

HORMEAD CofE (VA) FIRST & NURSERY SCHOOL

Great Hormead, Nr Buntingford
Hertfordshire
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ADMISSIONS POLICY: YEAR OF ENTRY 2024-2025

(amended 6th September 2024 to include in-year admissions)

OUR SCHOOL VISION

Love of One Another, Love of Learning, Love of Life itself, and Love of God"

A natural home for all children and adults to have the opportunity to flourish within the community, in a unique and happy school rooted in Christian values.

ADMISSION PROCESS

The Governing Body is responsible for the admission of pupils to the school. We are a fully inclusive church school and welcome children of all faiths and cultures.

Hertfordshire County Council (HCC) operates an agreed co-ordinated admissions scheme in line with government legislation. HCC 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.

All applications must be made through the HCC's Common Application Form (CAF). (Guidance can be found on the HCC Website). The closing date for applications and notification dates of admission decisions are published in HCC's admissions booklet, which is also available on its website www.hertfordshire.gov.uk/admissions. Parents/carers of children not living in Hertfordshire must make an application to their home local authority.

If parents wish their application to be considered under category 5 or 6 they should complete our Supplementary Information form (SIF) in addition to the CAF. If a SIF is not completed the Governing Body will apply the school's admission arrangements using only the information supplied on the HCC CAF, which may result in the application being given a lower priority.

The school's Published Admission Number (PAN) is 23. If the school has fewer applications than places available, all applicants will be offered a place. If a single twin or multiple birth child is allocated the last available place at the school, the Governors will admit the other twin/multiple birth children over the school's PAN.

Section 324 of the Education Act 1996 requires the Governing Bodies of all maintained schools to admit a child with an Education Health and Care Plan that names our school. These children will be admitted as part of the school's PAN, before oversubscription criteria are used.

The school cooperates with HCC's Fair Access Protocol for children who are hard to place. These children will be admitted before those on any continuing interest list and, if necessary, above PAN. The Governing Body will admit all successful applicants who have reached their 4th birthday by the 1st September 2024. Hormead First School operates a single reception intake policy. However, please note the following:

- a) These admission arrangements do not apply to our Nursery intake.
- b) Parents of children currently in the school's Nursery must reapply for a place in Reception.
- c) Attending Nursery does not give your child priority for a place in our Reception class.
- d) Parents offered a place in Reception may defer the date of their child's admission until the earlier of
 - I. date at which the child reaches compulsory school age (term after their fifth birthday) and
 - II. the start of the summer term of the academic year of entry.
- e) Parents can request part-time attendance until the child reaches compulsory school age.
- f) If parents do not take up an offer of a place in Reception by the start of the summer term of the school's academic year of entry, they must re-apply for a place for their child in Year 1.

SUMMER-BORN CHILDREN

Where the parents of a “summer-born” child (1 April – 31st August) wish their child to start school in the autumn term following their fifth birthday and to be educated “out of year group” (i.e. in the Reception Year rather than Year 1) they may make a request to the Governing Body. Any request for education out of year group should be discussed with the school as soon as possible and will be considered by the Governing Body on a case-by-case basis. Each case will be judged on its individual merits, however, to admit ‘out of year group’ would require exceptional and extenuating circumstances and professional evidence, (if available) explaining why the child’s needs cannot be met in their chronological year group. Parents applying for a delayed start outside their child’s normal age group, may submit a request at the same time of applying for a place at this school.

The Governing Body will respond to the request before an offer of a place is made. If the request is accepted, the original application will be withdrawn for that academic year, but the child’s parents must make a new application as part of the main Reception admissions round the following year.

If the request is refused but an offer is made for a place in the child’s normal age group, parents must then decide whether to accept that offer or to refuse it. If they refuse, parents will need to make an in-year application through the HCC admissions Team for a Year 1 place to start the September following the child’s fifth birthday.

