Great Gaddesden C.E. (VA) Primary School

Admissions Policy
Year of Entry 2018
Nursery

Written Mar 2017

Ratified: Jun 2017

Reviewed:

Reviewed:

Reviewed:

Reviewed: _____

INTRODUCTION.

Great Gaddesden Primary School 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 are dedicated to providing the best possible Pre-school Nursery provision with a view of providing play-based introduction to primary education and will admit up to the admission number of 13 children into the Nursery. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie 30 pupils per class - the Governing Body has determined an operational capacity of [a maximum] 26 pupils per class is more appropriate for this school.

Great Gaddesden is a Church of England primary school and the Governors are committed to implementing policies that reflect our Christian Ethos. Within this ethos the school is committed to providing the best opportunities for *all* pupils including those in receipt of Pupil Premium.

The School operates an admissions scheme in line with government legislation. The manages the process according to the scheme published each year. The governing body, as the admission authority, will allocate the available places in line with this policy. Offers will be made directly by the School.

The closing date for admission application forms to be received by the school is 15 January 2018. Information on completing application and notification dates of admission decisions are Available from the school office. The 2nd round of admissions applications for Nursery has a closing date of 2nd April 2018. With a final round of admissions having a closing date of 4th June 2018. Each round (for any remaining places)_will be considered against the criteria independently of the previous round. All applications **must** be made on the schools 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 main form only, which may result in your application being given a lower priority.

The school provides for the admission of all successful applicants who have reached their 3rd birthday by the beginning of September 2018. However please note the following:

- The school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the views of the Headteacher.
- When informing parents of their decision on the year group to which the child should be admitted, the school will set out clearly the reasons for their decision
- Where the school agrees to a parent's request for the child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. Reception), the school will process the application as part of the main admissions round
- The statutory right to appeal does not apply if they are offered a place at the school but not in their preferred 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 Education, Health and Care Plans 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.

1. All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangements or special guardianship order (see definitions http://www.hertsdirect.org/docs/pdf/admissions/Definitions1617.pdf).

2. There may be occasions when the Governors are requested to provide a place on social or medical grounds. In such cases an offer of a place will be considered following the submission of supporting professional evidence and where Great Gaddesden CofE School is the nearest (or only) school that can meet their needs.

3. Children at the time of admission, who have a sibling attending Great Gaddesden Primary School. The admission authority will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school.

4. Children who live in the Parish of Great Gaddesden and Nettleden **(see Appendix A for map)**. The website www.achurchnearyou.com may be helpful if in doubt about the parish of residence.
   If this category is oversubscribed priority will be given as follows:
   a) parent(s) / guardian(s) have attended services in Great Gaddesden Parish Church at least once a month during the previous two years (A letter verifying the required level of attendance will be sought from the parish priest.)
   b) geographic proximity.

5. Children not resident within the Parish of Great Gaddesden and Nettleden but whose parent(s) / guardian(s) have attended services in Great Gaddesden Parish Church at least once a month during the previous two years. (A letter verifying the required level of attendance will be sought from the parish priest.)

6. Children of parents or carers, one of whom has attended services at another Christian Church at least once a month during the previous two years.. Applicants in this category will be required to provide written evidence from the Parish Priest or Minister. (This evidence should be submitted with the school's application form).

7. Any other children.

Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie-break will be **distance from the school**, measured using the computerised, 'straight line', mapping system operated by the LA. 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. Where this distance measurement results in more than one child having an identical claim to the last available place as a result of living in flats, priority will be given to the lowest house number.

The governors cooperate with the LA's fair access protocol for children who are hard to place and these children will be admitted before other children on the continued interest list.

DEFINITIONS

Throughout this policy, please see definitions taken from:
http://www.hertsdirect.org/docs/pdf/admissions/Definitions1617.pdf

In respect of categories 1, 2, 4 and 5, the governors use the same definitions as the LA, set out in their admissions literature and website.

Category 1 **Children in public care** (Children looked after).
Category 2 **Social/Medical applications**
Few applications under **Rule 2** are agreed.

All applications are considered individually but a successful application should include the following:
a. Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
b. Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs
c. If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate
d. 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. 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.
Category 3 **Sibling** *(*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 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 this application.
Categories 3, 4,5 and 6 Home Address

Please note that evidence of permanent residency at the quoted address may be sought.

Categories 6 "Christian Church".
The governors define a 'Christian' Church to be one which is a member of Churches Together in England or the Evangelical Alliance.

UNSUCCESSFUL APPLICATIONS.

