

CASSIOBURY INFANT & NURSERY SCHOOL

Admissions Policy

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Introduction

As Cassiobury Infant and Nursery School is a Community School, the local authority, Hertfordshire County Council (HCC), is the admission authority and is responsible for setting the admission arrangements and allocating places in accordance with the published admission rules.

Children are currently admitted to the school at the beginning of the September term prior to their fifth birthday. Since 2010/11, our standard admission number is 90 children. HCC allocates infant places using their admissions criteria.

There is a separate Nursery Admissions policy.

The School runs open sessions during the application periods so that prospective parents can look around the school and the Nursery.

Arrangements will be made for new children entering the School or Nursery to visit with their parents/guardians.

Aims

- We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- The only restriction placed on entry is that of number. If the number of children applying for entry exceeds the places available. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- A child's level of ability is irrelevant to this school's admissions policy.

How parents can apply for their child to be admitted to our Infant School

Our school is a community school and the Admissions Authority for our school is HCC, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LEA or access them on their website.

For 2019/20 and 2020/21 the criteria are:

- **Rule 1** - Children in public care (children looked after).
- **Rule 2** - Medical or social needs: Children for whom it can be demonstrated that they have a particular medical or social need to go to that specific school.
- **Rule 3 (does not apply to Infant School applications)** - 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.
- **Rule 5** - Children for whom it is their nearest community or voluntary-controlled school. For Infant class entry if more children qualify under Rule 5 than there are places available, priority will be given first to twins/multiple births and then to those who live nearest to the school. For all other years (not subject to KS1 legislation) it will be those nearest to the school.

Rule 6 - Children who live nearest to the school. If your child does not qualify under rule 5, they will qualify under rule 6.

For rules 5 and 6 the distance from home to school is measured in a straight line.

If a child does not qualify under rule 5, they will qualify under rule 6.

HCC's annual admissions information states how parents apply for a place at the school of their choice. Parents have a right to express their preference but this does not guarantee a place at that particular school. An application should be made online or by completing a paper form that can be obtained from the local Education Department, and should be returned by the date stated. HCC notifies parents of the decision as soon as all the applications have been considered.

Children enter our school in the September of the academic year in which they become 5. However, for children whose 5th birthday is in the Spring or Summer terms, parents can defer their child's place until the start of the Spring term in consultation with the Headteacher.

Continuing Interest (CI) List

Children who are not allocated a place at our school but wish to be considered should a place become available will be placed on a Continuing Interest (CI) list. This is managed by HCC and each application for the CI list is subject to the admissions criteria. HCC will contact parents on the list should a place become available. The school will issue application forms when informed by HCC that a place has been accepted for a child on the CI list.

Parents can also apply for an In-Year transfer to our school. These applications are also managed by the Admissions Team at HCC and parents are advised to contact the team.

Details of those children on the CI list can be viewed via the SEAM database.

Admission appeals

If a child is not offered a place at our school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much. If parents wish to appeal against a decision to refuse entry, they can do so by applying to the HCC. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school.

Published Admission Number (PAN)

The 'published admission number is the number of children HCC considers the school can accommodate in Reception. At present, the PAN for our school is 90 and we have 90 in each year Reception and Key Stage 1 classes. For Nursery Admission refer to the Nursery Admissions policy.

Sizes of classes for infants

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. As stated in the School Admissions Code dated 1st Feb 2012 the excepted children are:

- a) Children admitted outside the normal admissions round with statements of special educational needs specifying a school;
- b) Looked after children and previously looked after children admitted outside the normal admissions round;
- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) Children admitted after an independent appeals panel upholds an appeal;
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) Children of UK service personnel admitted outside the normal admissions round;
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Monitoring and review

This policy will be monitored by the governing body and reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.