There is no right of appeal against a decision to not place a child in a year group outside their normal age group.

OVERSUBSCRIBED CRITERIA

If there are more applications than places available, priority will be given according to the following criteria:

Rule 1 Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangement order¹ or a special guardianship order. (Definition 1)

Rule 2 Children who will have a sibling on roll at Hormead First School at the time of admission. (Definition 2)

Rule 3 Children living in the catchment area of the school i.e.: within the ecclesiastical parish of Hormead with Wyddial. (This area includes the villages of Great Hormead, Little Hormead, Hare Street and Wyddial). (Definition 3).

Rule 4 Children living in any of the following parishes which are part of the same overall benefice: Anstey, Brent Pelham and Meesden. (Definition 4).

Rule 5 Children living outside the areas defined in categories 3 and 4 where at least one of those parents/guardians has, at the time of application, and for a period of one year previously attended public worship at a Church of England Church, at least once in each calendar month. (Definition 5 and 6).

Rule 6 Children living outside the areas defined in categories 3 and 4 where at least one of those parents/guardians has, at the time of application, and for a period of one year previously, attended public worship at a Christian Church of any denomination, at least once in each calendar month for at least one year prior to application being made. (Definition 5 and 6).

Rule 7 Any other children. (Definition 7).

Notes

If any category is oversubscribed the available places will be allocated to those applicants on the **distance to school**, using HCC’s straight-line distance measurement system. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of the child’s home to the address point of the school. AddressBase premium is a nationally recognised method of identifying the location of schools and individual residences.

The address provided must be the child's current permanent address at the time of application

- At the time of application" means the closing date for applications
- "Permanent" means that the child has lived at that address for at least a year

Where a family has not lived at an address for a year, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12* months and the child must be resident in the property at the time of application.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses and/or different preferences, neither will be processed until the address issue is reconciled.

It is for a child's home Local Authority to determine address. If two applications, with different addresses are received from the same Local Authority, it will be for that Local Authority to determine permanent address. If two applications are received from two different Local Authorities, the above process will be used

If two different applications are received for the same child from the same address, e.g., containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

For the transfer application rounds, if the initial differing applications (one or both) were received "on-time", an amended joint application will also be considered "on-time" if received before the "late deadline". If the amended joint application is received after the late date, it will be treated as "late". The late deadlines for the 2024/25 transfer application process are 1st December 2023 for secondary and upper applications and 1st February 2024 for reception, junior and middle applications. If these dates change, amendments will be published on the admissions web pages at the start of the 2024/25 application process in September 2023.

* If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested and verified as necessary with the Shared Anti-Fraud Service.

Offers of school places may be withdrawn if fraudulent information is deliberately provided. When there is need for a tiebreaker where two different addresses measure the same distance from the school (e.g. a block of flats) an independent, random public draw will take place.

Definitions

1. 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. 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 function (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. 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.

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.

Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child's previously looked after status and adoption is confirmed by Hertfordshire's "Virtual School".

The child's previously looked after status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

I. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and

II. to have ceased to be in that state care as a result of being adopted. A child is in "state care" if he or she is in the care of, or accommodated by –

(a) a public authority,

(b) a religious organisation, or

(c) any other organisation the sole or main purpose of which is to benefit society.

2. A sibling is defined as the brother, sister, 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 the child must be living permanently in a placement within the home as part of the family household from Monday to Friday. 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 or very short term or bridging foster placement.

3. Children living the Ecclesiastical Parish

4. Children living in the Benefice.

5/6. Parents applying under any church category (5 or 6) must provide written evidence of their own attendance from the relevant minister/parish priest and complete the school's SIF, which must be signed by the relevant minister. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

7. Any other children

IN YEAR ADMISSIONS

In-Year applications are considered by the Governing Body for admission into all other age groups and at other times of the school year. Our In-Year Admissions form is available on line from both the school's website

<https://www.horthead.herts.sch.uk/admissions/> and from www.hertfordshire.gov.uk/admissions. You can also contact the school by emailing admin@horthead.herts.sch.uk to request a copy and/or make an appointment for a *tour* of the school.

