



ADMISSIONS POLICY YEAR OF ENTRY 2018

INTRODUCTION

St. Andrew's is a Voluntary Aided Church of England School within the Diocese of St Albans.

The Governing Body of the school is the admission authority. The governors will admit up to the admission number of 30 children into the reception year. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class.

The Local Authority or LA, (Hertfordshire County Council) operates an agreed coordinated 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. However, offers will be made by the LA.

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, however, on a level site, and all the accommodation is on one floor; there are also ramps at the main entrance and to gain access to the main hall. All classrooms may be entered without steps. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

The closing date for admission application forms to be received by the home Local Authority is as advertised by that authority. Information on completing the 'on-line' application and notification dates of admission decisions are published in the LA admissions literature, which is also available from their website.

All applications must be made on the home LA common application form. Parents/carers wishing their applications to be considered under Category 3 (Foundation Places) are requested to complete our Clergy Form/Supplementary Information Form (SIF) and return it to the school office by the date specified by the LA. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the LA form only, which will result in your application not being considered for a Foundation Place.



The school provides for the admission of all successful applicants who have reached their 4th birthday by 31 August 2018. However please note the following:

- a. These arrangements do not apply to our nursery intake.
- b. Parents of children currently in our Nursery must reapply for a place in Reception.
- c. Attendance at our Nursery does not guarantee a place in Reception.
- d. 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
- e. Parents can request part-time attendance until the child reaches compulsory school age.
- f. 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.

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.



HOW PLACES ARE OFFERED

Children who have a Statement of Special Educational Needs or EHC (Education Health and Care) Plan which names the school will be admitted to the school.

In the event of there being more applications than available places, the following oversubscription criteria will be applied, in order.

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 Residence Order/ Child Arrangement Order or a special guardianship order).

Category 2 Children who have a sibling who will be attending the school at the time of entry.

Category 3 The Governors reserve up to 14 Foundation places a year, which will be allocated to children with their home address in the Parish (Anglican) of Hitchin. Foundation places will not be allocated to children living in the surrounding villages or towns even though they may worship in Hitchin churches. Foundation places will be allocated to children whose families have been frequent worshippers for at least 18 months at Holy Saviour, St. Faith's, St. Mark's, St. Mary's or The Hub Church, who are certified to be such worshippers by the clergy of that church.

'Frequent' shall mean attending a service on average at least twice a month. For families who have moved into Hitchin, it can include previous attendance at such other Christian churches as the Governors approve.

The Governors anticipate that parents allocated a foundation place for their child shall continue to satisfy the requirements.

Category 4 Children who at the time of application have their home address within the area detailed in Appendix 1 (Neighbourhood Table).

Category 5 Any other children.

If any category is **over-subscribed** the places will be determined in that category by the proximity of the child's permanent home address to the school. 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 individual residences. This is an objective method of measuring home to school distances consistently when applying admission rules. It does not take into account the actual or expected route a child will travel to school.

If there are two identical home to school distance measurements for the final place to be allocated, then the Governors will use random allocation in front of an independent witness in order to allocate it. The governors cooperate with the fair access policies of the LA for children who are hard to place.



Every effort will be made to accommodate twins and other 'multiple birth' applications. Where the last available place is offered to a twin or multiple birth child the other twin or sibling(s) will also be offered a place as exceptions to the infant class size rule.

Definitions and further explanation

- a. For the purposes of Category 1, Children in public care (children looked after):
Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
These children will be prioritised under Category 1.
Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.
A "child looked after" is a child who is
- in the care of a local authority, or
 - being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)
- All children adopted from care who are of compulsory school age are eligible for admission under Category 1.*
Child Arrangements Order - under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle 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 child arrangement order or special guardianship order, **will not** be prioritised under Category 1.
- * This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.
- For the purposes of Category 2, 'sibling' is defined as a sister, brother, half sister or brother, adopted sister or brother, 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 at the time of the application.
 - For the purposes of Categories 3 and 4 'home address' is the child's permanent address at the time of application. If a child lives at more than one address for example due to a separation, the address used should be where the child lives most of the time. Providing evidence for proof of address is a routine requirement of the admissions application process.
 - For the purposes of Category 3, a 'family' will consist of at least one parent or carer and the child for whom the application is being made.
 - For the purposes of Category 3, a 'Christian church' is one that is a member of Churches Together in Britain and Ireland (website www.ctbi.org.uk).
 - The Governors reserve the right to withdraw an offer of a place if any false or misleading information is given in connection with the application for that place.



UNSUCCESSFUL APPLICATIONS

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 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 your registration details in order to gain access to the appeals online system.

For in-year applications parents wishing to appeal should contact the school directly in the first instance in order to be able to gain access to the appeals online system.

Continuing interest (waiting) list and 'in-year' applications

In the event of more applications than available places the governors will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered to the child that best meets the published admissions rules. All 'in year' applications will be coordinated by the school, and a Clergy Form/SIF is required for all applications under category 3. Parents are requested to inform the governors if they wish their child's name to be removed.



APPENDIX 1

NEIGHBOURHOOD TABLE

| NAME OF ROAD | EXCLUSIONS |
|----------------------|---|
| Alexandra Road | |
| Benslow Lane | |
| Benslow Rise | |
| Chiltern Road | |
| Clare Gardens | |
| Convent Close | |
| Dacre Road | |
| Fells Close | |
| Florence Street | |
| Forge Close | |
| Garden Row | |
| Harrison Close | |
| Hazel Court | Flats 1 to 8 inc |
| Hazelwood Close | |
| Highbury Road | Elgin House and numbers 20 to 50 inc |
| Ibberson Way | |
| Kings Road | |
| Midlands Cottages | |
| Nightingale Court | |
| Nightingale Road | 1 to 4 inc and the Starlings Bridge Development |
| Peppermint Road | |
| Radcliffe Road | |
| Rose Cottage Gardens | |
| St Anne's Road | |
| Station Approach | |
| The Avenue | |
| The Finches | |
| Trevor Road | |
| Verulam Road | |
| Walsworth Road | |
| Whinbush Grove | |
| Whinbush Road | |
| William Ransom Way | |
| Windmill Hill | |
| Woodside Gardens | |
| Woolpack | |