

# 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 school tours during the application periods so that prospective parents can look around the school.

### 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: [Admission Arrangements](#).

### **Hertfordshire County Council's oversubscription criteria for community and voluntary controlled, first, infant, primary, junior and middle schools for the school year 2024/25**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education, Health and Care Plan (EHCP) that names their school. If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications

For 2024/25 the criteria are:

#### **Rule 1 – children looked after**

Children looked after and children who were previously looked after including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are those who were looked after but ceased to be so because of being adopted or became subject to a child arrangement order or a special guardianship order.

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 this rule.

### **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 the school. All Hertfordshire schools can support children with a wide range of additional needs and are expected to accommodate severe medical needs.

An application made under Rule 2 should clearly demonstrate why the school applied for is the **only one** that can meet your child's need in a way that no other school can.

You may wish to complete the Rule 2 application form if you're making an application for a school or academy whose social / medical arrangements are considered by us. Check the rules of the school you're applying to for clarification on how to apply under Rule 2.

### **Rule 3 – linked infant and junior schools**

In the case of junior schools, children who attend the linked infant school at the time of their application.

This rule is only relevant if you're applying for a place at a junior school and your child is currently in Year 2 of the linked infant school.

If your child is currently attending a community or voluntary controlled infant school with a linked junior school, you will qualify under Rule 3.

### **Rule 4 – siblings**

Children who have a sibling on the roll of the school (or linked school) at the time of application.

This applies to:

infant, junior and primary schools – Reception to Year 5

### **Rule 5 – child's nearest school**

Children for whom it is their nearest school or academy, excluding those that allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location. This can include schools outside Hertfordshire.

### **Rule 6 – children living closest to school (distance)**

Children who live closest to the school are given priority. 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 tie break will be used by applying the next rule to those children.

### **Tiebreak**

A tiebreak will 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.

This tiebreak method is used for all schools that we manage admissions for.

Children enter our school in the September of the academic year in which they become 5. However, for children whose 5<sup>th</sup> 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.

### **Children of UK Service Personnel and Crown Servants**

Applications for children for whom this applies must use:

- a) the address at which the child will live when applying their oversubscription criteria, as long as the parent/carer provides some evidence of their intended address
- b) a Unit or quartering address as the child's home address when considering the application where a parent/carer requests this

### **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.

### **Transition into the school**

If appropriate (i.e. in the best interest of the child) it may be that admission/transition to the school will be staggered. Meaning that the child will attend on a part time basis to enable a successful start to their time in school. This staggered transition will be discussed with parents and be monitored closely, with increases in time attending occurring how and when it is beneficial to the child.

Admission to Reception is on a part-time basis for the first few days for all pupils. This arrangement is flexible to cater for individual needs.

Prior to starting school, meetings will be held with parents/carers of children with SEND Support/EHC plans and any current setting/professionals involved in to plan the provision that can be made to meet their identified needs.

### **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.