

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

Reception Admissions Policy for 2022/23

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 on the Local Authority (LA) website at www.hertfordshire.gov.uk/admissions.

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 closing date given. 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 rules 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.

Rule 1

Children looked after and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order¹ or a special guardianship order²).

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.

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:

- a) in the care of a local authority; or
- b) 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 Rule 1.³

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.

² 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.

³ 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

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 Rule 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 Rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under Rule 2.

Rule 2

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. Governors will make the decision on all medical/social applications.

Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed.

Applications for children adopted but previously looked after abroad will be considered under this rule and accepted if the child's previously looked after status and adoption is confirmed. Hertfordshire's "Virtual School" will be asked to verify all such applications.

All applications are considered individually but a successful application should include the following:

- a. Evidence that the child was previously cared for by the state abroad because he or she would not otherwise have been cared for adequately and has been subsequently adopted OR***
- b. Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
- c. Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.
- d. If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- e. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child's need.

In exceptional cases relating to a disability, where more than one school in the county can meet the child's specific needs, a clear and compelling case can be made for the "nearest" school with the relevant facilities, environment or location. You must clearly explain why attendance at the "nearest" school with these facilities is essential.

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children previously “looked after” but not meeting the specific criteria outlined in Rule 1, may be made under this rule.

Rule 3

Children who live within the Ecclesiastical Parish of Chipperfield⁴, with a sibling at the school at the time of the admission.

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after⁵ and in every case living permanently⁶ in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts or has been offered and accepted a place.

The address given on the application 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.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

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.

Rule 4

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

Rule 5

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

Rule 6

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 Rules 3, 4, 5 or 6 above, then places will be allocated in the following priority order:

⁴ A map showing the boundary line for the Ecclesiastical Parish of Chipperfield is available from the school website at <http://stpauls909.herts.sch.uk/about-us/admissions/> and can also be viewed in the school office.

⁵ Children previously looked after are those children adopted or with special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

⁶ A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent, but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement

a). Children who have a parent who is a practising Christian who has attended St. Paul's Church, Chipperfield at least once in every month for at least a year before the date on which the LA common application form is submitted.

b). Children who have a parent who is a practising Christian who has attended any other Christian Church at least once in every month for at least a year before the date on which the LA common application form is submitted.

c). Children who do not have a parent who is a practising Christian or who cannot demonstrate attendance at church for the required period.

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. A 'straight line' distance measurement is used in all home to school distance measurements for community and voluntary controlled schools in Hertfordshire. 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.

In the event of a decision being made that 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 and can also be viewed in the school office.

Further Relevant Information

- 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 are invited to make introductory visits to the school during the term before entrance.
- Parents are reminded that there are occasionally slight changes to admissions policies and should make sure they have the most recent edition.
- Children who are offered a place start school in the September following their 4th 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.
- Applications for summer born children to start in the term following their fifth birthday will only be considered in 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.
- The School's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual

children. This is in line with DfE guidance which states that “in general, children should be educated in their normal age group”.

- If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that “it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case”.
- The governors will decide whether the application will be accepted on the basis of the information submitted. The decision will be based upon the circumstances of each case including the view of parents, the headteacher, the child's social, academic and emotional development and whether the child has been previously educated out of year group.
- There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific year group at a school.

Fair Access (In Year Admissions only)

Hertfordshire's Fair Access Protocol (FAP) is available on the website at www.hertfordshire.gov.uk/inyear

- The Governors will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.
- Parents can make an online in year application via the Hertfordshire County Council website www.hertfordshire.gov.uk/admissions or contact the Customer Service Centre on 0300 123 4043 for a paper application form. Parents should return the application form direct to the County Council.
- For In Year Appeals: If your application is unsuccessful the County Council will write to you with registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals. Parents do not have to contact the school but a SIF (Supplementary Information Form), as well as the HCC form should be completed.
- The County Council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term. To retain a continuing interest application after this time, parents must make an In Year application.

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.