

To: **The parents of those children seeking admission to Victoria School**

From : **The Chair of Governors**

Choosing the first school for your child is bound to be a difficult decision, and we at Victoria recognise the importance of getting it right. The best way to obtain information about a school is to visit it, and our helpful staff are only too happy for you to come and have a look around for yourself and discuss your child's future. If you would like to do this, please arrange a visit through the school office.

This leaflet contains further details concerning our admissions procedure, and our policy in the event of our school being over subscribed. An application form is enclosed, and on it we ask you for the information which helps us to operate our admissions policy fairly.

A place at nursery does not guarantee a place in the main school.

We hope very much to be able to welcome your child to the school.

Admissions Policy

Reception Class

The Governors are responsible for admissions and will admit up to 42 children each year as agreed with the LEA. Children are admitted to the Reception Class twice during the school year. Those whose birthdays fall between 1 September and 28/29 February are admitted at the beginning of the Autumn Term and those whose birthdays fall between 1 March and 31 August are admitted at the beginning of the Spring Term. In co-operation with Hertfordshire County Council, the school participates in the co-ordinated admissions arrangements, using the ranking system.

Older Children

Applications for admission of older children may be accepted at any time by the Head Teacher. These will normally be children of parents moving into the area. Admission will depend on vacancies at the time in the relevant age group and classroom.

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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.

Over Subscription

If applications exceed the number of places available, **then and only then**, the Governors will allocate places in the following order of priority:

1. Looked after children.
2. Children who have a sibling already attending the School at the proposed time of admission. (For this purpose sibling includes all children living permanently in the same family home).
3. Children whose parent(s)/carer(s) have a regular worshipping commitment at either St Peter's or All Saints'. A supporting letter from the Rector or Priest-in-Charge must be included with the application.
4. Children of parent(s)/carer(s) living permanently in Berkhamsted or Northchurch, who have a regular worshipping commitment at another Anglican church or a church of another Christian denomination affiliated to Churches Together in Britain and Ireland and/or the Evangelical Alliance. A supporting letter from the priest, minister or religious leader concerned must be included with the application.
5. Children of parent(s)/carer(s) of other faiths living permanently in Berkhamsted or Northchurch who regularly attend a recognised place of worship. A supporting letter from the religious leader concerned must be included with the application.
6. Any other children.

There may be occasions when the Governors are requested by the LA, supported by evidence from the Medical Services, the Health Authority and/or Social Services to give a place to a particular child. In such cases the Governors reserve the right to give that child a place.

Notes

A looked after child is defined by the Children's Act 1989 as a child/young person who is accommodated by the local authority (Section 22) or a child/young person who is the subject of a full or interim court order (Section 31).

All applicants should complete a school supplementary application form. In the absence of the school's form the application will be considered under criterion 6 – Any other children.

For the purposes of criteria **3, 4 & 5**, the word regular is defined as meaning at least twice per calendar month for a period of 12 months, prior to the closing date for applications. For families new to the area they should have attended at least twice per calendar month since their arrival in the area and should also submit a letter from the minister of their previous church or place of worship indicating their pattern of attendance there. Please note that attendance by the child at Sunday School or a church toddler group is not sufficient.

In the event of an over-subscription in any of the criteria the places will be allocated to children whose homes are nearest to the School. The home to school distance will be measured using the shortest designated route. The definition of shortest designated route is that which is defined by the Local Authority(LA).

Parents will be informed within two weeks if a place has been offered, and when the child is expected to take up their place. The offer must be accepted or declined within two weeks.

Continuing Interest List

If a place is not offered the parents may request the application be placed on the continuing interest list. If a place in the school becomes available at a later date it will be offered to the first child on the waiting list.

Right of Appeal

In at the event of a place not being offered the parents have the right of appeal to an independent panel, if they consider the Governors have not administered the Admissions Policy correctly or fairly, or if there are exceptional circumstances. Appeals must be made to the Chief Clerk to the Appeals Panel and not to the School.

VICTORIA CHURCH OF ENGLAND FIRST SCHOOL

Application form for admission (Casual Admissions)

Child's First Names _____

Child's Surname _____

Date of Birth _____

Address _____

Telephone No. _____

Names of both Parents/Guardians _____

Name and age of siblings (as defined in admissions policy) presently pupils at Victoria (if any)

Parents'/Guardians' regular place of worship (if any)

Please include a supporting letter with this form from your Priest/Minister/Religious Leader.

Signed _____

Date _____

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