



Admissions Policy (2012/13)	
Policy type	
Admissions and Pupil Discipline	
Synopsis	
<p>Our school How to apply for a place in Reception How to apply for Casual admission</p> <p>Over subscription criteria and allocation procedure Continuing interest (waiting) list Stages in the Admissions Process Application form for Foundation Place Application form for Open Place Application form for Casual Place</p>	
Maintained by	
Admissions and Pupil Discipline Committee	
Adopted by Governing Body	Review Dates
	Annually Plain English revision 14 March 2011 Criteria Review due Autumn 2011



Countess Anne C.E. Primary School
School Lane, Hatfield, AL10 8AX



Admissions Policy for Academic Year 2012/2013

Our school

“A place of life-long learning where the whole school community strives to provide an Excellent all-round education.”

“A place with challenging and achievable expectations of all, set within a safe, secure and happy environment, reflecting Christian values.”

Countess Anne School is a Voluntary Aided Church of England School within the Diocese of St Albans. It has a dual purpose: both to offer a Christian education to the children of Christian parents and also to fulfil an inclusive mission to educate the children of its local community of whatever faith or no faith at all.

Parents considering applying for a place should be aware that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the school and will attend religious education lessons.

In addition to the Reception intake the school will accept Casual in-year admissions (for example where a family has newly moved into the area) to any classes where there are spaces available. Where no place is available the child may be put on a continuing interest list.

The governing body of the school is the admission authority and is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds) of 30 pupils per class. The school is also able to accommodate thirty children per year group throughout the rest of the school i.e. 8 to 11 year olds.

How to apply for a place in Reception

First contact the school and ask for an application pack, however, if you wish to see the school first and talk to the Head Teacher, please arrange an appointment either in person or by telephone. You will then be shown around the school and can ask any questions.

If you then decide to apply for a place for your child, you will need to return the completed application form to the Local Authority (or LA, i.e. Hertfordshire County Council). The LA operates an agreed co-ordinated admissions scheme in line with government legislation. It co-ordinates 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. However offers of a place will be made by the home LA.

The closing date for admission application forms to be received by the home Local Authority is 15 January 2012. If you live outside Hertfordshire your application should be made through your home local authority by the same date. Information on completing the 'on line' application and notification dates of admission decisions are published in the LA admissions literature which is also available from their website.

All applications **must** be made on the **home** LA common application form. Parents/carers are requested to complete our supplementary information form (SIF) and return it to the school office by the date given above. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the LA form only, which may result in your application being given a lower priority.

The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2012. However please note the following:

- a. Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age. All children must join the school in the Reception year or a new application will need to be made for a Year 1 place;
- b. Parents can request part time attendance until the child reaches compulsory school age.

Please note that the information in this policy is correct for the year shown.

How Places are Offered

Overarching Priorities

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.

In addition Countess Anne will award places to children currently in the care of the local authority (as defined in accordance with section 22 of the Children Act 1989) as a first priority.

This means that where such children with statements and children in the care of the local authority have been awarded places, the remaining available places will be divided equally between Foundation and Open places. Where the number of remaining places is an odd number the extra place will be designated as a Foundation place.

Foundation places

The Governing Body has designated up to 15 places to be offered to pupils whose families are faithful and regular worshippers in a Christian Church. **Written evidence of applicants' commitment to their place of worship in the form of a clergy letter verifying the level of attendance indicated below will be required at the time of application.** The Governors anticipate that involvement with the church would be ongoing for families offered a school place under these categories.

If there are more applicants than available places, places will be allocated according to the following criteria, in order of priority:

1	Children who will have a sibling in the school at the time of admission and one of whose parents has an active participation* in an Anglican church.
2	Children who will have a sibling in the school at the time of admission and one of whose parents has an active participation* in other Christian churches which are members of or are eligible for membership of Churches Together in England or the Evangelical Alliance.
3	Children with known special medical or social needs and one of whose parents has an active participation* in the Anglican churches in the Parish of Bishop's Hatfield.
4	Children with known special medical or social needs and one of whose parents has an active participation* in other Christian churches in the parish of Bishop's Hatfield
5	Children, one of whose parents has an active participation* in an Anglican Church
6	Children, one of whose parents has an active participation* in other Christian churches which are members of or are eligible for membership of Churches Together in England or the Evangelical Alliance.

*** Active participation requires attendance an average of once a month for a period of 6 months prior to the date of application.**

For categories 3 and 4, written supporting evidence should be supplied, at the time of application, from a relevant professional, such as a consultant doctor, senior social worker or educational psychologist

If there are fewer than 15 qualified applicants for foundation places, any unfilled places will become additional open places. Unsuccessful applicants for foundation places will be considered for any open places remaining unfilled at the end of the allocation procedure.

Unsuccessful applicants for foundation places will be considered for an open place using the open place criteria.

