



# **Bishop Wood Junior School**

## **Admission Policy 2023-2024**

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 (this encompasses the parishes of Tring, Aldbury, Long Marston, Wilstone and Puttenham). 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 by the Local

Authority on their website; [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/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 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 (ten 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 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 arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>.
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 for whom it is their nearest school - This includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location.
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 a 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 over PAN. 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 will also be given to children who were previously looked after, including those looked after outside England, 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 child arrangements 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.

An application for Category 2 is made when, by means of letter addressed to the Governing Body, a parent/carers explicitly requests consideration under Category 2 and provides supporting evidence. If a parent/carers requests to be considered under Category 2 but fails to provide supporting evidence; that application will not be considered under Category 2. It will be considered under the next appropriate category.

All applications are considered individually but a successful application should include the following:

- a) Specific recent professional evidence that justifies why only Bishop Wood C of E Junior School can meet a child’s individual needs, and/or
- b) Professional evidence that outlines exceptional family circumstances making clear why only Bishop Wood C of E Junior School can meet the child’s needs.
- c) If Bishop Wood C of E Junior 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 Bishop Wood C of E Junior School essential.

The Governing Body will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The Governing Body may delegate determination of applications under Category 2 to a sub-committee.

Requests to be considered under category 2 should be received on or before the closing date for applications. Parents/Carers applying under Category 2 for children to start in Year 3 in September will be notified of the Governing Body’s decision once all Category 2 applications have been considered. Decision letters will be sent to parents/carers who applied on-time, within 40 school days of the closing date for applications. Decision letters relating to the first and second rounds of continuing interest will be sent in the week prior to allocations being released. When an application for Category 2 is received in respect of an In Year admission, parents/carers will be notified of the outcome of the Governing Body’s decision by letter within 5 school days of the Governing Body meeting.

### **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.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions). We cannot admit any children to the school unless this procedure has been followed and we are notified by Hertfordshire 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. All In Year admissions are dealt with according to the same oversubscription criteria outlined above.

### **Continuing Interest List**

After places have been offered, the school's continuing interest (waiting) list will be maintained by Hertfordshire County Council. A child's position on the CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council, on behalf of the school's governing body, will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be confirmed). To retain a CI application after this time, parents must make an In Year application.

### **Year 3 Appeals**

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 and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system"

### **In Year Appeals**

The county council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)

### **Out of Year Group**

Bishop Wood C of E Junior School's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

The Governing Body (or sub-committee) as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The Governing Body make decisions based upon the circumstances of each case including the view of parents, the relevant headteacher(s), the child's social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools.

**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). If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence. If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

**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 Parental Responsibility for the child as defined in s 3(1) Children Act 1989.

Further information can be found on the HCC admissions website;  
[www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

Determined by the governing body on 13<sup>th</sup> October 2022.