Appeals.

For Nursery Education under current legislation for Nursery places, the Governors decision is final and there is no right of appeal to an independent panel.

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 admission rules. All 'in year' applications will be coordinated by the LA on behalf of the school, and to whom in year applications should be made, but a SIF is still requested.

Parents are requested to inform the governors if they wish their child's name to be removed. To retain a place on CI families must, at the end of the academic year, confirm their continuing interest by making a new In Year application.

Transfer to Reception Class

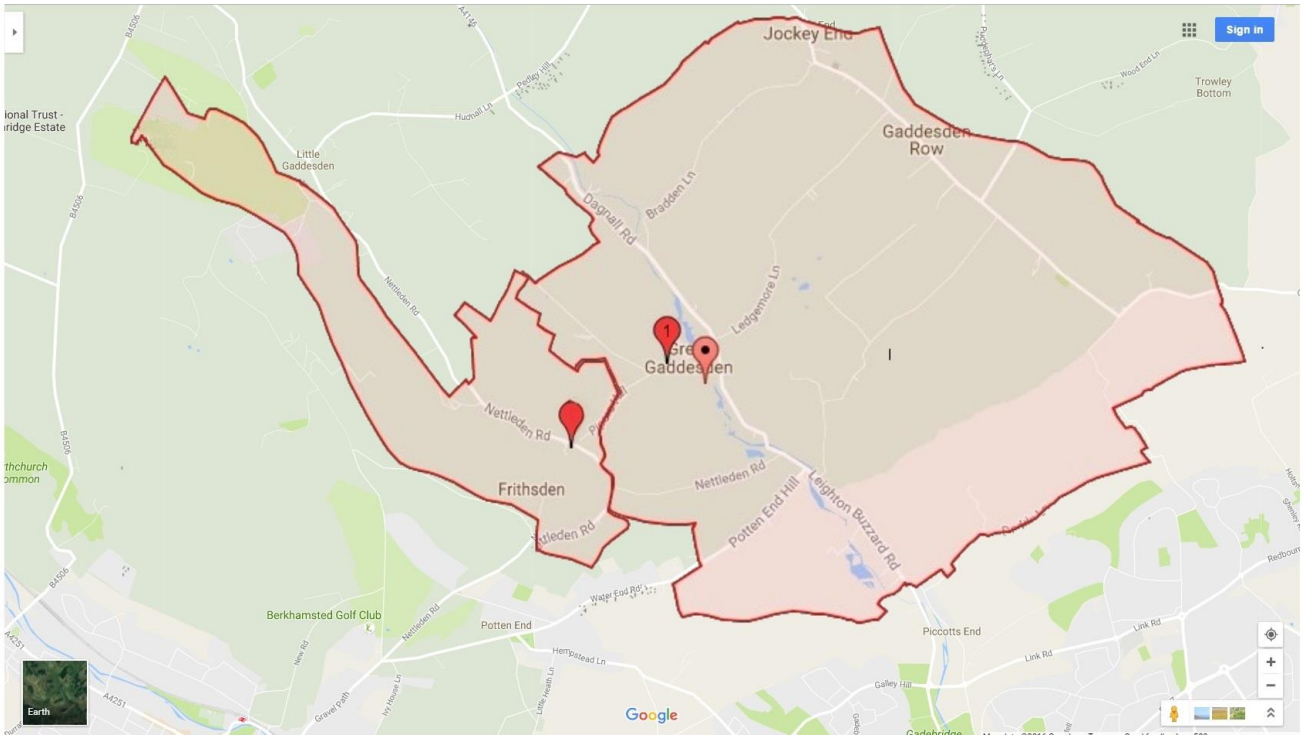
Parents/ Carers should be aware that a place in the School's Nursery does not at present guarantee a place in Reception. Fresh applications for Reception places **need to be made** to the Local Authority via the Local Authority Application process or admission to the Schools Reception class. A copy of the relevant admission Policy is available from the SChhol Website, School Office or the Local Authority.

Definitions

The Childrens Act 1989 defines a child who is 'looked after' as a child or young person who 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).

An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

Appendix A: Parish Boundaries


Jockey End
Gaddesden Row
Trowley Bottom
Little Gaddesden
Dagnall Rd
Bradden Ln
Ledgemore Ln
Nettleden Rd
Frithsden
Potten End Hill
Leighton Buzzard Rd
Berkhamsted Golf Club
Potten End
Piccotts End
Hemstead Ln
Galley Hill
Link Rd
Google