Open Places

The Governing Body has designated up to 15 places each year as open places. If there are more applicants than available places, places will be allocated according to the following criteria. These are stated in order of priority:

1	Children who will have a sibling in the school at the time of admission
2	Children with known special medical or social needs. Written supporting evidence should be supplied, at the time of application, from a relevant professional, such as, a consultant doctor, senior social worker or educational psychologist.
3	Any other children

If there are fewer qualified applicants for open places than places available, any unfilled places will become additional foundation places.

For both Foundation and Open Places

Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie-break will be **distance from the school**, measured using the computerised, 'straight line', mapping system operated by the LA as described in their admissions literature and website. Where this distance measurement results in more than one child having an identical claim to the last available place as a result of living in flats, priority will be given to the lowest house number.

The governors cooperate with the fair access policies of the LA.

Every effort will be made to accommodate twins and other 'multiple birth' applications provided that this does not breach maximum class size regulations.

Please note that the governors have the same understanding of the term 'sibling' as HCC. It is defined in the HCC admissions literature and website.

Unsuccessful Applications

Appeals

Parents who have not been allocated a place for their child have the right of appeal to an independent panel. Parents will be informed of their right to appeal in the allocation letter from the home LA. If they wish to appeal parents should contact the Hertfordshire LA Customer Focus team.

Continuing Interest (waiting) List

In the event of more applications than available places the governors will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered to the child that best meets the published admission rules.

Parents are requested to inform the governors if they wish their child's name to be removed. The governors will maintain the list until 31st July 2013

How to apply for 'in-year' (Casual) applications

First contact the school and ask for an application pack, however, if you wish to see the school first and talk to the Head Teacher, please arrange an appointment either in person or by telephone. You will then be shown around the school and can ask any questions.

If there is a vacancy because the appropriate year group has not reached its maximum of thirty and there is no current continuing interest list at the time of receipt of a written application, the applicant can be offered a place, to be taken up at the earliest point of mutual convenience. Note that all 'in year' applications will be coordinated by the LA on behalf of the school, and to whom in year applications should be made, but a SIF is still requested.

Definitions:

1. The governors use the same definition of 'sibling' as the LA. It is given in the HCC's admissions booklet, Moving On/Under 11's, also available on line.
2. Every effort will be made to accommodate twins and other 'multiple births' applications provided that this does not breach maximum class size regulations.
3. Where there is a need for a tie-breaker because two different addresses measure the same distance from the school, then the Governors shall use the guidance published by the Local authority in its Moving On/Under 11's booklet.

This admissions policy and the associated appendices have been revised by the governors and are effective for children starting school from September 2012.

Countess Anne C of E Primary School
School Lane
Hatfield
Hertfordshire AL10 8AX

Telephone: 01707 262840

Application for a Foundation place at Countess Anne C.E. Primary School
Reception Class entry (Academic Year 2012/13)
Closing date for applications: 15 January 2012
PLEASE ENSURE THAT YOU ALSO COMPLETE THE COUNTY COUNCIL ADMISSIONS
APPLICATION FORM OR APPLY ON-LINE

Full name of child: Date of birth

Address.....

..... Post code.....

Telephone number(s)

Parent's e-mail

We do not ask you to share with us your first, second and third choices of school. It is a matter between you and the Local Authority so it is important to remember that, regardless of your preferences for Countess Anne, **it is a legal requirement that the Local Authority application form must be completed and submitted to them. The School cannot accept applications made only to the school.**

Admission category within which the application falls

It should be noted that 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. In addition Countess Anne gives overarching priority to children in the care of the local authority. Admission categories are:

		Please tick as many as apply
Top	Children in the care of the local authority	
1	Children who will have a sibling in the school at the time of admission and one of whose parents has an active participation* in an Anglican churches.	
2	Children who will have a sibling in the school at the time of admission and one of whose parents has an active participation* in other Christian churches which are members of or are eligible for membership of Churches Together in England or the Evangelical Alliance.	
3	Children with known special medical or social needs and one of whose parents has an active participation* in the Anglican churches in the Parish of Bishop's Hatfield.	
4	Children with known special medical or social needs and one of whose parents has an active participation* in other Christian churches in the parish of Bishop's Hatfield	
5	Children, one of whose parents has an active participation in an Anglican Church	
6	Children, one of whose parents has an active participation in other Christian churches which are members of or are eligible for membership of Churches Together in England or the Evangelical Alliance.	

Sibling details for categories 2 and 3

Name(s)	Dates of Birth
.....
.....
.....

For categories 3 and 4, written supporting evidence should be supplied, at the time of application, from a relevant professional, such as a consultant doctor, senior social worker or educational psychologist.

For categories 1-6 written evidence will be required from your vicar or minister confirming church involvement. Active participation is average attendance of once a month for 6 months.

Name and address of Church:

.....

Name of Vicar/Minister:

Telephone number(s).....

Name of parent(s)/guardian (s):

.....

