

DIOCESE OF
ST ALBANS
MULTI-ACADEMY TRUST

Admissions Policy
2019-2020
Churchfield CE Academy

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| Policy type | Local Academy Policy |
| Adopted by the Trust Board | 26 th February 2018 |
| For review | Annual |
| Person responsible | DSAMAT Admissions Adviser |

This policy is a mandatory policy for all DSAMAT Academies and must be implemented with no amendments.

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Appendix 1 – Supplementary information form

1. Introduction

- 1.1 Churchfield Academy is a school within the Diocese of St Albans Multi-Academy Trust which is the admission authority for the school. The Academy will admit up to the admission number of 45 children into the reception year and is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie 30 pupils per class.
- 1.2 The Local Authority or LA, (Hertfordshire CC) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will coordinate the process on behalf of the school according to the scheme published each year. The Trust, as the admission authority, will allocate the available places in line with this policy. However offers will be made by the home LA.
- 1.3 The closing date for admission application forms to be received by the home Local Authority is as advertised by that authority, usually mid-January 2019. Information and forms regarding the completion of the 'on line' application and notification dates of admission decisions are published in the LA admissions literature which is also available from their website- www.hertfordshire.gov.uk/admissions.
- 1.4 All applications must be made on the home LA common application form. If you wish your application to be considered under category 3 parents/carers are requested to complete our supplementary information form (SIF) and return it to the school office by the same admissions application closing date as advertised by the Local Authority. If a SIF is not completed the Trust 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.
- 1.5 The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2019. However please note the following:
 - a. These arrangements do not apply to our nursery intake.
 - b. Parents of children currently in our nursery **must** reapply for a place in reception.
 - c. Attendance at our nursery does not guarantee a place in reception
 - d. 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 (5) and in the case of summer born children no later than the start of the summer term.
 - e. Any child born between 1 April and 31 August 2015 can apply to start the year later if parents do not believe they will be ready to start reception in the 2019/20 academic year; they may instead make an application for their child to start reception in September 2020. Parents of children wishing to be educated out of year group that is in the Reception Year rather than Y1 should discuss this with the school as soon as possible. If this is agreed then an application would need to be made in the normal admissions round for a place in the reception class for the year in which the child will start. Please note that once a child has been admitted to the school, the head teacher, in consultation with the parents, may decide that it is appropriate for the child to be educated with their normal age group. Parents do not have the right of appeal against a refusal to accept the request for admission outside the normal year group if a place has been offered in the normal year group.
- 1.6 Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

2. How places are offered

- 2.1 Children who have a statement of special educational needs with an Education Health and Care Plan that names the school will be admitted to the school.
- 2.2 In the event of there being more applications than available places, the following oversubscription criteria will be applied, in order.

Category 1 All ‘looked after’ children or children who were previously ‘looked after’ but immediately after being ‘looked after’ became subject to an adoption, child arrangement or special guardianship order (see definition).

Category 2 Children who have a sibling who will be attending the school at the time of entry.

Category 3 Children, one or more of whose parents/guardians have, at the time of application shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made. Applicants in this category will need to ask their priest or minister to complete the relevant section of the supplementary information form.

Category 4 Children who at the time of application have their home address within the ecclesiastical parish of Turnford (to check this, a map is available in the school showing the parish boundaries or the website www.achurchnearyou.com may be consulted.)

Category 5 Any other children.

- 2.3 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. A ‘straight line’ distance measurement is used in all home to school distance measurements for community and VC schools in Hertfordshire and ourselves as we have adopted this policy. 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 recognised method of identifying the location of schools and individual residences.
- 2.4 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.
- 2.5 The Trust cooperates with the fair access policies of the LA and children that are admitted under the protocol will be prioritised above those on the Continuing Interest list.
- 2.6 Every effort will be made to accommodate twins and other ‘multiple birth’ applications. Where the first twin or a multiple birth is offered the last available place then the other twin or siblings will be offered a place as an exception to the infant class size rule.

3. Definitions

- 3.1 **Category 1 Children looked after.**

The Children's Act 1989 defines a child who is 'looked after' as a child or young person who is 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 'child arrangement order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. . Section 14A 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)

3.2 **Category 2 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 this application.

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

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

*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 very short term or bridging foster placement.

3.3 **Category 3 "Christian Church".**

The Trust define a 'Christian' Church to be one which is a member of Churches Together in England or the Evangelical Alliance.

3.4 **Category 4 "Home Address"**

The address provided must be the child's current permanent address at the time of application.

'At the time of application' means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months. Please note that evidence of permanent residency at the quoted address may be sought.

3.5 The application can only be processed using one address. If a child lives at more than one address (for example due to separation) the address used will be the one which the child lives at for the majority of the time. 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.

3.6 If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

3.7 If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

4. Unsuccessful applications

4.1 **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.

4.2 **Continuing interest (waiting) list and 'in-year' applications**

In the event of more applications than available places the LA 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.

All 'in year' applications will be coordinated by the LA on behalf of the school, and to whom in year applications should be made. Parents must reapply at the end of the academic year to ensure that the child remains on the continuing interest list. Forms can be completed at www.hertfordshire.gov.uk/admissions.

A SIF for applicants wishing to be considered under category 3 is still required and should be returned directly to the school.

5. Monitoring and Review

- 5.1 The Trust has delegated to the Academy Council / Regional Academy Executive Board the responsibility for reviewing the implementation and effectiveness of this policy in discussion with the DSAMAT Admissions Adviser. The Trust will approve all major changes to this policy. The policy will be promoted and published throughout the Trust.
- 5.2 The policy will be reviewed annually.

PLEASE NOTE THAT THIS FORM NEEDS TO BE COMPLETED IN ADDITION TO THE LOCAL AUTHORITY APPLICATION FORM. THIS IS NOT AN APPLICATION FORM.

Churchfield CE Academy

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SUPPLEMENTARY INFORMATION FORM RECEPTION INTAKE ACADEMIC YEAR 2019 - 2020

Full name of child :

Date of birth : Male / Female

Address :

.....

Postcode Telephone no:.....

Email Address

Surnames / first names of parents / guardians :

Under which criterion / criteria are you applying for admission?

If you are applying under **Criteria 3**, please complete the section below:

Name of Church:

Address of Church:

Name of Clergy and Position in Church:

I CONFIRM THAT WE HAVE REGULARLY WORSHIPPED AT THE ABOVE CHURCH AS A FAMILY AT LEAST ONCE IN EACH CALENDAR MONTH OVER THE PAST YEAR.

Parent / Guardian Signature: Date:

I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH FOR AT LEAST ONCE IN EACH CALENDAR MONTH OVER THE PAST YEAR.

Clergy Signature: Date:

Signed: Date:

Parent / Guardian