. WD23 3PR

At Transfer time parents wishing to appeal who applied on line should log into their online application and click the link 'register an appeal'. For those who did not apply on-line, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.

### **Primary Timescales**

Statutory deadline for receipt of all applications – As per HCC dates  
Offer letters posted for delivery - As per HCC dates  
Parents/Carers to accept/reject offer - As per HCC dates  
Date by which parents/carers return Appeals forms - As per HCC dates

## **Admissions to the Nursery**

Children may be admitted to the Nursery in academic year in which their fourth birthday falls. All children will be admitted in September to the Nursery classes.

1. Parents of children admitted to the Nursery provision must apply for a place at the school if they wish their children to attend to the Reception Class
2. Attendance at our Nursery does not guarantee admission to the school Parents/Carers are requested to complete our own Application form as there is no longer a separate Hertfordshire County Council form, and return it to the school office by the date set by Hertfordshire County Council. The Governors will set a maximum number of children that may be admitted and occupy places in the Nursery. The normal complement of the Nursery will be 80 children, but this may be increased to 84 at the discretion of the Headteacher. Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school.

If the Nursery is oversubscribed the Governors will apply the following numbered points in order:-

1. Children Looked After. This includes those previously looked after (due to adoption, subject to a residence order or special guardianship) will also be included under this heading.
2. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements of this rule.
3. Children of staff employed by the Bushey St James Trust at the time at which the application for admission is made.
4. Children who have a sibling on the roll of the school at the time of application for admission, unless the sibling is in the final year of the school. A sibling must be a brother or sister, half-brother or half-sister, an adoptive brother or sister or a child of a parent/carer and in every case, living in the same house Monday to Friday.
5. Children for whom it is their nearest Community or voluntary controlled school, or school/academy using Hertfordshire County Council's admission arrangements. (This definition includes community and voluntary controlled schools outside Hertfordshire).
6. Children who live nearest to the school. The home to school distance will be measured. This refers to the measurement between the child's home address point and the school address point as provided by Hertfordshire County Council's system. Occasionally the last child place that can be offered may be to a child who is a twin or of a multiple birth. For the Nursery where the admission number has been reached, multiple birth siblings would be exempt from this ruling and all siblings will be offered a place in the Nursery. We apply these rules in the order they are printed above. If more children qualify under a particular rule than there are places available, we use a tiebreak by applying the next rule to those children. In the event that the school is oversubscribed, a continued interest list will be kept. There is no right of appeal for a Nursery place.

## **Nursery Timescales**

Application opening date - As per HCC dates

Application closing date - As per HCC dates

Offer letters appear on-line - As per HCC dates

Parent/carers to accept or reject offer - As per HCC dates

Continued interest list opens - As per HCC dates