

HERTFORD VALE CE PRIMARY SCHOOL



Admissions Policy Document Status			
Date of Next Review	September 2018	Responsibility	Resources
Success Criteria for review completion	Policy Agreed	Responsibility	Headteacher & Chair of Governors
Date of Policy Creation	Adapted school written model	Responsibility	Headteacher
Date of Policy Adoption by Governing Body September 2017		Signed Headteacher: Andrew Barber Chair of Governors: Paul Bradbury Date:	
Method of Communication (e.g Website, Noticeboard, etc) Centrally held file, Governing Body Meetings.			

Aim

The school seeks to admit pupils fairly and equitably with procedures that enable children to transfer from one setting to the school environment as smoothly as possible. The Maximum Admission Limit (MAL) is 18 which is reviewed by the Governors annually.

Decisions on admissions are made by the Local Authority and **not** the school.

Parents/carers may appeal any decision on the allocation of school places by contacting the Local Authority.

The school follows the Local Authority admission policy for community and voluntary controlled schools. This is set out below.

All governing bodies are required by law to admit to the school a child with a statement of special needs (SEN) or education health and care plan (EHCP) that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory

assessment or education health and care assessment and for whom a final statement of special educational needs or education health and care plan has been issued.

If the number of applications exceeds the published admission number, after the admission of children where the school is named in the statement of special educational needs (SEN) or education health and care plan (EHCP) the following oversubscription criteria will apply. Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (ie all applications, regardless of order of preference).

Priority Group One

Children and young people in public care for whom the school has been expressed as a preference and previously looked after children, that is children who were adopted (or subject to a residence orders or special guardianship orders) immediately following having been looked after. This applies to all looked-after children, including those who are in the care of another local authority will be required to support the application.

Priority Group Two

Children the authority believes have exceptional social or medical reasons for admission to the highest preference school. We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the **only** school that can meet the child's needs and the difficulties that would be caused if the child had to attend another school. Panels of professionally qualified people will consider all applications made under priority group two. Unsupported applications will not be considered under the social/medical criterion.

Priority Group Three

Children living within the normal area of the school.

Priority Group Four

Children living outside the normal area of the school.

Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (ie.all applications, regardless of order of preference).

Tie Break

If there are not enough places for all the children in one of these priority groups, we will give priority first to those with a sibling at the school in September (in all cases sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling) and then to those living nearest the school.

If within a priority group there are not enough places for all those with a sibling at the school in September, we will give priority to those children with a sibling living nearest the school.

All distance measurements are based on the nearest route recognised by the County Council's electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team.

A home address means the place where your child lives permanently for most of the time. If the residency of your child is split between two parents, we consider the home address to be the one where the child lives for the majority of the week. When a child lives equally with both parents, with both parents' agreement, they can elect one of their two addresses to be used for allocating a school place.

We may be able to meet your preference for a place at a school that does not serve the local area you live in. In this case, you will normally be responsible for travel arrangements and the costs of your child's travel to and from school.

Arrangements at Hertford Vale CE Primary School

Children can be admitted at the beginning of the academic school year (1st September – 31st August) in which they become 5. Parents who feel that their child may not be ready for school in September are welcome to discuss other arrangements with the Headteacher.

Admission of School Age Children

Families who move into the area are required to apply to the Local Authority for a place at the school.

Address: **Harrogate Education Office – CYPS**
Jesmond House
31/33 Victoria Avenue
Harrogate
HG1 5QE
Tel: 01609 533679

Transition Arrangements

From Spring Term 2 children are invited to join the Reception/Year 1 class for an hour usually on a Thursday afternoon, this helps the transition process from nursery to school.

Admission of Reception Children

The following arrangements are made to ensure a smooth transition from nursery, playgroup or home for each child.

Early in the summer term admission forms are sent to all parents of children who have been offered places by the Local Education Authority.

June	The EYFS teacher visit local pre-school settings
June	Parents are invited to attend the New Starter' Evening held in school.
July	Children are invited to spend a morning in school to meet their class teacher
September	Parents must provide names and details of adults to contact in the event of an emergency.

A Barber

September 2017

Next Review: September 2018