



GOVERNORS' ADMISSIONS POLICY 2018/2019

This Church of England Voluntary Aided junior school will admit up to 120 pupils into academic Year 3 in September 2018. This number has been agreed between the Governing Body and the Local Authority and applies to the year 2018/2019.

"Our vision is to be a place where people flourish within an inclusive Christian community, achieving the very best educational standards and developing strength of character and personality." We ask all parents applying for a place to respect this vision and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place.

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.

If there are fewer applications than places available, all applicants will be offered a place. If applications exceed the total number of places available at the school the Governors will allocate places in the following priority order:

Priority 1	Children in care and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or a special guardianship order).
Priority 2	Children who are currently on roll in Year 2 at Swing Gate Infant School and Nursery or Victoria C of E Infant and Nursery School.
Priority 3	Children who have a sibling already on the roll of the school at the proposed time of entry.
Priority 4	Children for whom it can be demonstrated to the Governing Body that they have a particular medical or social reason for attending The Thomas Coram Church of England School. The supporting evidence from a professional practitioner (eg doctor, social worker) must set out the reason(s) why The Thomas Coram Church of England School is the only suitable school and explain the difficulties that would be caused should the child have to travel to an alternative school.
Priority 5	Children who are eligible to receive Pupil Premium Grant funding and live within the ecclesiastical Parishes of Great Berkhamsted or Sunnyside with Bourne End.
Priority 6	Children whose parent(s)/carer(s) have a regular worship commitment at any of the Anglican churches of Great Berkhamsted, Sunnyside with Bourne End, or Potten End with Nettleden, verified on the attached Form 2 by the parish priest concerned.
Priority 7	Children of parent(s)/carer(s) who have a regular worshipping commitment at other Christian denominations or other Faiths, verified on the attached Form 2 by the priest, minister or religious leader concerned.
Priority 8	Children who live nearest to the school.

These Priorities are applied in the order they are printed above. If more children qualify under a particular Priority than there are places available, a tiebreak will be used by applying the next Priority to those children. Where there is a need for a tie-breaker because two different applicants have permanent home addresses at the time of application which measure the same distance from the school, then the last place will be allocated randomly independent of the school. Every child entered onto the Hertfordshire County Council 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 the random number is used to allocate the place, with the lowest number given priority.

Continuing Interest List

In the event of more applications than available places the Governors will maintain a Continuing Interest List (waiting list). These and late applications will be positioned according to the priority order listed above and a child's place on the list can change as other children join and leave it. The school will contact parents/carers if a vacancy becomes available and it can be offered to a child. All children's names are removed from this list at the end of each academic year.

Parents are requested to inform the Governors if they wish their child's name to be removed.

In-Year Admissions

In-Year applications are considered by the Governing Body for admission into all other age groups and at other times of the school year. Our In-Year admissions form (called a Supplementary Information Form) is available on line from both the school's website www.thomascoram.herts.sch.uk/admissions and from www.hertfordshire.gov.uk/admissions. Applicants should complete this Supplementary Information Form and return it to the school. Admission will depend on vacancies at the proposed time of entry to the relevant year group and the admission number for that year group. Parents wishing to appeal should contact the school directly in the first instance. The offer of a place must be accepted in writing within school ten days.

Fair Access Protocol

The Governing Body will admit children in accordance with HCC's Fair Access Protocol and these children will be admitted above children on the school's continuing interest list.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. At transfer time parents wishing to appeal who applied online should log onto their online application and click on the link 'register an appeal'. For those who did not apply online please contact Customer Service Centre on 0300 123 4043 to request appeal pack. A booklet entitled 'Guidance for parents', which explains how the appeals process works, will be included in the appeal pack or can be found on line at www.hertfordshire.gov.uk/csfcustomerfocus.

ADMISSION PROCEDURE

1. If you name this school as one of your preferences you should complete the school's Supplementary Information Form in addition to your home Local Authority's application form. For Hertfordshire this can be completed on line at www.hertfordshire.gov.uk/admissions. Our own supplementary form should be forwarded to The Thomas Coram Church of England School to arrive not later than Monday 15 January 2018. Without the supplementary information form some of the admission priorities may be unavailable. This means that your application may be of a lower rank than if the school had received your application.
2. Should the forms not arrive on time, your application will be considered as late and will be dealt with after the applications of those that were received on time. This means that your application will be of a lower rank than if the school had received your application on time.

