

NAME OF POLICY:	Admissions Policy
STATUS:	Statutory
DATE ISSUED:	January 2018
REVIEW DATE:	January 2020
APPROVED BY:	Academy Governing Board
APPROVED DATE:	Pending

### **Primary Admissions (children starting school in Reception)**

The Orchard Primary School participates in the co-ordinated admission arrangements operated by Hertfordshire County Council (HCC) and the local Fair Access Protocol for Primary Admissions

Hertfordshire County Council is acting as the schools' admission authority for initial allocation rounds and in year allocations. This includes:

- Ranking applications in accordance with the school's oversubscription criteria
- Answering queries (phone, email & in writing) about the school's admission arrangements and allocations. HCC admissions literature will reflect the fact that queries about allocations should be directed to HCC.
- Checking the accuracy of allocations
- Producing and supplying individual pupil allocation information
- Producing and supplying school allocation summary information
- Investigating and monitoring allegations of fraudulent applications and withdrawing applications/allocations as necessary

#### **Allocation Criteria (Appendix 1)**

Places will be allocated in accordance with the HCCs published admission rules to which the school adheres.

#### **Appeals**

Parents have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision. The arrangements for appeals are co-ordinated by HCC.

The HCC appeals process includes:

- the administration of the appeals process
- the presentation of appeals

#### **Further Admission Details**

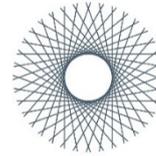
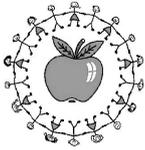
Please refer to the Hertfordshire County Council's coordinated schemes of admission for first, primary, junior, middle, secondary, upper schools, academies (including free schools, studio schools and university technical colleges). Further details can be found on the Hertfordshire website:

<https://beta.hertfordshire.gov.uk/services/schools-and-education/school-admissions/primary-junior-and-middle-schools/primary-junior-and-middle-school-places.aspx> and

<https://beta.hertfordshire.gov.uk/services/schools-and-education/school-admissions/nursery-schools/nursery-schools-and-classes.aspx>

### **In Year Admissions (children transferring from one school to another)**

Applications need to be made to the school using the school 'In Year Application Form'.



## Appendix 1

### Determined oversubscription criteria for Orchard Primary school

The schools' published admission number (PAN) will be 60

Children with a Statement of Special Educational Needs which names the school will be allocated a place in accordance with section 324 of the Education Act 1996.

Parents may state their preference as to which nursery class, school or centre they would like their child to attend in the years leading up to the child's fifth birthday. However, if there are not enough places available, places will be allocated in the following order of priority:

- Rule 1** Children looked after by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order). Adopted children must have been previously looked after by an English or Welsh local authority.
- Rule 2** 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.
- Rule 3** 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** 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** Children for whom it is their nearest community or voluntary controlled school, or school / academy using our admission rules and / or definition of "nearest".
- Rule 6** Children who live closest to the school are given priority. Children not considered under Rule 5 will be considered under Rule 6).

### Tiebreak

Admission rules are applied in order. If more children qualify for a school place under a particular rule than there are places available, a tiebreak will be used. That means the next rule will be applied to those children. If more children qualify under Rule 6 than there are places available, priority will be given to those who live nearest to the school.

A tiebreak will also 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.