



Tonwell St Mary's CE Primary School

Admissions Policy

Date Ratified: December 2017

Review Date: July 2017

1 Admissions

- 1.1 The standard admission number for Tonwell St Mary's School is 8.
- 1.2 Admissions to Reception are centrally administered by Hertfordshire County Council. Admissions to nursery are taken direct to the school. Forms and application details are sent to parents prior to the academic year in which the child is due to join the Nursery or Reception.
- 1.3 If an application is successful parents are offered a Nursery place. Parents are then required to apply for a Reception place as a separate procedure.
- 1.4 In an event of the school being over-subscribed, the places will be allocated according to the Hertfordshire County Council Rules of Arrangements. Copies of these are included with the form and may be obtained from the school. See Appendix 1

2 Nursery Admissions

- 2.1 Applications are made directly to Tonwell St Mary's School and the school is responsible for the allocation of places following Hertfordshire County Council's criteria. Applications can be made at any time from 1st September. Closing dates are published on our website.
- 2.2 We are able to offer a limited number of part-time places to 3 year olds in Spring and Summer terms. The Headteacher will meet with families on an individual basis to ensure the needs of each child are met.

3 Reception Admissions

- 3.1 Children are admitted to Reception in the Autumn term regardless of their birth date. If oversubscription occurs then the County admissions criteria is applied.

4 Preliminary Visits

- 4.1 Parents who are interested in applying for a place for the child are warmly invited to visit. The facilities of the school may be seen, together with the teaching staff and the children at work or play.
- 4.2 Parents and children are invited to induction visits during the term prior to their admission, when they will be invited to meet the Headteacher and Nursery/Reception teacher. Relevant information is given regarding routines etc.

5 Appeal Procedure

- 5.1 Parents who are refused a place at the school, may, if they wish, appeal against this decision. If the original application was made online then appeals should be made via the online portal. If a paper application was made parents should contact Hertfordshire County Council for an Appeals pack from the Admissions Team.

6 In Year Admissions

- 6.1 Throughout the academic year we will admit pupils up to our standard admission number (8) as allocated by the In Year Admissions Department at Hertfordshire County Council.

Appendix 1

Hertfordshire County council's oversubscription criteria for community and voluntary controlled, first, infant, primary, junior and middle schools.

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 (Educational, Health and Care) Plan that names the school.

If there are fewer applications than places available at a school all applicants will be admitted.

- Rule 1:** **Children looked after** and children who were looked after, but ceased to be so because they were adopted (or become subject to a child arrangements order or a special guardianship order).
- Rule 2:** **Medical or Social:** Children for whom it can be demonstrated that they have a particular medical or social need to go to a school. *A panel of offices will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.*
- Rule 3:** **Linked School:** In the case of junior schools, children who attend the linked infant school at the time of their application. *This rule only applies to pupils who are currently attending Infant school which has a linked junior school.*
- Rule 4:** **Sibling:** Children who have a sibling on the roll of the school or linked school at the time of application. *This applies to Reception through to year 5 in infant, junior and primary schools; and from Reception through to year 3 in first schools; and from year 5 to year 7 in middle schools.*
- Rule 5:** **Nearest School:** Children for whom it is their nearest community or voluntary controlled school or an own admitting school or academy using Hertfordshire County Councils admission rules.
- Rule 6:** **Distance:** Children who live nearest to the school. *Children not considered under rule 5 will be considered under rule 6.*

These rules are applied in the order they are printed above. 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. 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 as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.