3. The Governors will consider all applications, and a place for the next academic year will be offered to the parents/carers of successful applicants in writing from Hertfordshire County Council on Monday 16 April 2018. This offer of a place must be accepted in writing by Monday 30 April 2018.

DEFINITIONS AND EXPLANATORY NOTES

Children in public care (children looked after)

A "child looked after" is a child who is:

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under Priority 1.

Child Arrangements Order - under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live

Special guardianship order – under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be categorised under Priority 1.

Parish boundaries

A map of the parish boundaries is available on request from the school. Alternatively the website www.achurchnearyou.com may be helpful.

Siblings

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household from Monday to Friday at the time of this application.

Twins/Multiple Births

If one child is offered the last place available, the school will also offer a place to the other child(ren).

Pupil Premium Grant

Pupils are eligible to receive Pupil Premium Grant funding if they:

- have been recorded as being eligible for free school meals (FSM) in any of the 6 years prior to the proposed time of entry.
- have been a looked-after children (LAC) defined in the Children Act 1989 as one who is in the care of, or provided with accommodation by, an English local authority
- have ceased to be looked after by a local authority in England and Wales because of adoption, a special guardianship order, a child arrangements order or a residence order
- have recorded as Service Child in any of the 5 years prior to the proposed time of entry or in receipt of a child pension from the Ministry of Defence

"Regular" worship commitment

A "regular" worship commitment means at least once a month for a period of two years at the time of application.

Christian denomination

A Christian denomination is one which is a member of Churches Together in England or the Evangelical Alliance.

Home to school distance measurement for purposes of admissions

A 'straight line' distance measurement is used in all home to school distance measurements. 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.

Accessibility

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. The school is however on a level site with all accommodation on one floor and there is a disabled toilet. All classrooms may be entered without steps. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

Children Out of Year Group

The school's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group". (Advice on the admission of summer born children", December 2014)

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

The school's governing body, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The governors' decision will be based upon the circumstances of each case including the view of parents, the headteacher, the child's social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of the school.



SUPPLEMENTARY INFORMATION FORM

Child's Surname	Child's First Name(s)
Address ¹	Name of Parent(s)/Carer(s) include title eg Mr Mrs
Home Telephone Number	Date of Birth
Mobile Telephone	Child's Present School
Name and age of siblings attending Thomas Coram School at time of entry	Proposed Date of Entry
Place of Worship ² (Please turn over and complete Form 2)	
Pupil Premium Grant <input type="checkbox"/> Tick this box to confirm that this child is eligible to receive Pupil Premium Grant funding. By ticking this box you are giving The Thomas Coram Church of England School permission to confirm eligibility with your child's current school or to ask you to provide proof of eligibility.	
Signed	Dated

For Office Use Only

Date Received Admission Category

¹ Permanent Home Address – this is the child's permanent residence and not an accommodation address. Parents/Carers may be asked to provide a recent original utility bill

² If you are applying under this Priority please complete Form 2 and ask your parish priest, minister or religious leader to sign it

Form 2

Supplementary Information Form for those claiming Church attendance

Parents/Carers and Clergy are asked to complete and sign this form to assist the governors in ensuring that those most qualified for admission under Priority 6 and Priority 7 are properly considered. Please note that this is based on the parents'/carers' links with the church and not just the child's membership.

Priorities 6 and 7 are:

Priority 6	Children whose parent(s)/carer(s) have a regular worship commitment at any of the Anglican churches of Great Berkhamsted, Sunnyside with Bourne End, or Potten End with Nettleden, verified on the attached Form 2 by the parish priest concerned.
Priority 7	Children of parent(s)/carer(s) who have a regular worshipping commitment at other Christian denominations or other Faiths, verified on the attached Form 2 by the priest, minister or religious leader concerned.

Name of Child

Name of Parents/Carers

Child's Permanent Home address

Name of Church

Address of Church

Name of Clergy and Position in Church

I confirm that we have regularly worshipped at the above Church as a family at least once a month for a minimum of two years.

Parent/Carer signature..... Date

I confirm that this family has regularly worshipped at this church at least once a month for a minimum of two years.

Clergy signature