

Scholars' Education Trust Buntingford First School

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| POLICY TITLE: | ADMISSIONS FOR THE ACADEMIC YEAR 2022-2023 |
| STATUS: | Statutory |
| REVIEWED BY: | Admissions Committee |
| DATE DUE: | Autumn Term 2021 |
| DATE OF APPROVAL: | |
| NEXT REVIEW: | Autumn Term 2022 |

Thank you for your interest in Buntingford First School's Admissions process.

Buntingford First School is a co-educational, all ability school for Children aged 4-9.

The school has an admission number of 60 pupils for entry into reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application Process

The school is operating outside the normal coordinated admissions process. Buntingford First School can be a 5th preference for children – that's a direct application to the school in addition to the 4 preferences allowed on the Hertfordshire application form. If you do not live in Hertfordshire, you should also ensure you make an application to your home local authority.

Applications for this school should be made online at <https://surveys.hertfordshire.gov.uk/s/BuntingfordFirst/> If you require a paper application form, please contact admin@buntingfordfirstschool.co.uk or contact the central admin team on 01727 859382.

The closing date for applications is 15th January 2022. Offers will be made on 19th April 2022. If the Trust has not entered into a Funding Agreement with the Secretary of State for Education by 19th April 2022, any offer of a place at Buntingford First School will be provisional until the Funding Agreement is signed.

Parents who make a direct application for Buntingford First School must also make an application to their home local authority through the normal Reception admission process and will receive an offer of a Reception place offer through that process. Both offers can be accepted if the Funding Agreement is not signed. When the Funding Agreement is signed parents will be asked to confirm which school offer - Buntingford First School or the alternative Reception place offered - they wish to accept.

Oversubscription Criteria

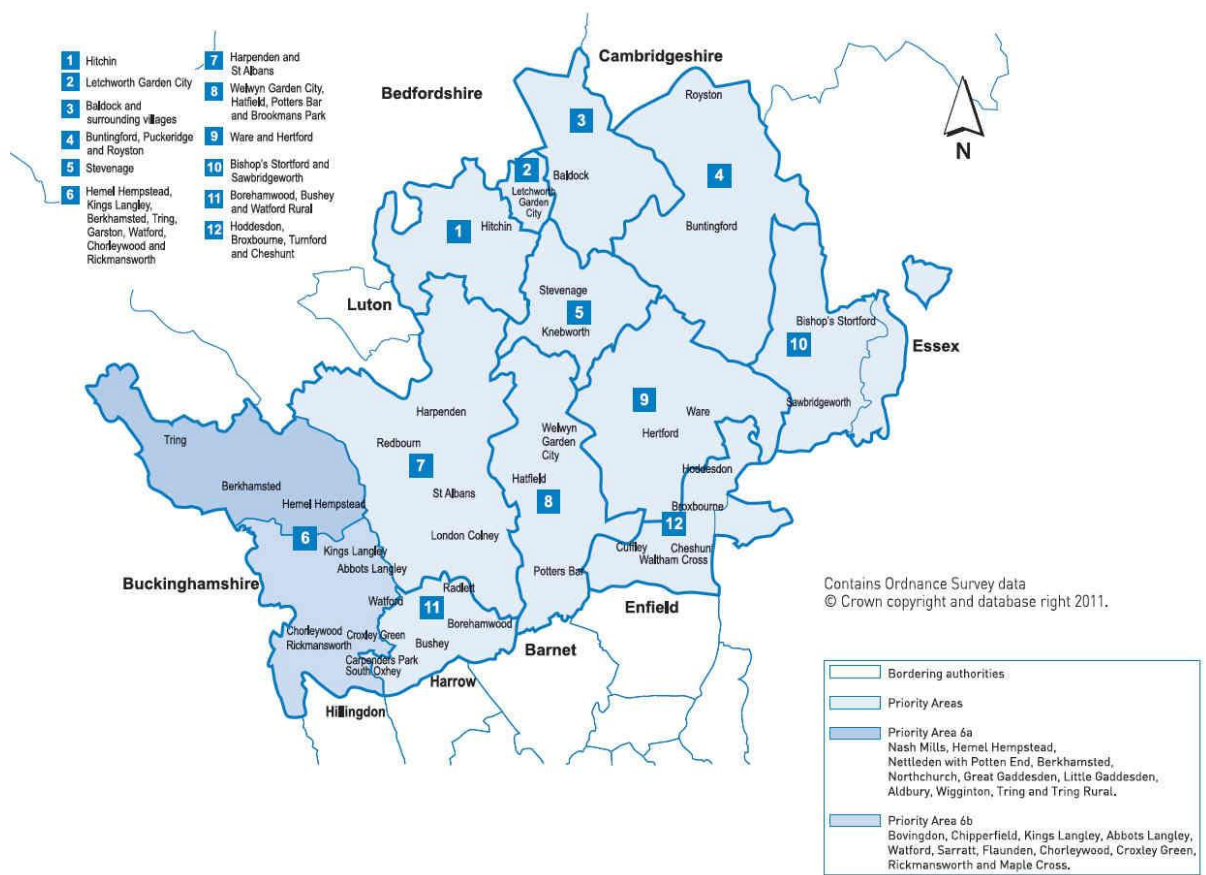
The criteria in this section apply to entry at all phases of the school.

