

## Northill C of E VA Lower School

### Admissions Policy

This is a Church of England Voluntary Aided School within the Diocese of St Albans. The Governing body of the school is the admission authority. The Governors will admit up to the planned admission number of 15 children to the reception year group during each academic year. The Governing Body is required to abide by the maximum limits for infant classes of 30 pupils per class. Children here are aged from 4 to 9; entering the Foundation Stage then progressing through years 1 – 4.

Parents are most welcome to visit the school to see the children at work, meet the staff and ask any questions they may have. Visits can be arranged by telephoning the school office (01767 627215)

### Registration

A child can be registered at any age up to the age of 9+ years but parents must complete the relevant application form. A request may be made to see a birth certificate or passport as confirmation of date of birth.

Children are admitted to the reception year in the September following their 4<sup>th</sup> birthday. The children will be invited to one introductory session in the summer term.

The Local Authority operates a timetabled co-ordinated admissions procedure in line with government legislation. The Local Authority will manage 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.

Information on completing the application on line, and the timetable for the application process are published in the Local Authority Admissions Booklet.

### Allocation Of Places

Admissions for each year is 15. In the event of there being more applicants than places available the places are allocated with the following priority.

1. To 'looked after' children (see definition).
2. To children living in the Ecclesiastical Parish of Northill, including Ickwell, Thorncote Green, Hatch and Budna with siblings at the school. (Refer to [www.achurchnearyou.com](http://www.achurchnearyou.com) which tells you which parish you are in when you enter a postcode) and see definition of sibling.
3. To other children living in the Ecclesiastical Parish of Northill (defined in 2 above).
4. On very exceptional medical grounds (see definition).
5. To other siblings (see definition).
6. To children living outside the area defined in category 2 above, one or more of whose parents/guardians have, at the time of application and for a period of six months previously, attended Christian public worship at least once in each calendar month. Written evidence of attendance from the parish priest, minister or other suitable person should be provided, by completing the relevant section on the application form. Christian worship means at a church which is a member or is eligible for membership at Churches Together in England or the Evangelical Alliance.
7. To children who are regularly cared for by Grandparents who live in the area defined in category 2 above. Regularly is defined as 24 hours per week between the hours of 8am and 6pm Monday to Friday in term time. A written record of the time the child spends at the Grandparent's for a period of 4 weeks must be kept and presented on application.

8. To any other children.

### Notes

- 1 If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's home to the main entrance of the school. Priority will not be given within each criterion to children who meet other criteria.
- 2 Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.
- 3 Parents applying for a place at the catchment area school during the normal admissions round will normally be offered a place. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In such cases, the designated school for the pupil will be the nearest maintained school to the pupil's home address which caters for pupils of the same age and has places available.

### Older Children

In the event of older children who apply to join the school the Local Authority co-ordinate admission with the local school on the basis of:

- Places being available in the class with the relevant year group in order that numbers in any class in Key Stage 1 or 2 will not exceed thirty.
- That projected figures for future amalgamations of the year groups will not exceed thirty.

Requests for admission into other year groups should be made on the In-Year application form and in accordance with the Local Authority's co-ordinated scheme for In-Year admissions. The form is available from the school or Local Authority and can also be downloaded from the Local Authority website.

### Waiting List

All children who are unsuccessful with their application will be placed on a waiting list and if places become available pupils will be admitted using the above mentioned criteria. *This is not a case of first on the waiting list being offered the first available place.* The waiting list for the normal year of entry will be maintained until the end of the Autumn term.

### Appeals

Parents who have been refused a place for their child have a right to appeal to an independent panel as part of the co-ordinated arrangements and will receive an appeals form with the refusal letter. This should be completed and returned to the Local Authority who will forward it to the Clerk to the Appeals Panel in Committee Services.

### Definitions

#### Statutory Age

In accordance with regulations, children must start school from the beginning of the school term after their fifth birthday. This is termed the statutory age for school admissions.

### **'Looked after' children**

The Children Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

### **Sibling**

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister of the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission. 'In catchment' siblings will have a higher priority than other 'in catchment' children.

### **Very Exceptional Medical Grounds**

'Very exceptional' medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The comments of the Authority's medical officer may be sought to decide whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/carer, brother or sister or other relative/childminder.

### **Home Address**

A pupil's home address will be regarded as the address of the parent/carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

Signed on behalf of the Governing Body

Father Frank Coleman  
Chair of Governors

Date