Signature of parent/guardianDate

Please note that application does not guarantee a school place; places are allocated in accordance with the Admissions Policy on the basis of information given on this form. Your application will be stored in compliance with the Data Protection Act and will be considered at the appropriate time. Please let us know if you wish to cancel your application at any time e.g. because of a move away from the area.

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 Hatfield
 Hertfordshire AL10 8AX

Telephone: 01707 262840

Application for an Open place at Countess Anne C.E. Primary School
Reception Class entry (Academic Year 2012/13)
Closing date for applications: 15 January 2012

**PLEASE ENSURE THAT YOU ALSO COMPLETE THE COUNTY COUNCIL ADMISSIONS
APPLICATION FORM OR APPLY ON-LINE**

Full name of child: Date of birth

Address.....

..... Post code.....

Telephone number(s)

Parent's e-mail

We do not ask you to share with us your first, second and third choices of school. It is a matter between you and the Local Authority so it is important to remember that, regardless of your preferences for Countess Anne, **it is a legal requirement that the Local Authority application form must be completed and submitted to them. The School cannot accept applications made only to the school.**

We do not ask you to share with us your first, second and third choices of school. It is a matter between you and the Local Authority so it is important to remember that, regardless of your preferences for Countess Anne, the Local Authority application form must be completed and submitted to them.

Admission category within which the application falls

It should be noted that 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. In addition Countess Anne gives overarching priority to Children in the care of the local authority.

Admission categories are:

		Please tick as many as apply
Top	Children in the care of the local authority.	
1	Children who will have a sibling in the school at the time of admission	
2	Children with known special medical or social needs. Written supporting evidence should be supplied, at the time of application, from a relevant professional, such as, a doctor, social worker or educational psychologist.	
3	Any other children	

Sibling details for category 1

Name(s)	Dates of Birth

For category 2, written supporting evidence should be supplied, at the time of application, from a relevant professional, such as a consultant doctor, senior social worker or educational psychologist

Name of parent(s)/guardian (s)

Signature of parent/guardian Date

Please note that application does not guarantee a school place; places are allocated in accordance with the Admissions Policy on the basis of information given on this form. Your application will be stored in compliance with the Data Protection Act and will be considered at the appropriate time. Please let us know if you wish to cancel your application at any time e.g. because of a move away from the area.

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Application for Casual Admission at Countess Anne C.E. Primary School

Hertfordshire County Council, the Local Authority (LA), co-ordinate Casual (in-year) Admissions for all publicly funded schools. Countess Anne School will advise you if you need to submit to the LA a separate application.

I wish to apply for a place for my child (full name)

Date of birth.....to commence school.....

Address

..... Post code.....

Telephone number(s)

Parent's email.....

School currently attended:

Current year group:

You are not obliged to do so, but you may wish to state the reason for requesting a transfer. (When you do not give a reason, it does not have a bearing on the application criteria below. It may, however, help the head teacher ensure that the child's full needs can be supported.)

.....

.....

Please note that you should inform your child's current Headteacher of your wish to transfer your child. Contact may be made with your child's present school, especially with regard to transfer between local schools.

If there is a vacancy because the appropriate year group has not reached its maximum of thirty and there is no current continuing interest list at the time of receipt of a written application, the applicant can be offered a place, to be taken up at the earliest point of mutual convenience.

If there is no current vacancy and the parent wishes it, the child's application will be held on the school's continuing interest list. When a vacancy occurs the application will be ranked with any others held for that year group, according to the criteria, and if ranked highest the offer of a place will be made. Please, therefore, complete the section below:

Admission category within which the application falls

It should be noted that 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. In addition Countess Anne gives overarching priority to Children in the care of the local authority.

Admission categories are:

		Please tick as many as apply
Top	Children in the care of the local authority.	
1	Children who will have a sibling in the school at the time of admission	
2	Children with known special medical or social needs. Written supporting evidence should be supplied, at the time of application, from a relevant professional, such as, a doctor, social worker or educational psychologist.	
3	Any other children	

Sibling details for category 1 (A sibling means the sister, brother, half sibling, adopted sibling, or child of the parent/carer or partner, and in every case living in the same house from Monday to Friday.)

Name(s)	Date(s) of Birth
.....
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.....

For category 2, written supporting evidence should be supplied, at the time of application, from a relevant professional, such as a consultant doctor, senior social worker or educational psychologist

If any category is **over-subscribed** the places will be determined in that category by the proximity of the child's permanent home address to the school. This is a straight line distance measurement provided by Hertfordshire County Council's GIS system as outlined in their Moving On/Under 11s publications.

Name of parent(s)/guardian(s).....

Signature of parent/guardian Date

Please note that application does not guarantee a school place; places are allocated in accordance with the Admissions Policy on the basis of information given on this form. Your application will be stored in compliance with the Data Protection Act and will be considered at the appropriate time. Please let us know if you wish to cancel your application at any time e.g. because of a move away from the area.

Should you not be offered a place and wish to appeal please contact the school who will direct you to the latest guidance on how to proceed.

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