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after, including children in state care outside England, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker, of the child's needs and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the school with the application, a child's medical or social needs cannot be considered. A panel of governors will consider all applications under this rule.
3. Siblings of pupils attending the school at the time the application is received. Where an older sibling is in Year 4, siblings will not be prioritised under this criterion unless it is an In-Year application and the older child will still be on roll when the younger child joins.
4. Children of Staff. The school will admit a child of a member of staff provided that the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. To be eligible under this rule, the staff member must be the child's natural parent or otherwise have parental responsibility (as defined under the Children Act 1989) for the child and the child permanently lives at the same address as the member of staff.

For the purposes of satisfying these criteria, a member of staff is defined as any permanent member of the teaching or non-teaching staff, working full or part time. This definition does not include contract staff or peripatetic staff employed by Hertfordshire County Council.

5. Children living within the priority area as used by the County Council for community co-educational schools. Children who live in the priority area refers to families living in Priority Area 4, see map below.
6. Other children. If there are any places remaining, they will be allocated to children living outside of the priority area.



Tie-breaks

If in categories 2-6 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the address point of the school 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.

Random allocation will be undertaken independently of the school by Hertfordshire County Council. Every child entered onto the county council's 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 this random number is used to allocate the place, with the lowest number given priority.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

Late Applications

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for Infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will decide on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Summer Born

Summer born children (1st April – 31st August) – Entry to Reception. Legally, a child does not have to start school until the start of the term following their fifth birthday. If you do not believe your child will be ready to start Reception in the 2022/23 academic year, you may instead make an application for your child to start Reception in September 2023. Summer born applications that are delayed for a year (for entry in September 2023) will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered at a child's preferred school. If parents wish to delay their application for a Reception place they are advised to discuss their child's needs/development with their current early years or nursery provider.

Parents can defer the date their child is admitted to school until later in the same academic year or until the term in which the child reaches compulsory school age. Summer born children are only able to "defer" entry to Reception class until the beginning of the final term of the school year for which the offer was made.

Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

In Year Admissions: our in-year admission process and the in-year application form can be found on our website www.buntingfordfirstschool.co.uk. Should you require a hard copy please either email admin@buntingfordfirstschool.co.uk or call the central admin office on 01727 859382 who will be happy to help you.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Information on the timetable for the appeals process is on our website at www.buntingfirstschool.co.uk.

For Reception applications: parents/carers wishing to appeal should log into their online application and click on the link "Register an appeal". For out of county residents and those who did not apply online, please contact the Customer Service Centre on 0300 123 4043 to request registration details and log into www.hertfordshire.gov.uk/schoolappeals.

For In Year applications: the school will write to you with the outcome of your In Year application and, if you have been unsuccessful, will include registration details to enable you to log in and appeal online at www.hertfordshire.gov.uk/schoolappeals".

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 and above the Published Admissions number.

Notes

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Medical and Social Need:

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions.

Timescales

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| Closing date for applications to be submitted to the LA | 15 January 2022 |
| Allocation information dispatched to parents | TBC |
| Date by which parents/carers may accept or reject place offered | TBC |
| Date by which parents/carers return appeal forms | May 2022 (tbc) |

- Equalities impact assessment considered.