

Alban City School

Determined 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.

Rule 1: Children in Public Care (Children Looked After)	<p>Children Looked After by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order). Adopted children must have been previously looked after by an English or Welsh local authority. Children who were not looked after immediately before being adopted, or made the subject of a child arrangement order or special guardianship order, will not be prioritised under this rule.</p> <p>Evidence Needed: <i>Include a letter or document from your child's social worker, advisory teacher or other professional as evidence.</i></p>
Rule 2: Medical or Social Needs	<p>Children for whom it can be demonstrated that they have a particular medical or social need to go to Alban City School.</p> <p>All Hertfordshire schools can support children with a wide range of additional needs and are expected to accommodate severe medical needs. An application made under Rule 2 should clearly demonstrate why Alban City School is the only one that can meet your child's need in a way that no other school can.</p> <p>Evidence Needed: <i>Recent independent objective evidence, for example from a doctor, psychologist, social worker or other professional involved with your child. Recent professional evidence that outlines exceptional family circumstances making clear why only this school can meet your child's needs. If Alban City School is not the nearest school to your child's home address, give specific reasons why closer schools will not meet your child's needs.</i></p> <p>A panel of officers will decide whether the evidence provided is enough to meet the requirements for this rule.</p>
Rule 3: Sibling	<p>Children who have a sibling on the roll of the school at the time of application. <i>This applies to reception through to Year 5 in Alban City School.</i></p> <p>In Year admissions: the sibling may be in the school's final year as long as they will still be in attendance at the time of admission.</p>
Rule 4: Founders	<p>Children of a founder member of Alban City School*.</p> <p><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></p>
Rule 5: Nearest School	<p>Children for whom it is their nearest community or Voluntary controlled school or an own admitting school, academy or Free School using Hertfordshire's admission rules.</p>
Rule 7: Distance	<p>Children who live nearest to the school.</p> <p><i>If your child does not qualify under Rule 5, they will be considered under Rule 6.</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 & multiple birth children, if one child is offered the last available place, further places will be offered to the remaining siblings.

Random allocation will be undertaken independently of the school by Hertfordshire County Council. Every child entered onto the county council's 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 this random number is used to allocate the place, with the lowest number given priority. Alban City School will use the same definitions and measuring system as Hertfordshire County Council's as outlined in the "Explanatory Notes and Definitions" section below.

Continuing Interest (Reception places) After places have been offered, Hertfordshire County Council will maintain the school's Continuing Interest (CI) - waiting list. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The County Council will contact parents/carers if a vacancy becomes available and it can be offered to a child.

A continuing interest list will be maintained for every year group until the end of the summer term.

In Year Admissions The school will remain part of the County Council's coordinated In Year admissions scheme. Application forms can be accessed via: <http://www.hertfordshire.gov.uk/services/edlearn/admissions/> or from the Customer Service Centre, 0300 123 4043. Parents should return the application form direct to the County Council (address on the form).

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](http://www.hertfordshire.gov.uk/customer-service-centre/).

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

Children in public care (children looked after):

Rule 1 places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Coordination 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 child arrangements 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)

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

Children who were not "looked after" immediately before being adopted, or made the subject of a child arrangement 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.

* This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.

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/docs/pdf/admissions/Rule2pross.pdf

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, or a child 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.

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.

*Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

**A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

Multiple births: The school will admit over the published admission number when a single twin/multiple birth child is allocated the last place at a school.

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: The school in liaison with 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. Action will be taken 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:
 - o The family has moved to a property from which their application was less likely to be successful
 - o The family has returned to an existing property
 - o The family lived in rented accommodation for a short period of time (anything less than a year) over the application period
 - o 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 is used for all home to school distance measurements for admission allocation purposes. 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.

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.

For the Primary application process applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). 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 HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria. If the family already has an established alternative private address, that address will be used for admission purposes.

The school, in liaison with HCC, will also consider accepting applications from children* (as defined above) whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application. Evidence submitted after the date for late applications cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications. 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, than those mentioned above 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 permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

Age of Admission and Deferral of Places

The School and HCC'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 school 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: 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".

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.

*Advice on the admission of summer born children" December 2014

Nursery Provision: The admission arrangements detailed in this document do not apply for those being admitted into any nursery or pre-school provision. The current arrangements for nursery and pre-school provision at Alban City School is through Little Robins Nursery who can be contacted at info@squirrelsnurseries.co.uk .

Attendance at Little Robins Nursery does not guarantee admission to the main school. Parents must apply in the normal way for a place at Alban City School if they want their child to transfer to the Reception Class.

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