



**The Governing Body of
Broxbourne CE Primary School**
Mill Lane Broxbourne Herts EN10 7AY Tel: 01992 462419

ADMISSIONS TO THE RECEPTION (EY2) CLASS:

INFORMATION AND PROCEDURE

Introductory Note

Broxbourne CE Primary School exists to serve the needs of the Church of England and other Christian churches as well as the wider community in the Broxbourne area. As a one-form entry Voluntary Aided school the Governing Body, who is responsible for establishing the School's aims and admitting the children, will admit **30 children** to the Reception class each September. However, parents may request that the date their child is admitted to the School be deferred until the term in which the child is five. Where a parent of a summer born child (1st April – 31st August) wishes their child to start school in the term following their fifth birthday, they will normally need to make an in-year application for a Y1 place. Parents should discuss this with the school as soon as possible. If parents wish such child to be educated 'out of year group' i.e. in the Reception Year rather than Y1 they should discuss this with the school. Such applications will be considered on a case by case basis. Parents do not have the right of appeal against a decision not to accept this request. Parents may also request that their child attends part-time until the term in which the child is five.

Every effort will be made to accommodate twins and multiple births. Where the last available place is offered to a twin or multiple birth places will also be offered to the other twin or sibling(s) as exceptions to the Infant Class Size rule.

If there are more than 30 applicants, the Governors will offer places according to the list of criteria, detailed below, that have been agreed in co-operation with the Diocese of St Albans and Hertfordshire County Council. The school operates a **Continued Interest** list (waiting list) for all age groups in which there are no vacancies. Whenever a place becomes available, it will be offered in accordance with that list and with the published criteria as they apply *at the time of the vacancy*. (NB Length of time on the Continued Interest List or previous priority on the list will not apply.)

Please read the School website for more information about the School and for an insight into its life.

CHECKLIST FOR PARENTS:

I/We have:

- read the school website
- completed the Hertfordshire/Essex Primary Admission Application Form within the deadline
- completed and signed the School's Supplementary Information Form
- kept a copy of the application form and Supplementary Information Form for my/our own reference
- enclosed an **original** current utilities bill

ADMISSIONS CRITERIA 2018/19 –Reception Class

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*

- | | | |
|------------|---|---|
| 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 period of at least two years previously have attended church at least 30 times, spread evenly over that period. | <i>See note 2</i>
<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 period of at least two years previously have attended church at least 30 times, spread evenly over that period. | <i>See note 2</i>
<i>See note 3</i>
<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’.
3. In order to underline to parents the importance of regularity of attendance and worship, the Governors will measure the even spread of attendances on the following basis:
 - a. evidence of a minimum of 30 recorded attendances in the two years prior to the date of application; and
 - b. evidence that these attendances cover a minimum of ten months in each of the two 12 month periods commencing at least 24 months prior to the date of application.
4. In the event of places in Category D not being taken up they will be allocated to children in Category E.
5. ‘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.
6. If two addresses are identical distances from the school, priority will be decided by drawing lots.

HOW TO APPLY FOR A RECEPTION PLACE AT THE SCHOOL

- | | | |
|----|---|--------------|
| 1. | Complete the Hertfordshire/Essex Primary Admission Form. (Applications open on 6th November 2017.) | See note i |
| 2. | Complete the School's Supplementary Information Form. | See note ii |
| 3. | Return the School's Supplementary Information form and a current (within the last three months) <u>original</u> utilities bill (for proof of address) to the School by 15th January 2018. | See note iii |
| 4. | The Governors' Admissions Committee will meet to consider all applications completed and received by the deadline. The Committee will liaise with Hertfordshire/Essex County Council in the allocation of places and will follow the Governors' published criteria in the stated order of priority. | See note iv |
| 5. | All applicants will be informed by Hertfordshire/Essex County Council at the same time as they offer places for County Schools, on 16th April 2018 whether or not a place has been offered and where appropriate requested to sign a form of acceptance. | |
| 6. | Applicants must accept a place by 30 th April 2018. On-line applicants should accept the place on-line. Other applicants must return the response form to the Admissions & Transport team at Hertfordshire County Council | |

Notes on the Application Procedure

- i. This form is available from Children, Schools & Families, telephone no. 0300 1234043 or at www.hertsdirect.org/admissions (for families that live in Hertfordshire). For families who live in Essex, a form is available from Essex Children, Schools & Families, telephone 0845 6032200 or at www.essex.gov.uk/admissions.
- ii. Parents/carers are requested to complete our Supplementary Information Form and return it to the school office by the closing date for applications. If a Supplementary Information Form is not completed the Governing Body will apply their admission arrangements using the information submitted on the Common Application Form only, which may result in your application being given a lower priority.
- iii. Please ensure this deadline is met. The Hertfordshire or Essex form can be completed on-line or sent direct to the relevant Council. Only the School form must be returned to the School.
- iv. Applications received late by Hertfordshire County Council or Essex County Council will be considered in accordance with the Governors' criteria, only after all on-time applications have been processed.

General Notes

- a. 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.
- b. **Nursery (EY1) Class:** The Governors will admit 30 children to the part-time (mornings only) Nursery. A place in the Nursery does not automatically entitle any child to a place in the Reception class.
- c. Parents who have not been allocated a place for their child in the Reception (EY2) class have the right of appeal to an independent panel. Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".
- d. The school follows the 2012 School Admissions Code regarding twins and multiple births.
- e. A map outlining the Parish boundary can be obtained from the school office.