

## BISHOP WOOD C OF E JUNIOR SCHOOL ADMISSIONS POLICY FOR 2016-2017



Bishop Wood is a Voluntary Aided Church of England Junior School which caters for children from the age of seven (Year 3) to eleven (Year 6) within the ecclesiastical Parish of Tring and the neighbourhood of the school. There are two classes of 30 children in each of the four school years.

The school has an admission number of 60 per year group, being the number of children which may be admitted into any one academic year.

The Governors are responsible for the admissions to the school. The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. The school is not on a level site; however there is access for disabled pupils from the main playground to most classrooms and to the hall. As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

### **Normal Admission**

Children are normally admitted into the school in the September following their seventh birthday. Parents of children attending Goldfield School are sent information and application forms and are also invited to visit the school. Children with a statement of special educational needs or an Education, Health and Care (EHC) plan naming Bishop Wood C of E Junior School will be allocated a place at the school. Details of how and when to make an application are given at the same time, including the deadline date. Further information can be obtained from HCC admissions website [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

The Governors meet, if necessary, to determine places for the academic year beginning in September. Parents are informed by County if a place is available.

### **Oversubscription Criteria**

If the number of applicants exceeds the published admission number, the following criteria will apply, given in order of priority.

1. Children in public care (Children Looked After). All 'Looked After' children or children who were previously 'Looked After' but immediately after being 'Looked After' became subject to an adoption, or special guardianship order or a child arrangement order as defined in S8 of the Children's Act 1989 as amended by S12 of the Children's Act of 2014.
2. Children who have siblings in the school **at the time of admission.**
- 3 Children from Goldfield Infant and Nursery School.
- 4 Children who live within the Tring Team Parish. Applicants can refer to the website [www.achurchnearyou.com](http://www.achurchnearyou.com) for a guide as to the parish in which they live.
- 5 Children whose parents have expressed a wish for a Christian education and whose parents regularly attend the Parish Church of St. Peter and St. Paul, Tring, as testified in writing by the Rector.
- 6 Children whose parents worship regularly at another Christian Church, i.e. a Church which is a member or is eligible for membership of Churches Together in England or the Evangelical Alliance.
- 7 Any other children

### **Fair Access Protocol**

The school co-operates fully with the Local Authority's Fair Access protocol for children who are hard to place and will admit these children even if the school is full.

### **Admissions**

The Local Authority (LA) operates an agreed coordinated admissions scheme in line with government legislation. The LA 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.

The closing date for admission application forms to be received by the home LA is as advertised by that authority. Information on completing the 'on line' application and notification dates of admission decisions are published in the Local Authority Admissions booklet, which is also available from their website.

All applications **must** be made on the Local Authority common Application Form. For further information see <http://www.hertsdirect.org/admissions/>

In addition to the online application Parents/carers are requested to complete our Supplementary Information Form (SIF) and return it to the school office by the date given. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the LA Application Form only, which may result in your application being given a lower priority

### **In Year Admissions**

For admission into any year group at other times of the school year an application must be made to the In-Year Admission Department at Herts County Council. We cannot admit any children to the school unless this procedure has been followed and we are notified by Herts County Council that they have received a completed application and a place is available. If a place in the relevant year group is not available then the applicant will be placed on the Continued Interest List for the rest of that academic year.

### **Appeals**

The parent(s) of any child refused a place at the school has the right of appeal. This should be made in writing within three weeks of the receipt of the letter refusing a place. The letter of appeal should be sent to the Chair of the Governors with a copy to the Head teacher. Every appeal will be considered by an impartial Statutory Appeal Committee.

Parents who have not been allocated a place for their child in the normal admissions round into Year 3 have the right of appeal to an independent panel. At transfer time parents wishing to appeal should log into their online application and click on the link 'register an 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.

### **Please note:**

- † The above oversubscription categories only have significance when the application for admission in any one school year exceeds the admission number of 60 per year group.

† **Children in public care**

(Children Looked After). 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. These children will be prioritised under rule 1. 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 Arrangement Order or a special guardianship order.

A “child looked after” is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989.

Adopted – under the terms of the Adoption and Children Act 2002 (section 46).

Child Arrangement 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. The application would be prioritised under Rule 1.

Children who were not “looked after” **immediately** before being adopted, or made the subject of a residence order or special guardianship order, **will not** be prioritised under rule 1.

† For the purpose of this policy a sibling is defined as ‘a 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 the same household from Monday to Friday at the time of application. A sibling link will not be recognised for children living temporarily in the same household for example a child who usually lives with one parent but has temporarily moved.

† In respect of categories where addresses are relevant the governors regard the address as the place where the child spends the majority of time from Monday to Friday (including nights).

† In the event of over subscription in any one of the categories, the determining factor will be that of distance to school. The school follows the same approach to this as HCC and it is explained in their booklet ‘Under 11’s.

† Distance to School is a ‘straight line’ distance measurement it is used in all home to school distance measurements for community and VC 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 recognized method of identifying the location of schools and individual residences.

† In the event of a need for a tie-breaker where two different addresses measure the same distance from the school, in the case of a block of flats for example, random allocation will be used.

† In respect of categories 5 and 6 regular attendance means at least once per month for the year prior to application. The priest or minister should be asked to verify this level of attendance by signing the relevant section of the clergy form.

- † For the admission of a pupil with a disability individual arrangements will be made. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.
- † For the purposes of this policy a parent/carer is the adult with whom the child lives.
- † The order in which applications are received has no importance.
- † A child enters Year 3 in the September following his/her seventh birthday. Children normally move to Secondary School at the end of Year 6 in the September following their eleventh birthday.
- † If the school is oversubscribed prospective pupils will be placed on a continuing interest list by Herts CC. The application will be dealt with under the same admission categories and parents will be informed as soon as a place becomes available.
- † In the case of twins and multiple births the governors follow the same guidelines as Hertfordshire LA.
- †

Reviewed **March 2015** by Admissions Committee