

## How to apply for an in-year place at Broxbourne CE Primary School

- Telephone 01992 462419 and request an Admissions Form
- Complete the form (using the admissions criteria below) and sign at the bottom. If applying under Category C or D, please then pass the form to your clergy for them to complete the lower part of the form.
- Return the completed form to Broxbourne CE Primary School along with a recent (within the last 3 months) utilities bill for proof of address.
- Your child's name will be added to the Continued Interest List and if a place in that year group is or becomes available governors will look at the children on the list and allocate the place according to the criteria.
- You will be contacted on an annual basis to ask if you wish your child's name to remain on the Continued Interest List.

### ADMISSIONS CRITERIA

**Section 324 of the Education Act 1996 requires the Governing Body to admit a child with a Statement of Special Educational Needs that names the school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.**

In the event of over-subscription the Governors will offer places according to the following order of priority:

*See note 1*

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|------------|---|---|
| Category A | 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 child arrangement order or a special guardianship order).   |   |
| Category B | Brothers and sisters of pupils at the School (not including the Nursery) at the time of admission.  | <i>See note 5</i>   |
| Category C | Children of those parents of the main Christian denominations who live and/or worship regularly within the Broxbourne district of the Parish of Broxbourne with Wormley (a map is available from the school office) and who at the time of application and for a <b>period of at least two years</b> previously have attended church at least 30 times. | <i>See note 2</i><br><i>See note 3</i>                      |
| Category D | Not more than two places will be allocated to children of parents of the main Christian Denominations who are regular worshippers and do not live or worship in the area described in Category C and who at the time of application and for a <b>period of at least two years</b> previously have attended church at least 30 times.                    | <i>See note 2</i><br><i>See note 3</i><br><i>See note 4</i> |
| Category E | Any other children.   |   |

## Notes on the Criteria

1. If any category is **oversubscribed** the places will be determined in that category by using the Herts County Council 'measuring home to school' distance rule. Please note too that '**permanent home address**' means the address at which the child resides from Monday to Friday, not an accommodation address. In the case of a block of flats the lowest number will be considered to be the shortest distance.
2. For applications in Categories C and D (church applications) parents are requested to return the Supplementary Information Form to the School signed by themselves and their clergy. Applicants who have attended more than one church in the previous two years (e.g. owing to relocation) will need to provide written evidence from clergy of regular attendance at previous churches. The main Christian Denominations are defined by membership of 'Churches Together in England', the Evangelical Alliance or Affinity. If a Church is considered not to be recognised, an official of the St Albans Diocese will be consulted and their decision will be final.
3. In the event of places in Category D not being taken up they will be allocated to children in Category E.
4. 'Brothers and sisters' include half brothers or half sisters, adopted brothers or sisters or children of the parent or partner living in the same house from Monday to Friday.
5. If two addresses are identical distances from the school, priority will be decided by drawing lots.

## General Notes

- a. In considering all applications the Governors of Broxbourne CE Primary School will admit any child with an EHC or Statement of Special Educational Needs and Provision that names the school, in accordance with the provisions and procedures of the 1996 Education Act.
- b. Please note that the Governors will not consider a repeat application within the same academic year unless there has been a significant change in circumstances.
- c. **Nursery Class:** The Governors will admit 30 children to the part-time (mornings only) Nursery. Separate arrangements exist for Reception admissions; **a place in the Nursery does not automatically entitle any child to a place in the Reception class.** If you are intending to apply for a Reception (EY2) place please make yourselves aware of the criteria and the relevant notes, which can be found on the school website.
- d. A map outlining the Parish boundary is available from the school office.