

Admission arrangements for Summercroft Primary – an Academy school - for the school year 2019/20.

How to make an application

The application form for a Reception place and all the published Hertfordshire information is available at www.hertfordshire.gov.uk/admissions. The closing date for applications is 15th January 2019.

The school's published admission number will be 60.

Summercroft Primary will admit any child with a statement of special educational needs or an EHC (Educational Health and Care) Plan that names the school. Such children will be admitted as part of the school's published admissions number and before the following rules are applied.

Rule 1 **Children looked after and children who were previously looked after**, but ceased to be so because they were adopted (or became subject to a child arrangements order¹ or a special guardianship order²). Please see definitions below.

Rule 2 **Medical or Social:** Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

The evidence, which must be specific, current and professional, must relate specifically to Summercroft and must clearly demonstrate why it is the only school that can meet the child's needs. If Summercroft is not the nearest school then the letter must state why the nearest school is not appropriate. There must be a clear explanation of why the child's need makes attendance at Summercroft essential.

The evidence for applications made under this Rule should be submitted to the school office and will be considered by a Panel of Governors who will decide if the need has been satisfactorily demonstrated.

Rule 3 **Sibling:** Children who have a sibling on the roll of the school at the time of application. *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 living permanently at the same address".*

This applies to reception through to Year 5.

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

In Year admissions: the sibling may be in the school's final year as long as they will still be in attendance at the time of admission

Rule 4 Children of staff: Children of staff directly employed by the school in either of the following circumstances (provided that notice of termination of that employment has not been given):

- where the member of staff has been employed for two or more years at the time at which the application for admission to the school is made, or
- the member of staff has been permanently employed to fill a vacant post for which there is a demonstrable skill shortage and has held that post for less than two years at the time at which the application for admission to the school is made.

Children of staff are those where the staff member is the child's parent by blood or adoption, or the member of staff has legal parental responsibility for the child.

Rule 5 Nearest School: Children for whom it is their nearest school or academy. This includes all schools or academies (regardless of status) except those which prioritise applications and allocate places on the basis of faith.

Rule 6 Distance: Children who live nearest to the school.

These rules are applied in the order they are printed above. If more children qualify under any of Rules 1 to 5 than there are places available under that Rule then the available places will be allocated to those children that qualify under that Rule who live nearest to the school. Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example the lower door number will be deemed nearest. If there are two identical addresses of separate applicants, the tie break will be random.

Hertfordshire County Council's 'straight line' distance measurement system is used for 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 the 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. The address used in the application must be the child's current permanent address at 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. If a child lives at more than one address (eg. where parents have shared responsibility) 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.

If a family is not in receipt of Child Benefit/Child Tax Credit then alternative documentation will be requested. If a child's residence is in dispute then parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two different applications are received for the same child from the same address, e.g. containing different preferences then the application from the parent in receipt of Child Benefit/Child Tax Credit will be processed if the applications cannot be reconciled.

In Year Admissions

The school remains part of the county council's coordinated In Year admissions scheme. Application forms can be accessed via www.hertfordshire.gov.uk/admissions and can be completed and submitted on line or can be obtained from the Customer Service Centre 0300 123 4043 and should be returned to the County Council at the address on the form.

Continuing interest (waiting) list and 'in year' applications

In the event of more applications than available places the Local Authority will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by these arrangements. If a place becomes available in the school it will be offered to the child at the top of this list. A new 'in year' application must be made at the end of the school year to remain on the continuing interest list.

Fair Access

The school participates in the county council's Fair Access protocol and will admit children under this protocol before children on continuing interest. Children admitted under the protocol can be above the PAN (Published Admission Number).

Multiple Births

If a twin or multiple birth child is allocated the final place available, the school will also offer places to the other twin/multiple birth children who are excepted from the limit on infant class sizes under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

Appeals

Parents wishing to appeal who applied through Hertfordshire's on line system should log on 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 appeals system.

For in-year applications 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 on the website above.

Definitions

Places are allocated 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. These children will be prioritised under rule 1. 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 arrangements order or a special guardianship order.

A “child looked after” is a child who is:

A) in the care of a local authority, or

B) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not “looked after” immediately before being adopted, or made the subject of a child arrangement order or special guardianship order, will not be prioritised under rule 1.

¹ Child arrangements 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.

² 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.

***Summer born children (1st April – 31st August) – Entry to Reception**

Legally, a child does not have to start school until the start of the term following their fifth birthday. Children born between 1 April 2015 and 31 August 2015 are categorised as “summer born” and if parents/carers do not believe that their summer born child is ready to join Reception in 2019 they should contact the school for guidance before making an application.

Summer born applications that are delayed for a year (for entry in September 2020) will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered at a child’s preferred school.

If parents wish to delay their application for a Reception place they are advised to discuss their child’s needs/development with their current early years or nursery provider. If parents wish their child to remain in their existing nursery school or class

for a further year (rather than moving into the Reception year group) they must let their current school know before the end of the Spring term in 2019 (before the Easter break).

Children Out of Year Group (except applications for reception from summer born)

The 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 school's Governing body as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The decision will be based upon the circumstances of the case including the view of parents, the headteacher, 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.

The governing body are ultimately responsible for making this decision for applications made to the school.

Age of Admission and Deferral of Places

The school's policy is that children born on and between 1 September 2014 and 31 August 2015* would normally commence primary school in Reception in the academic year beginning in September 2019. All Hertfordshire infant, first and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. If a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

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.

Where parents wish, children can attend part-time until they reach compulsory school age. Any parents wishing to take up a part-time place or deferred entry should contact the school to discuss their child's requirements.

Applications from children* from overseas

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the Primary and Secondary transfer processes, applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative "work" address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes.

HCC will also consider accepting applications from children* whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (4th December 2018 for secondary transfer and 1st February 2019 for the Under 11s process) cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will not be accepted for the purposes of admission until the child is resident at that address.

Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore

be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

* Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.

Fraudulent applications

Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
 - The family has moved to a property from which their application was less likely to be successful;
 - The family has returned to an existing property;
 - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
 - Official/public records show an alternative address at the time of the application
- When a child starts at the allocated school and their address is different from the address used at the time of application.

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.