



Potten End Church of England (VC) Primary School

ADMISSIONS POLICY
Potten End Church of England (VC) Primary School

Policy Review

This policy was agreed by the Governing Board on.....28/06/18.....

It is due for review on.....July 2019.....

Signature Date

Head Teacher

Signature Date

Chair of Governors



Potten End Church of England (VC) Primary School

ADMISSIONS POLICY

Potten End C of E Primary School is a Voluntary Controlled School and therefore adheres to Hertfordshire County Council's admission criteria.

1. Introduction

The Governing Board of Potten End C of E Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms to all current legislation which is explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

2. Aims and objectives

- 2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.
- 2.4 The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

3. How parents can apply for their child to be admitted to our school

- 3.1 As our school is a community school, the school determines the admission arrangements in agreement with the LEA. **The LEA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LEA, are published each year by the LEA. Parents can receive a copy of these regulations directly from the LEA.**



Potten End Church of England (VC) Primary School

3.2 The LEA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the LEA or completed on-line, and should be submitted by the date stipulated on the forms. The LEA notifies parents about the school place as soon as all the applications have been considered. If parents are not happy with the allocated school, they may appeal through the LEA Appeals Process. If parents are applying for a school place within a school year, they should apply directly to the In-year Admissions team at the LEA.

3.3 Nursery applications are administered by the school. Parents/carers can request an application form from the school office via email at admin@pottenend.herts.sch.uk or by [downloading the form](#) and returning the completed form to school. Nursery places will be allocated by the school, in accordance with Hertfordshire County Council criteria (see below). There is one formal intake into Nursery each year, however, parents are welcome to discuss a delayed start for their child should they feel this is appropriate.

3.4 Nursery Admission Criteria

Admission to Nursery is based on the expression of parent/carer preference. **If there are more applications than places available, the below criteria will be applied (in order of priority):**

1. Children in the care of the Local Authority or adopted from care.
2. Children with exceptional social, educational or medical needs identified by professionals, such as a Child Protection Plan or Education Health Care Plan, where the school is the named placement. (Evidence must be submitted with the application in order to be considered.)
3. Children with a sibling in Year R and above at Potten End C of E Primary school at the time of application, unless the sibling is in the last year of normal age range of the school i.e. is in Year 6
4. All other children in order of distance from the school (as measured using the distance calculator on Herts Direct).



Potten End Church of England (VC) Primary School

4. Admission appeals

- 4.1 If a child is not offered a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the cohort to increase too much. Reception and KS1 classes must not, by law, exceed 30 (unless FAP (Fair Access Protocol) is implemented in consultation with the Head Teacher). KS2 classes should not be substantially more than 30. Nursery places should not exceed 30.
- 4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LEA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides to admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. If you applied for a place at this school on-line, then you can appeal on-line. However, if you submitted a paper application, you may request an Appeal pack to be posted to you by calling the LEA Customer Service Centre.

5. The standard number

The standard number is the number of children the school can accommodate. The standard number for our school is **210**. We keep this number under review and the governors will apply to change the number if circumstances allow.

6. Infant class size

We teach Reception and KS1 children (aged five to seven) in classes that have a maximum number of **30** children. The only time that this number can be exceeded is if an Admissions Appeal is successful. It must be stressed that grounds for Appeal for Reception and KS1 children are extremely limited, and Appeals are, therefore, rarely upheld.

7. Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.