



# CHRIST CHURCH CofE (VA) PRIMARY SCHOOL AND NURSERY ADMISSIONS POLICY YEAR OF ENTRY 2019 RECEPTION YEAR

## INTRODUCTION.

Christ Church 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 will admit up to the planned admission number of 45 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), ie 30 pupils per class.

The Local Authority or LA (Hertfordshire) operates an agreed co-ordinated 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.

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 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.

The school provides for the admission of all successful applicants who have reached their 4<sup>th</sup> birthday by the beginning of September 2019. 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 The child's parents can defer the date of their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and beyond the beginning of the final term of the school year for which it was made. Where parents wish, children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age.
- e Where a parent of a 'summer-born' child (15 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will normally need to make an in-year application for a Year 1 place.

### **Summer-born children:**

- Parents of summer-born (1 April – 31 August) child may choose not to send that child to school until September following their fifth birthday and may request that they are admitted out of their normal age group to reception rather than Year 1.
- Admissions authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.
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- When informing parents of their decision on the year group to which the child should be admitted, the admissions authority must set out clearly the reasons for their decision.
- Where an admission authority 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 (ie. Reception), the admission authority must 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 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 an 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** All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement or special guardianship order (see definitions)

**Category 2** Children who have a sibling who will be attending the school at the time of entry (see definitions).

**Category 3** Children whose families attend a church service at Christ Church or St Mary's the Virgin, Ware, at least once a month, for at least a year before the application of places. (Please ask your minister to complete the attached SIF).

**Category 4** Children of staff employed by the Governing Body of Christ Church School on a permanent basis: children will be allocated a place if either or both of the following conditions are met:

- a. Where a member of staff has been employed by the school for two or more years at the time the application is made.
- b. Where the Governors can demonstrate that the member of staff has been recruited to fill a vacant position for which there is a demonstrable skills shortage.  
(see definitions)

**Category 5** Children whose families are practising Christians attending a Christian church within the ecclesiastical Parishes of Christ church or St Mary's Ware, at least once a month, for at least a year before the allocation of places. (Please ask your minister to complete the attached SIF).

**Category 6** Children who live (home address) within the parishes of St Mary's and Christ Church.

**Category 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 as described in their admissions literature and website. 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 fair access policies of the LA.

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

## DEFINITIONS

In respect of categories 1, 5 and 6, the governors use the same definitions as the LA, set out in their admissions literature and website.

**Category 1**            **'Looked after' children** - 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.\*

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 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.

\* 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.

**Category 2**            **'Sibling'** – 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.

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

\*\*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 sibling must be on the roll of the named school at the time the younger child starts. 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.

**Category 4**            **‘Children of staff’** – A child is understood to be the son or daughter, step son or stepdaughter or adopted son or daughter of the member of staff employed by the governors and normally resident at the same address as the member of staff for the majority of the week.

For the purpose of satisfying these criteria:

i) a member of staff is defined as a member of the full-time teaching staff, or of the part-time teaching staff with a 40% contract, or a member of the full-time support staff (on a 38 week and above contract), or of the part-time support staff who works 40% and above as determined by their role (on a 38 week and above contract). A panel from the Governors Admission Committee will determine whether the member of staff meets the requirements for this rule.

The definition does not include contract staff. Where a service such a catering has been ‘in house’ and is subsequently ‘contracted out’, children of staff will not be eligible for admission under this criterion.

The definition does not include peripatetic staff employed by HCC.

ii) a child of a member of staff is defined as any child whom a qualifying member of staff:

- has parental responsibility for \*, **or**
- looks after on a permanent day-to-day basis (but does not have parental responsibility).

\* A qualifying member of staff has parental responsibility if:

- a. They are the child’s natural mother; **or**,
- b. They are the child’s natural father and either were married to the mother on the day of the child’s birth or subsequently, **or** have entered into a legal parental responsibility agreement with the mother, **or** have been granted a residence order from the court directing the child will live with them, **or** registered or re-registered the child’s birth after December 2003, **or**,
- c. The child lives with them as the result of a court order.

**Category 5**            **“Christian Church”**

The governors define a ‘Christian’ Church to be one which is a member of Churches Together in England or the Evangelical Alliance.

**Category 6**            **“Home Address”** (Please note that evidence of permanent residency at the quoted address may be sought.)

## UNSUCCESSFUL APPLICATIONS

### Appeals

Parents who have not been allocated a place for their child have the right of appeal<sup>1</sup> to an independent panel. Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details, log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system". For In Year applications parents wishing to appeal should contact the school directly in the first instance.

### 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. The governors will maintain the list until 31<sup>st</sup> August 2020.

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<sup>1</sup> Please note that there is no right of appeal to a nursery.