

## Alban City School

### Oversubscription criteria for the school year 2019/20

Alban City School's explanatory notes and definitions for the admission arrangements are compliant with

Hertfordshire's rules for 2019/20 and can be found below.

The published admission number (PAN) for Reception for 2019 will be 60.

If the school receives more applications than it has places available, places will be allocated under the

oversubscription criteria rules. These will be applied in the order in which they are printed below.

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. Schools must also admit children

with an EHC (Education, Health and Care) Plan that names the school.

<b>Rule 1</b>	<b>Children in public care</b> (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).
<b>Rule 2</b>	<b>Medical or Social:</b> Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. <i>A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.</i>
<b>Rule 3</b>	<b>Sibling:</b> Children who have a sibling on the roll of the school or linked school at the time of application. <i>This applies to reception through to Year 5 in infant, junior and primary schools; and from reception through to Year 3 in first schools; and from Year 5 to Year 7 in middle schools.</i> <b>In Year admissions:</b> the sibling may be in the school's final year as long as they will still be in attendance at the time of admission.
<b>Rule 4</b>	<b>Founders:</b> Children of a founder member of Alban City School*. <i>*Founder Members are individuals on the original working party formed in 2010 to establish the school. Each will have played a major role in establishing the school; undertaking activities during the application and pre-opening stages, and have continued to play a significant role in the running of the school since opening.</i>
<b>Rule 5</b>	<b>Nearest School:</b> Children for whom it is their nearest school or academy. <i>This includes all schools except those which allocate places on the basis of faith.</i>
<b>Rule 6</b>	<b>Distance:</b> Children who live nearest to the school. <i>If your child does not qualify under Rule 5, they</i>

<p>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 tie break will be random. In the case of twins &amp; multiple birth children, if one child is offered the last available place, further places will be offered to the remaining siblings.</p>	<p><i>will be considered under Rule 6.</i></p>
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The school uses HCC for appeals administration. Parents wishing to appeal who applied online should log on to their online application and click on the link “register an appeal”. For those who did not apply online, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.

**Explanatory notes and definitions for the admission arrangements for community and voluntary-controlled schools in Hertfordshire for 2019/20**

The following definitions apply to terms used in the admissions criteria:

**Children in public care (children looked after):**

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under rule 1.

Highest priority will also be given to 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.

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).

Adopted – under the terms of the Adoption and Children Act 2002 (section 46) The Adoption and Children Act was not enacted until December 2005, therefore children adopted before December 2005 are not eligible.

Residence Order – under the terms of the Children Act 1989, section 8 defines a residence order as an order settling 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 prioritised under Rule 1.

Children who were not “looked after” **immediately** before being adopted, or made the subject of a residence order or special guardianship order, **will not** be prioritised under rule 1. Applications

made for these children, with suitable supporting professional evidence, can be considered under rule 2.

**Rule 2: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school:**

Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs.

However in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under **Rule 2** are agreed.

All applications are considered individually but a successful application should include the following:

- a. Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
- b. Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.
- c. If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- d. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate. Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children previously "looked after" but not meeting the specific criteria outlined Rule 1, may be made under this rule.

Further details on the Rule 2 process can be found in the "Rule 2 protocol" available at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

**Definition of sibling:**

A sibling must be on the roll of the named school at the time the younger child starts.

A sibling means the sister, brother, half brother or sister, adopted brother or sister, or child of the parent/carer or partner, and in every case living in the same house from Monday to Friday.

Where a place is obtained and the child admitted to the school and it is subsequently identified that this place was gained fraudulently, there will be no sibling connection available to subsequent children from that family.

**Multiple births:**

Hertfordshire County Council (HCC), as the admission authority will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school. Where we are not the admitting authority we would request the school take in the subsequent child(ren) in line with the school's own admission arrangements.

**Home address:**

The address provided must be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that

claims Child Benefit/Child Tax Credit will be considered as the child's main residence. If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested. If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

### **Fraudulent applications:**

Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses. Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school.
- When a child lives at a different address to the applicant.
- When the applicant does not have parental responsibility.
- When a family move shortly after the closing date of applications when one or more of the following applies:
  - The family has moved to a property from which their application was less likely to be successful
  - The family has returned to an existing property
  - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period
  - Council tax information shows a different residence at the time of application
- When a child starts at the allocated school and their address is different from the address used at the time of application.

### **Home to school distance measurement for purposes of admissions:**

A 'straight line' distance measurement; from the address point of the child's home to the address point of the school is used in all home to school distance measurements for community and VC schools in Hertfordshire. Address point data is supplied by Addressbase.

### **Definition of "nearest school" for primary/junior/middle admissions**

The definition of "nearest school" includes all schools and academies (regardless of status) unless that school or academy prioritises applications and allocates places on the basis of Faith.

### **Applications from children from overseas**

All children of compulsory school age (5 to 16 years) in the UK have a right of access to education. However, where a child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals normally have unrestricted entry to the UK.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the Primary and Secondary transfer processes applications will not normally be accepted from overseas addresses. Hertfordshire County Council will not allocate a school place to a child that is not resident in the UK.

The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants. In these cases HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address, for consideration of the

application against oversubscription criteria.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will **not** be accepted for the purposes of admission until the child is resident at that address.

Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are resident in the UK. Proof of residency such as an endorsed passport or entry visa will be required with the application.

### **Age of Admission and Deferral of Places**

Hertfordshire County Council's policy is that children born on and between 1 September 2014 and 31 August 2015 would normally commence primary school in Reception in the academic year beginning in September 2019.

All Hertfordshire infant, first and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. If a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in that school year. In these situations schools will "hold" a child's school place until that child starts full-time within the academic year. Legally, a child does not have to start school until the start of the term following their fifth birthday. However, once a school place has been allocated parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Parents can also request that their child attends part-time until the child reaches compulsory school age.

Any parents interested in taking up a part-time place or deferring entry should contact the individual school(s) to discuss further. When considering requests the school will take into account the individual circumstances of the child

Where a parent of a 'summer-born' child (15 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will normally need to make an In Year application for a Year 1 place (see "Children Out of Year Group" below).

### **Children Out of Year Group**

Hertfordshire County Council'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.

If parents/carers believe their child(ren) should be educated in a different year group they must, 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. For community and voluntary controlled schools, the county council as the relevant admission authority, through a panel process, will decide whether the application will be accepted on the basis of the evidence submitted. 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 individual schools.

The governing body of schools responsible for their own admissions (academies, voluntary aided and foundation schools) are ultimately responsible for making this decision for applications made to their school.

### **Nursery Provision**

Some schools have a nursery unit or deliver pre-school nursery education. The admission

arrangements detailed in this document do not apply for those being admitted into any nursery or pre-school provision.

The responsibility for admission into nursery provision lies with the governing body of the school where the school offers such provision, although the county council does a host an online system for nursery applications.

Parents of children who are admitted to a nursery provision at a school must apply in the normal way for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery or colocated children's centre does not guarantee admission to the school.