Applicants should complete the In-Year Admissions Form and return it to the school. Admission will depend on whether there are any vacancies at the proposed time of entry in the relevant year group. The school will inform you within 15 school days of the outcome of your In-Year application. Any offer of a place must be accepted in writing

within ten school days. If you have been unsuccessful, Hertfordshire County Council will contact you with registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals.

If a parent/carer wishes their application to be considered under criteria 5 and/or 6 above – they should complete the school's Supplementary Information Form (SIF) and return it to the school office with the application form and other documentation requested. If a SIF is not completed at the time the application form is submitted, the governors will apply their admission arrangements using the information submitted on the In-Year Application Form only, which may result in your application being given a lower priority.

Parents who wish their child to be educated outside his or her chronological year group should make a formal request to the governing body when submitting their in-year application for a place in the child's normal age group. Such applications will be considered by the governing body on a case-by-case basis.

Each case will be judged on its individual merits, but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group. Parents do not have any right of appeal against a decision not to place the child in a year group outside his or her normal age group.

CONTINUING INTEREST (CI) LIST

In the event of more applications than available places, HCC will maintain a continuing interest list on behalf of the school. A child's position on the CI list will be determined by the admissions criteria and may change as other children join or leave the list. If a place at the school becomes available it will be offered to the child that best meets the published admission rules. To remain on the continuing interest (waiting list) after the end of the

academic year, parents must confirm they are still interested in a place by completing an In Year application form.

APPEALS

Parents who have not been allocated a place for their child in the reception class have the right of appeal to an independent panel. Parents wishing to appeal who applied through HCC's online system should log on to their online application and follow 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 and log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system". For in-year applications, HCC will write to applicants with the outcome of the application and, if unsuccessful, will include registration details to enable applicants to log in and appeal online at www.hertfordshire.gov.uk/schoolappeals

REVIEW OF THIS POLICY

This policy is correct for the dates listed in its title. Future and past policies may differ. The Admissions Policy for our school is reviewed annually by the Governing Body.

Horstead First and Nursery School

Supplementary Information Form

Your Child's Details

Name of Child (in full) _____

Date of Birth _____ Male/Female (delete as appropriate)

Applicant Details

Mr/Mrs/Miss/Ms/Other _____ Name _____

Address _____

Post Code _____ Telephone Number _____

Relationship to child _____

Please state under which category of the Admissions Policy you are making this application. Categories:

1. Children Look After
2. Siblings
3. Living within the Ecclesiastical Parish
4. Living in the Benefice
5. Attend public worship at any CofE church
6. Attend public worship at any Christian Church
7. Any other children

Further Information

Applications for Looked After Children will need to provide confirmation that they are in public care.

Applications under Category 3 should note here sibling's details:

Siblings Full Name _____ Date of Birth _____

Address if different from above _____

I confirm that the information I have given on this form is correct

Signed _____

(signature not required if returning by e-mail)

Full Name _____ Date _____

Please note that the commitment to a Christian Place of Worship form needs to be completed if applying under categories 5 and 6, return it to school.

Hormead First and Nursery School
Commitment to a Christian Place of Worship

Name of applicant for a place at Hormead First School _____

Name of Church attended by parents/carers _____

Address of Church _____

I confirm that _____ has attended regularly (at least once a month for the past

six months) at _____

Signed _____ Priest/Minister

Name _____

Address _____

Date _____ Contact telephone number _____

Further statement if more than one church attended in the last six months.

Name of Church attended by parents/carers _____

Address of Church _____

I confirm that _____ has attended regularly (at least once a month for the past

six months) at _____

Signed _____ Priest/Minister

Name _____

Address _____

Date _____ Contact telephone number _____