

## **ST. PAUL'S C. OF E. VA PRIMARY SCHOOL, CHIPPERFIELD**

### **Consultation on New Reception Admissions Policy for 2021/22**

*As a governing body, we wish to give the sibling category a higher priority whilst still maintaining our distinctiveness as a Church School. This is following feedback from parents, both current and prospective, that a major deciding factor in applying for a school place is to have confidence that siblings will be in the same primary school. On past occasions, some families have decided to move older children when their younger siblings have not been successful in gaining a place, and the distinct possibility of not gaining a place for a following sibling is deterring some prospective parents. As well as this, in recent years there has been less demand for school places for children in the village as families have grown up and fewer families with young children are moving in.*

*The proposed, amended policy is set out below. If you would like to give your views, please email the school on: [admin@stpauls909.herts.sch.uk](mailto:admin@stpauls909.herts.sch.uk) by Friday 10<sup>th</sup> January 2020.*

St. Paul's is a one form entry Voluntary Aided Church School which serves the community of Chipperfield and beyond. It has a distinctive Christian ethos. The governors are able to admit 30 children to the Reception class each year. Information on completing the 'on line' application, deadlines for applications and notification dates of admission decisions are published in the Local Authority (LA) admissions literature which is also available from their 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 the date given above. If a SIF is not completed, the Governing Body will apply their admission arrangements using the information submitted on the LA form only, which may result in your application being given a lower priority.

If there are more applications than there are places available, the governors will admit children in the priority order of the categories below. By agreement, and in co-operation with the Local Authority, the governors will apply their admissions policy criteria to all applications equally. The school does not have any specific facilities for pupils with physical disabilities but all classrooms may be entered without steps. Where a child has an Education Health and Care Plan (EHCP), the governors have a legal duty to admit that child before all others if the school is named in the plan.

#### **Category 1**

Children looked after (i.e. children in local authority care) and or previously looked after (adopted or those with special guardianship or child arrangement orders).

#### **Category 2**

Children who live within the Ecclesiastical Parish of Chipperfield, with a sibling at the school at the time of the admission.

#### **Category 3**

Children who live outside the Ecclesiastical Parish of Chipperfield, with a sibling at the school at the time of the admission.

#### **Category 4**

Children who live within the Ecclesiastical Parish of Chipperfield, who do not have a sibling at the school at the time of the admission.

#### **Category 5**

Children who live outside the Ecclesiastical Parish of Chipperfield, who do not have a sibling at the school at the time of the admission.

**If over-subscription arises in Category 2, 3, 4 or 5 above**, then places will be allocated in the following priority order:

- a) Children who have a parent who is a practising Christian attending St. Paul's Church, Chipperfield at least once in every month for at least a year before the allocation of places.

- b) Children who have a parent who is a practising Christian attending any other Christian Church at least once in every month for at least a year before the allocation of places.
- c) Children who do not have a parent who is a practising Christian

If applying under sub-category a) or b) above, a letter confirming your church attendance from your priest or minister is required and should be attached to the Supplementary Information Form.

If over-subscription arises in sub-categories a), b), or c), then the deciding factor will be the straight line distance from home to school as explained in Hertfordshire County Council's (HCC) admission literature and on their website.

In the event of a decision being made if the last two children under the last rule live the same distance from the school, the tie breaker would be names drawn from a hat by an independent party.

A map showing the boundary line for the Ecclesiastical Parish of Chipperfield is available from the school website, can be viewed in the school office or via the following link <https://www.achurchnearyou.com/search/?lat=51.70411199999999&lon=-0.4991730000000416&place=Chipperfield%2C+Kings+Langley+WD4%2C+UK&text=>

### **Definitions:**

1. In respect of "children looked after" and "sibling", the governors use the same definitions as those found in the HCC admission literature.
2. By "other Christian Church" the governors mean a church which is a member or is eligible for membership of Churches Together in England or the Evangelical Alliance.

### **Procedures, Reception continued.**

- Parents who are considering applying for a place for their child are warmly invited to contact the school, by telephone, to make an appointment to see the school.
- Children who are offered a place start school in the September following their 4<sup>th</sup> birthday, although parents might request that a start date is deferred until later in the Reception year. If a child's parents do wish to defer, it must not be beyond the term in which the child turns 5. Prior written agreement from the Headteacher is required for any child not starting full-time in September. Children are not taught out of year group.
- Applications for summer born children to start in the term following their fifth birthday will not be considered unless under exceptional circumstances. If parents do wish to defer their child's starting date, this request must be made in writing to the Governors, and a panel will decide whether or not to allow this application. If this request is denied, there are no grounds for appeal.
- The Governors are responsible for admissions and cooperate with the fair access policies of the Local Authority.
- Children are invited to make introductory visits to the school during the term before entrance.
- The address given should be the child's current permanent address at the time of application. If a child regularly lives at more than one address Monday to Friday, the address provided should be the address where the child spends the majority of their time. If a child lives at 2 addresses equally, the address of the parent/carer that claims Child Benefit/ child Tax credit will be considered as the child's main residence.
- Every effort will be made to accommodate twins and other multiple birth applications. Where the first twin or a multiple birth child is offered the last available place, the second twin or other sibling(s) will be offered places as exceptions to the Infant class size rule.
- Parents are reminded that there are occasionally slight changes to admissions policies and should make sure they have the most recent edition.

### **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 and appeal". For those who did not apply online, 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.

### **Continuing interest**

Parents who are not offered a place or who move to the Parish at a later date, may place their child's name on a continuing interest list. Parents must be aware that as names are added to this list, subsequent applications may have a higher priority because they satisfy a higher criterion.

In the case of older children who apply to join the school, admission will be on the basis of places being available in the relevant class. If more applications for places are received than places available, then the above criteria will apply. Please contact the school directly for information regarding the in year admissions process.