

*Cockernhoe Endowed  
Church of England  
Primary School*

*Admissions Policy  
For September 2018  
Admissions*

**COCKERNHOE ENDOWED CHURCH OF ENGLAND  
PRIMARY SCHOOL**

**ADMISSIONS POLICY – SEPTEMBER 2018**

Cockernhoe Endowed Primary School is a Church of England school with a published admissions number of 15.

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. All schools must also admit children with an Education Health and Care Plan (EHCP) that names the school.

By agreement, and in co-operation with the Hertfordshire Local Authority (LA), the Governors will apply their admissions policy criteria as an equal preference system.

In the event of there being more applicants than there are places available, the Governors will apply the following criteria in the priority order of categories as listed.

Nursery and Reception applications are separate procedures and that entry into the Nursery does not automatically give a child entry into Reception.

### **Category 1.**

**Children in public care** (children looked after) and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

### **Category 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. *Governors will determine whether the evidence provided is sufficiently compelling to meet the requirements for this category. The evidence must relate specifically to the school applied for under Category 2 and must clearly demonstrate why it is the only school that can meet the child's needs.*

### **Category 3. Village**

#### **3.a**

Children who, are eligible for the Early Years Pupil Premium or Pupil Premium, who live in the village of Cockernhoe, Mangrove Green, Tea Green, Wandon End and their neighbouring farms, as marked in red on the plan, which is available at the school and on the School Web Site.

#### **3.b**

Children who live in the village of Cockernhoe or Mangrove Green, Tea Green, Wandon End and their neighbouring farms, as marked in red on the plan, which is available at the school and on the School Web Site.

### **Category 4 Siblings**

#### **4 a**

Siblings of children already attending the school at the time of entry, who are eligible for the Early Years Pupil Premium or Pupil Premium: For the purpose of this policy siblings include other children permanently residing at the same address. Children in the nursery cannot be claimed as a sibling link (because there is no guarantee these children will be offered a place in the school's reception class.)

#### **4 b**

Siblings of children already attending the school at the time of entry: For the purpose of this policy siblings include other children permanently residing at the same address. Children in the nursery cannot be claimed as a sibling link (because there is no guarantee these children will be offered a place in the school's reception class).

### **Category 5.**

Children living outside the area as defined in category 3 above, one or more of whose parents/guardians have, at the time of application, and for a period of twenty four months previously, attended worship at St. Francis Church at least twice in each calendar month and be an active and committed member of the church.

Evidence of church attendance for applicants in this category will be sought on the supplementary form.

#### **Category 6.**

Children living outside the area as defined in category 3 above, one or more of whose parents/guardians have, at the time of application, and for a period of twenty four months previously, attended public worship at other Christian Churches in the parishes of St. Francis and St. Thomas, at least twice in each calendar month, live within the parish boundaries and be an active and committed member of the church.

Evidence of church attendance for applicants in this category will be sought on the supplementary form.

#### **Category 7.**

Children living outside the area as defined in category 3 above, where one or more of whose parents/guardians have, at the time of application, and for a period of twenty four months previously, attended public worship at other Christian Churches outside the parishes of St. Francis and St. Thomas, at least twice in each calendar month and be an active and committed member of the church.

Evidence of church attendance for applicants in this category will be sought on the supplementary form.

*The Governors define a 'Christian Church' to be one which is a member of Churches Together in England or the Evangelical Alliance.*

#### **Category 8.**

**Distance:** Any other children who live nearest the school

#### **NOTES**

1. 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.

#### ***Home to school distance measurement for purposes of admissions:***

Cockernhoe School will use the same definitions and measuring system as Hertfordshire County Council. See definition below.

*A 'straight line' distance measurement is used in all home to school distance measurements for community and VC schools in Hertfordshire. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.*

2. There may be exceptional occasions when the Governors are requested by the Local Authority, supported by the medical services or health authority, for a place for a particular child; in which case the child will be afforded exceptional priority.

**Fair Access** The school participates in the county council's Fair Access protocol and will admit children under this protocol before children on continuing interest.

3. **In Year admissions:** In case of older children who apply to join the school, admission will be on the basis of places being available in the relevant class/year group. If there are more applicants than places available, then the above admissions policy will apply. All 'in year' applications will be managed by Cockernhoe School Governors and the following forms will be required:

- Cockernhoe School Application Form and Supplementary Information Form

For in-year applications, parents wishing to appeal should contact the school directly in the first instance.

4. The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of Statements by pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Under the Education Act 1996, the Governors are obliged to admit by law any child with a Statement of Special Educational Needs or any child with an EHC (Education Health and Care) plan where this school is named.
5. The school provides for the admission of all successful applicants who have reached their 4<sup>th</sup> birthday by the beginning of September. However please note the following:
  - Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age. All children offered a place at the school in the Reception year must take up that place by the start of the summer term. Summer-born children (1<sup>st</sup> April – 31<sup>st</sup> August) do not come of statutory school age until the September after their fifth birthday. If parents of these children wish to delay starting school until the beginning of the next school year they must make an in-year application for a place in Year 1. They may request admission outside the normal age group into Reception rather than Y1. Such an application, if agreed with the governors and head teacher, will be considered in the normal admissions round for that year group.
  - Parents can request part time attendance until the child reaches compulsory school age.
6. Every effort will be made to accommodate twins and other 'multiple birth' applications. Where the first twin or a multiple birth is offered the last available place then the other twin or multiple birth(s) will be offered places as exceptions to the infant class size rule.

## **ADMISSIONS PROCEDURE**

The School's application forms can be obtained from the school along with a copy of the school Brochure which contains the Admissions Policy and Procedure.

**Two forms need to be completed for application to the school:**

- **School's Supplementary Information Form (available from school office)**
- **Home Local Authority's Form, (available for completion on-line).**

**If the School Information Form is not completed the application may be considered in a lower category.**

Early application will not be used as criteria for giving priority in allocating places.

Please note that the Governors will not consider a repeat application within the same academic year unless there has been a significant change in circumstances.

**Continuing Interest (waiting list) and 'in-year' applications.**

In the event of more applications than available places the Governors will maintain a continuing interest list (waiting list). Late applications will go onto this list in a position determined by the policy criteria.

Parent(s)/Carer(s) must inform the Governors if they wish their child's name to be on the list. They are requested to inform the Governors if they wish their child's name to be removed.

If a place becomes available in the school it will be offered to the child that best meets the published admissions rules. All 'in-year' applications are similarly managed by the School. The Governors will review the list at the end of the academic year.

Parents wishing to appeal who applied on line should log onto their online application and click on the link 'register an appeal.' For those who did not apply on line please contact the Customer Service centre on 0300 123 4043 to request an appeal pack.

All HCC admissions information can be found at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

***Please note that the closing date for applications is the 15<sup>th</sup> January. Information on completing the on-line application and notification dates of admission decisions are published in the Home Local Authority Admissions Booklet, which is also available from the Home Local Authority website. The school will be able to help you with any further information.***