



# The Orchard Primary School

## Admissions Policy

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Date of policy:	January 2016
Member of Staff Responsible:	Headteacher
Review:	January 2017

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

### Starting School (Reception Class)

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

### In Year Admissions

The HCC service includes:

- Receiving and responding to all applications (10 day turn around)
- Ranking applications in accordance with the school's oversubscription criteria (including making Rule 2 decisions if required)
- Answering queries (phone, email & in writing) about the school's admission arrangements and allocations. HCC In Year admissions literature will reflect the fact that queries about allocations should be directed to HCC.
- Maintaining the school's CI list and allocating places when available
- Ensuring parents are informed of their right to appeal when a place is not available

Application forms can be accessed via [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions) or from the Customer Service Centre, 0300 123 4043. Parents should return the application form direct to the County Council (address on the form).

### Allocation Criteria (Appendix 1)

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

### Nursery Admissions

Orchard co-ordinates arrangements for admission to nursery. Parents use the central HCC application system. HCC provide straight line home school distances for all on-line applications. Supplementary information is issued to parents by the school prior to application (Appendix 2).

### 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.

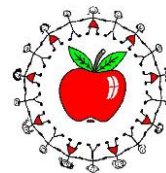
The HCC appeals process includes:

- 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) for 2014/15. Further details can be found on the Hertsdirect website:

[www.hertsdirect.org/services/edlearn/admissions](http://www.hertsdirect.org/services/edlearn/admissions) and [www.hertsdirect.org/nurseryadmissions](http://www.hertsdirect.org/nurseryadmissions)



### 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 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 residence order or a special guardianship order).

**Rule 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.

**Rule 3** Sibling: Children who have a sibling on the roll of the school at the time of application.

**Rule 4** Nearest School: Children for whom it is their nearest community or voluntary-controlled school or an own admitting school or academy using Hertfordshire's admission rules.

**Rule 5** Distance: Children who live nearest to the school. If your child does not qualify under Rule 4, they will be considered under Rule 5.

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 tiebreak will be random.

The Orchard Primary school will use the same definitions and measuring system as outlined in Hertfordshire County Council's admissions literature, "Applying for a school place".



### Appendix 2

#### Supplementary information for Orchard Primary School Nursery

We offer a broad, balanced, creative education to children aged three to eleven years old. Our Nursery Class is part of the school and admissions to the Nursery are governed by the admissions policy of Hertfordshire County Council (HCC), to which we adhere.

Details on how to apply for a Nursery place will be sent to parents by HCC in the spring term of the academic year in which their child turns 3 years of age. The Nursery admissions process now operates online and details can be found on [www.hertsdirect.org.uk](http://www.hertsdirect.org.uk)

#### **Hertfordshire County Council's oversubscription criteria for maintained nursery schools and classes for the school year 2016/17**

Children with a Statement of Special Educational which names the school will be allocated a place in accordance with section 324 of the Education Act 1996. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

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:

- a) Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).
- b) a child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
- c) other applicants where the following criteria are considered to determine priorities:
  - i. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
  - ii. Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. Note: the 'normal age range' is the designated range for which the school provides.
  - iii. Any other children.

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. If more children qualify under criterion 2 than there are places available, priority will be given to those who live nearest to the nursery as measured in a straight line. 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.

The same definitions apply as outlined in the explanatory notes in the county council's schemes of coordination.

#### **Deferment of places**

Parents have the right to request a place and should not be refused admission because the requested admission does not begin at a particular age. Parents' requests for admission for periods such as two terms only will be considered and met wherever possible.

#### **Free Entitlement offer**

The entitlement to a free Nursery place is 15 hours over 38 weeks. A parent can choose to take less than this, but no more. Some settings provide childcare beyond the free entitlement, and if parents wish to use this, they can do so but will have to pay for it. If there are sufficient numbers we may be able to offer extended care.

#### **Flexibility**



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For administrative and operational reasons we cannot offer flexible places. Therefore we can only accept applications for:

- Attendance at all five sessions a week (i.e we cannot split funding with another provider)
- All morning or all afternoon attendance (i.e children cannot attend a combination of the two)

### **Nursery Sessions**

We have an admission number of 60 places. These are allocated as follows:

- Morning 30 places
- Afternoon 30 places

Each session is three hours long and so children attend for fifteen hours a week. Monday to Friday 8.30 – 11.30 or Monday to Friday 12.30 – 15.30.

Once a place has been offered and accepted, the school will ask parents to indicate their preference of a morning or afternoon place. These will be allocated based on a set of criteria for fairness:

- Children looked after
- Physical needs/medical needs/SEN
- Balance of National vulnerable groups
- Balance of girls and boys
- Balance of children who have English as an additional language

### **Reception admissions**

Following the offer and acceptance of a child's place in Nursery, parents/guardians will still need to apply for a place to join Reception the following year. This is a separate process and details of how to apply will be sent to parents/guardians by Hertfordshire County Council, or seen on their web site:

[www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions). There is no automatic right of entry into Reception for our Nursery children.