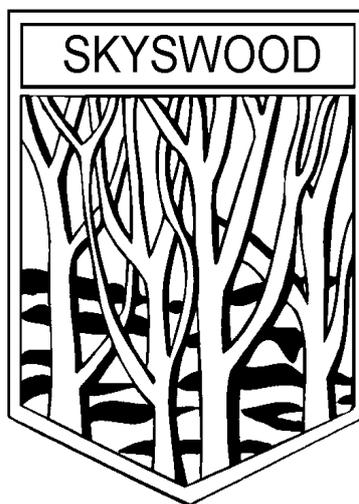


# **Skyswood Primary & Nursery School**

## **Admissions Policy**



**June 2020**

**Review Date - June 2021**

Skyswood Primary and Nursery School is a frequently over-subscribed school. Our admissions procedure is defined by the Local Education Authority guidelines. Information regarding making an application for a primary school place is sent to parents/carers by Hertfordshire County Council (HCC) in the November of the academic year before their child is due to start school. All children are admitted into the school in September. If the number of applications is equal to or less than the Planned Admission Limit then all applications will be offered a place.

- When the Planned Admissions Limit is reached applicants will be advised that a place cannot be offered but that they are free to appeal against the decision.
- The Standard Number of Admissions is 30 pupils per class.
- Skyswood Nursery is a morning only nursery with a maximum of 30 children. The school take full responsibility for managing the process for nursery admissions. As from the summer term 2019/20 we offer the opportunity for children who have secured a September start in nursery, the option of an earlier start and an additional term. Those children who are three years of age by the 31<sup>st</sup> March will be offered a start date during the first week of the summer term. These children will then spend four terms in nursery. In the event of more children being eligible for a summer start than there are places available, places will be offered in order of age with the eldest child in the cohort being first on the list.
- The Governors have agreed a Planned Admission Limit of 30 children per class. This is a statutory requirement at Key Stage 1, although Hertfordshire L.E.A. will consider, through appeal, additional places in exceptional circumstances. The school takes no part in the appeal process but retains a desire to keep the admissions ceiling at 30 children for any given class.
- In a year when the school is over-subscribed Hertfordshire County Council's oversubscription criteria is applied.

Hertfordshire County Council's oversubscription criteria for community and voluntary controlled, first, infant, primary, junior and middle schools for the school year 2019/20 are as follows:

Schools must also admit children with an Education, Health and Care (EHC) Plan that names their school.

**Rule 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 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 the school.

*A panel of officers 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.

**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 Council's 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.

Parents who wish their children to attend Skyswood Primary and Nursery School when places are unavailable may put their child's name on a continuing interests list with Hertfordshire County Council. The list is fluid and may change depending on the number of parents who wish their children to be considered for a place. The list always follows the county admissions criteria. Consequently parents may find that they could, at a given stage, be at the top of the list, but that this does not necessarily guarantee them the first available place in the future. Other children may subsequently be added to the list who may take priority based on the given criteria.