

Little Heath Primary School



ADMISSION POLICY for entry in 2019-2020

Little Heath is a foundation school and the governing body is responsible for admissions.

The published admission number is 30.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

Rule 1 - Children looked after (or previously looked after)

The Children's Act 1989 defines a child who is looked after as a child or young person who accommodated by the local authority (section 20) or a child or young person who is the subject of a full care order (section 31) or interim care order (section 38). An adoption order is an order under section 46 of the Adoption and Children Act 2002. A residence order is an order setting out the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14 A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Rule 2 - Children for whom it can be demonstrated that they have a particular medical or social need to go to the school

A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted. All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However in a few very exceptional cases, there are reasons why a child has to go to one specific school. Few applications under Rule 2 are agreed. All applications are considered individually but a successful application should include the following:

- a. Specific recent professional evidence that justifies why only Little Heath Primary School can meet a child's individual needs, and/or
- b. Professional evidence that outlines exceptional family circumstances making clear why only Little Heath Primary School can meet the child's needs.

c. If Little Heath Primary 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 Little Heath Primary School essential. Evidence should make clear why only Little Heath Primary School is appropriate. Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only Little Heath Primary School can meet the social/medical needs of the child.

Rule 3 – Sibling

A sibling is defined as: 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 the application.

Rule 4 - Proximity

A 'straight line' distance measurement is used in all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the Address Base Premium address point of your child's house to the address point of the school. Address Base Premium data is a nationally recognised method of identifying the location of schools and individual residences.

Tie-Break

In the event of over-subscription in any of the above categories, places in that category will be allocated on the basis of geographic proximity, using the local authority system explained in Hertfordshire schools literature and website. Where there are two applicants with an equal claim to the last place available (e.g. living in a block of flats) then the lower flat number will be given priority.

Twins and Multiple Births - Where the last available place is offered to a twin or multiple birth then the other twin or sibling(s) will be offered places as exceptions to the infant class size rule.

*Children previously looked after are those children adopted or with a special guardianship order or child arrangements order.

**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 a very short term or bridging foster placement.

Continuing Interest

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list on behalf of the school. A child's position on a 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 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 end of the summer term.

Out of Year group applications

If a parent wishes his/her child to be educated outside his/her normal age group i.e. being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Deferral of place and Summer Born children

Parents can defer the date their child is admitted to school until later in the same academic year or until the term in which the child reaches compulsory school age. Summer born children are only able to "defer" entry to Reception class until the beginning of the final term of the school year for which the offer was made.

Oversubscription Criteria

If there are fewer applications than places available at a school all applicants will be admitted. Where there are more applications than the number of places available, places will be offered according to the following order of priority:

The school does not have a supplementary information form.

Since 2011-2012, Hertfordshire County Council do not coordinate nursery admissions. Applicants need to apply online or direct to the school for a nursery place.

Parents must apply for primary places using their home local authority application form even if they wish to apply to a neighbouring authority school.

In-year admissions will be dealt with in accordance with the Hertfordshire County Council approved scheme. Parents should apply to HCC who administer the Continuing Interest List for the school – the website can be found at **www.hertfordshire.gov.uk/admissions**

There is a single September intake available for both Nursery and Reception.

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 and click on the link "log into the appeals system".

For In Year Admissions:

We will write to you with the outcome of your application and if you have been unsuccessful, we will include registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals.

Please note that a place in the Nursery does not guarantee your child a place at the school, it is necessary to apply for a place in the Reception Class separately.