



# THE ABBEY CE VA PRIMARY SCHOOL

Grove Road, St Albans, Herts, AL1 1DQ

01727 851802

**Policy review date:** November 2018

**Next policy review date:** October 2019

## Admissions Policy for 2020-2021

- a. The school complies with all fair access policies drawn up by Hertfordshire County Council.
- b. The School has a Published Admission Number of 30. The governors will admit the Published Admission Number of 30 to the Reception Class each academic year.
- c. Responsibility for admissions lies with the school governors. In the event of there being more applicants than places available, the Governors will apply the following criteria in the priority order of the categories listed below.
- d. The Governing body is required to admit a child with an Education, Health and Care Plan which names The Abbey Primary School.

### **Category 1**

Children in public care ("looked after children"), who are either in the care of the local authority or being provided with accommodation by the local authority in the exercise of their social services functions (Section 22(1) of the Children Act 1989).

Or

Children in the process of being placed for adoption and children who were previously 'looked after' but who have subsequently become adopted under the terms of the Adoption and Children Act 2002 (Section 46).

Or

Children who are the subject of a child Arrangement Order under the Children and Families Act 2014 (Section 14) stating with whom the child lives.

Or

Children who are subject to a Special Guardianship order under the Children Act 1989 (Section 14A) which has appointed one or more individual(s) to be his/her guardian(s).

## **Category 2**

Children of permanent qualified teachers who have been employed for a minimum of two years at the time of application and who are the biological or adoptive parent, or who have other legal responsibility for that child, or who have been cohabiting with the parent of the child throughout the two year qualifying period.

Or

Where the permanent teacher is recruited to fill a vacant post for which there is a demonstrable skill shortage.

In both examples, for In Year admission, the PAN would not be exceeded.

Once the teacher is no longer employed by Abbey School in a permanent qualified teacher capacity Category 2 would not apply for an out of area sibling.

## **Category 3**

Siblings\* of children already at the school at the time of entry. 'Sibling' includes step siblings, foster siblings and adopted siblings living permanently at the same address.

## **Category 4**

Children resident in the Designated Area as shown on the attached map and whose parents are regular\*\* members of the congregation of the Cathedral and Abbey Church.

## **Category 5**

Any remaining places will be equally divided between:

- i. those children resident in the Designated Area
- ii. those children not resident in the Designated Area but whose parents, with their child, are regular\*\* worshippers at the Cathedral.

In the event of an odd number of places being available for allocation, priority will be given to category 5(i), i.e. those children resident in the Designated Area.

Any unfilled place will then be offered in the following order:

## **Category 6**

Children whose parents are regular attenders\*\*\* at another place of Christian worship. For the purposes of this policy another Christian church is one which is affiliated to Churches Together in England and/or Churches Together in St Albans and/or the Evangelical Alliance.

## **Category 7**

Any other children.

## Definitions not already explained in this policy

- \* **'Sibling'**: 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).
- \*\* **'Regular'** members of the congregation means attendance at Cathedral services for an average of twice a month for a period of two years prior to the application date. Families who move to St Albans and join the Cathedral congregation within the two year period must have similar attendance at their previous church confirmed in writing by a member of the clergy at that church.
- \*\*\* **'Regular attenders'** applies to parents, with their child, who have attended services at their own church for an average of twice a month for a period of two years. This must be confirmed in writing by a member of the clergy at their church.

### **Home address**

The address provided 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 and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

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 which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence.

### **Home to school distance measurement for purposes of admissions**

A 'straight line' distance measurement is used in all home to school distance measurements. 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.

### **Notes 1**

- a. In the event of there being an over-subscription in any one of the above categories, the determining factor in that category will be the proximity of the child's home address to the school, as determined by the County Council straight line measuring system and explained in the Hertfordshire admissions literature and website [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) .
- b. Parents/carers wishing to apply under categories 4 and 5ii (regular Abbey worshippers) should ask the Sub Dean/designated member of clergy to sign the **Cathedral Information Form** (obtainable from the School Office and the School or County websites).
- c. In the case of older children for whom application is made to join the school in other year groups, admission will be on the basis of places being available in the relevant year group. If there are more applicants than there are places available, the admissions criteria for the time the cohort joined Abbey School will be applied. All 'In Year' applications will be managed by the school, but a Supplementary Information Form (see below) is still requested along with an In Year application, which must be

resubmitted every September. The In Year application form can be completed at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) .

- d. Where the last available place is offered to a twin or multiple birth child the other twin or multiple birth siblings will be offered a place as an exception to the infant class size rule throughout Key Stage 1 or until such time as the class returns to the current class size limit.

### **Admissions Procedures**

All applications **must** be made on the common application form (CAF) supplied by the local authority covering the child's home address.

In addition, all parents/carers are requested to complete our **Supplementary Information Form (SIF)** (available from the School and County websites) and return it to the school office by the closing date for applications (15<sup>th</sup> January 2020) if parents wish their application to be considered under categories 4, 5 and 6. 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 lower priority.

The Governors' schedule for allocation of Reception class places will be synchronised to that for County Council schools. In this way, the closure date for applications to the Abbey CE VA School will be the same as that announced for County Council schools, and the Governors' meeting to allocate places will follow this date. Parents will be informed of the outcome by the home local authority by e-mail or, where a paper application has been made, with a written offer of a place being posted on 18<sup>th</sup> April 2020.

The school provides for the admission of all successful applicants who have reached their 4<sup>th</sup> birthday by the beginning of September 2020. However please note the following:

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.**

- a. Parents can request part-time attendance until the child reaches compulsory school age.
- b. 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 Year 1 they may request this and should discuss it with the school as soon as possible before application. 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 Year 1 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.

### **Notes 2**

- a. Parents offered a place at the school are asked to confirm their acceptance by 2<sup>nd</sup> May 2020.
- b. The names of unsuccessful applicants will be added to the Continued Interest List on the request of the parents. Names will be kept on the waiting list for a period of one year. Parents may request that their child's name is retained on the list for a second year by contacting the school. After the first year, the child must be registered on the County SEAM (Schools Electronic Admission Module) as well as with the School. This must be renewed annually. The school complies with the Hertfordshire County Council's Fair Access Protocol, which means that any child allocated under the protocol is given priority over children whose names are on the continuing interest list. The School will, if necessary, admit children through Fair Access over the PAN and before children on the continuing interest list.
- c. Late applications may be accepted in line with HCC's timeframes.

### **Right of Appeal**

Parents who have not been allocated a place for their child have the right of appeal to an independent panel. Parents will be informed of their right to appeal in the allocation letter from the home local authority. If they wish to appeal parents should contact the Hertfordshire LA Customer Focus team.

At transfer time, parents wishing to appeal who applied on line should log into their online application and click on 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.'

For in-year applications parents wishing to appeal should contact the school directly in the first instance.