



CHORLEYWOOD PRIMARY SCHOOL

ADMISSIONS POLICY

2018-2019

Chorleywood Primary School is a Hertfordshire County Council 'community school'. We are a one form entry school, with a capacity of thirty children in each year divided into eight classes.

Nursery Admission

Children attend the Nursery for three terms.

They attend for 3 hours each day, from 9.00am – 12.00noon.

The maximum number we can accommodate is 30 children. The class has a qualified Nursery teacher and a teaching assistant qualified to the required standard. If we have more than 26 children in the Nursery, there will be an additional adult.

Parents who are offered a place in the Nursery can take advantage of the following elements of our induction process:

- a meeting held before their child is due to start
- a personalised pack made for each child

The Governors of Chorleywood Primary School have agreed the following criteria to be applied for determining the Nursery admissions.

Parents should apply directly to the school they wish their child to attend. If there are fewer applications than places available at a school, all applicants will be admitted. However, if there are not enough places available, places will be allocated in the following order of priority:

- 1) Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- 2) Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

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. Chorleywood Primary School will therefore admit children with an EHC (Education, Health and Care) Plan that names the school.

3) Children who have a sibling on the roll of the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. If you have accepted an offer of a reception place for September 2018 for another child in your family, this will also be considered a sibling application.

4) Children who live closest to the school.

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children.

Tie-break

Admission rules are applied in order. If more children qualify for a school place under a particular rule than there are places available, a tiebreak will be used. That means the next rule will be applied to those children. If more children qualify under Rule 4 than there are places available, priority will be given to those who live nearest to the school as calculated using the “find my nearest school” tool on the Hertfordshire County Council website.

A tiebreak will also be used if 2 applications have addresses that measure the same distance from a school.

For example, if 2 applications had identical home to school distance measurements, a random tiebreak would be used to decide which applicant is offered a place.

Every applicant is given a unique random number for each of their school preferences. When a random tiebreak is needed, this random number is used to allocate the place – the lowest number is given priority.

If 2 applications were received from the same block of flats, the applicant with the lower door number would be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school.

Timeline for Admissions for September 2018

- Parents are advised to contact the school office to attend a Nursery Open Day and you will be provided with a copy of our school prospectus on the day. Open Day dates will be published on our website.
- Applications open 5th February 2018
- Applications close 16th March 2018
- Offers made to parents via email 24th April 2018
- Deadline for parents to accept offers 2nd May 2018

Notes

- a) **"Parents"** includes any person or persons in loco parentis of the applicant.
- b) **"Sibling"** means a sister, brother, half brother or sister, adopted brother or sister, or the child of the parent/carer or partner, and in every case living in the same house Monday to Friday.
- c) **"Applicant"** is a child on whose behalf an application for admission is being made.
- d) **"Permanent home address"** shall mean such address as at the closing date of application to Chorleywood Primary School. If a child regularly lives at more than one address Monday to Friday, the address provided should be the address where the child spends the majority of his/her time. Both parents /carers must declare this individually with the application.
- e) The term **"Children in Care (Looked after Children)"** is as defined in The Education (Admission of Looked after Children) (England) Regulations 2005.
- f) If a vacancy arises and there are more applications than places after the start of the school year, the admissions criteria will be applied at the date the vacancy arises.
- g) In the case of children with special educational needs or a disability, but no statement, the oversubscription criteria will be applied as fairly to them as to other applicants.
- h) At Chorleywood Primary School the governors, as the admitting authority, cannot exceed this class size.
- i) Applications to the Nursery and the Reception class are two separate procedures and attendance at Nursery does not guarantee admission to Reception.

j) **Medical or Social need**

Rule 2 applications will only be considered at the time of the initial application. All applications will be considered individually, but a successful application must include the following:

- a. Specific, recent professional evidence that justifies why only Chorleywood Primary School can meet a child's individual needs, and/or
- b. Professional evidence that outlines exceptional family circumstances making clear why only Chorleywood Primary School can meet the child's needs.
- c. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at Chorleywood Primary School essential. Evidence must show why only Chorleywood Primary School can meet the child's needs.

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 be at the school as soon as possible but no later than the closing date for applications in March 2018.

Additional Information

- a) Parents will need to ensure that they complete the Chorleywood Primary School application form by the published deadline.
- b) Parents should ensure that any supporting documentation has been sent to the Headteacher. The application list is closed on the published date. Should any information that is submitted be found to be incorrect, the governors will be entitled to remove the offer of a place at Chorleywood Primary School, even if the child has already started.
- c) If fewer than 30 places are accepted the governors will offer the remaining place(s) to the next applicant(s) on the original list.
- d) When all places have been accepted from this original list a waiting list will be established to include all remaining, confirmed applicants and any late applicants (received after the closing date).
- e) It is the responsibility of all parents on the continuing interest list to keep the School advised of any change in circumstances.
- f) A child's name will remain on the continuing interest list for one year. In July, the child's name will be automatically removed.
- g) As there is no statutory requirement that your child attends a Nursery place, there will be no right of appeal.
- h) Should an offer be made to you, it will be necessary for you to reply by 2nd May 2018. We will endeavour to make contact with you before this date to remind you that a response is required using the contact details you supply within your application. However, should we not receive your notification of acceptance by this date the offer will be withdrawn.
- i) If you are not offered a place at the Nursery it means that other applicants have achieved a higher placing than you when the rules were applied.
- j) Children are offered a place in the Nursery starting in the September of the academic year in which the child becomes 4.

Agreed by Governors at Chorleywood Primary School: October 2017

To be reviewed: October 2018