

## BISHOP WOOD C OF E JUNIOR SCHOOL ADMISSIONS POLICY FOR 2019-2020



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 boundaries of Tring Team Parish. There are two classes of 30 children in each of the four school years. The school has a Published Admission Number (PAN) of 60 per year group, this being the number of children which may be admitted into any one academic year. The Governors are responsible for admissions to the school.

In common with all Church of England schools, the school seeks to provide a distinctively Christian and inclusive environment and has a special responsibility to educate and care for the most vulnerable children in our community. This ethos is reflected in the Admissions Policy.

### **Normal Admission**

Children are normally admitted into the school in the September following their seventh birthday and move to secondary school in the September following their eleventh birthday. Parents of children attending Goldfield Infant and Nursery School are given information about how and when to make an application, including the deadline date. They are also invited to visit Bishop Wood.

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 closing date for admission application forms to be received by the home LA is on 15th January in the year of admission. All applications **must** be made on the Local Authority Common Application Form. Information on completing the online application and notification dates of admission decisions are published in the Local Authority Admissions booklet 'Under 11s' and also on their website; [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions).

If the school receives fewer applications than there are places available, all applicants will be offered a place. In line with section 324 of the Education Act 1996, all 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. If the school is oversubscribed, other places will be allocated according to the oversubscription criteria outlined below. Parents are informed by Hertfordshire County Council (HCC) if a place is available. Once an offer has been made, it needs to be formally accepted within the specified time period (five school days) in order to be secured. If a child is not offered a place, prospective pupils will be placed on a Continuing Interest List by HCC. These applications will be dealt with according to the same oversubscription criteria and parents will be informed as soon as a place becomes available.

### **Oversubscription Criteria**

The following oversubscription categories only have significance when the application for admission in any one school year exceeds the Published Admission Number (PAN) of 60 per year group.

In order of priority, the oversubscription categories are:

1. Children looked after.
2. Children for whom it can be demonstrated have an exceptional social or medical need to attend Bishop Wood C of E Junior School.
3. Children from Goldfield Infant and Nursery School transferring at the end of Year 2.
4. Children who have a sibling in the school at the time of admission.
5. Children living in Hertfordshire for whom Bishop Wood C of E Junior School is their nearest school.
6. All other children.

In the event of over subscription in any one of the categories, the determining factor will be that of distance from home to school, with those living nearest to the school taking priority. In the event of a tie, where two different addresses measure the same distance from the school, for example, in the case of a block of flats, random allocation will be used. In the case of twins and multiple births, the governors follow the same guidelines as Hertfordshire LA. If a twin/multiple birth child is offered the last place available and an application has been received to the same school for the other child(ren), then the other child(ren) will be offered a place even if that means exceeding the PAN. The order in which applications are received is not significant as long as they are received before the closing date.

#### **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. Children admitted under the Fair Access protocol take priority over children on the Continuing Interest List.

Children with a disability are considered according to the school's oversubscription criteria and, if allocated a place, the school would then take steps to ensure that a child's individual needs are met.

#### **Children Looked After**

Highest priority is given to allocating places 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. 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.

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 category 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 category 1.

#### **Children with an exceptional medical or social need**

A category 2 application will only be considered when, at the time of application, independent supporting evidence is provided showing that a child, parent or their

carer can demonstrate a wholly exceptional medical or social need for attendance at Bishop Wood C of E Junior School and that no other school will suffice.

### **In Year Admissions**

A child normally enters the school in Year 3 in the September following his/her seventh birthday. 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. The In Year application form can be completed at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions). 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 Continuing Interest List for the rest of that academic year. All In Year admissions are dealt with according to the same oversubscription criteria outlined above.

### **Continuing Interest List**

Applicants who are not offered a place, either through the normal admission process or through the In Year admission process, will be placed on a Continuing Interest List. All applicants on the Continuing Interest List will be prioritised according to the oversubscription criteria. For the purposes of the Continuing Interest List, no distinction will be made between normal admissions and In Year admissions. Applicants will only be placed on the Continuing Interest List if a completed application form has been accepted and a place in the relevant year group is not available. Prospective pupils will remain on the Continuing Interest List for the remainder of that academic year. A new In Year application should be made at the end of the academic year if a place is still required in the following academic year.

### **Appeals**

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 impartial Independent Appeals 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.

Parents also have the right of appeal if their child has been refused a place following an In Year admission application. For In Year admissions, parents wishing to appeal should contact the school directly in the first instance. The appeal should be made in writing within three weeks of receipt of the letter refusing a place. The letter of appeal should be sent to the Chair of Governors with a copy sent to the Head Teacher. Appeals for In Year admissions will also be considered by an Independent Appeals Panel.

**Please note that this policy will be applied using the following definitions:**

**Child Looked After** - 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. This includes 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.

**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.

**Address** - 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).

**Distance to School** - a 'straight line' distance measurement is used in all home to school distance measurements 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.

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

**Parent/carer** - the adult with whom the child lives.

Further information can be found on the HCC admissions website;

[www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

and in their admissions booklet 'Under 11s' which is available online;

<http://www.hertsdirect.org/docs/pdf/admissions/u11sbooklet1516>

Revised by the governing body on 6th November 2017