School Admissions Policy 2028-2029

The Governing Body is responsible for the admission of pupils to St Paul's C of E VA Church of England School and admits 30 pupils to Reception each September. This published admission number (PAN) has been agreed by the Governing Body and applies to the year 2028/29.

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. The school is however on a level site, and all the accommodation is on one floor; there are also ramps at the entrance to the playground. All classrooms may be entered without steps. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

The Local Authority (LA) operates an agreed co-ordinated admissions scheme for the normal admission round for entry to Reception, in line with government legislation. The LA will manage the process on behalf of the school according to the scheme published each year. The Governing Body, as the Admission Authority, will allocate the available places in line with this policy.

The closing date for admission application forms to be received by the home LA is 15th January 2028.

Information for Hertfordshire residents on completing the online application and notification dates of admission decisions are published at https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-admissions-and-transport.aspx

or they may contact the Customer Service Centre on 0300 123 4043 for a paper application form.

Parents/carers of children not living in Hertfordshire must make an application to their home local authority on the home Local Authority Common Application Form (CAF).

Parents/carers applying under criterion 5 are requested to complete our Supplementary Information Form (SIF) and return it to the school office by 15th January 2028. A SIF only needs to be completed if the information, which enables governors to rank applications fairly, is not obtainable through the CAF, which is why a SIF is requested for criterion 5 applications.

The Governing Body is required to abide by the maximum limits for infant classes of 30 pupils per classteacher.

All successful applicants who have reached their 4th birthday before the first day of September 2028 are entitled to a full-time place. However, please note the following:

(a) These arrangements do not apply to our Nursery intake.
(b) Parents of children currently in our Nursery must re-apply for a place in the Reception class.
(c) Attendance at our Nursery does not guarantee a place in Reception.
(d) Where parents so wish, a child may attend part-time until the child reaches compulsory school age

(e) Parents offered a Reception place for their child may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age (or the start of the summer term, if earlier). Summer born children (born 1 April – 31 August) do not reach compulsory school age until 31st August following their 5th birthday but must still take up an offer of a Reception place by the start of the summer term.

(f) If parents do not take up the offered place by the deadline described in paragraph (e) then a new, in-year application will be required for a place in year 1.

Education of children outside normal age group

Children are normally educated within their chronological age group, with the curriculum differentiated as necessary to meet the needs of individual children. However, if a request is made in writing (by letter addressed to the governors c/o the school office) that a child should be admitted outside their normal age group the governors will consider the request and will make a decision based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views, the child's academic, social and emotional development; (where relevant) their medical history and the views of a medical professional; whether the child has previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The governors will also take into account the views of the head teacher. The governors will set out the reasons for their decision when informing parents of their decision as to the year group the child should be admitted to.

If the governors agree to the request for out-of-year-group admission, then an application must still be made for a place for the child in the school. Approval of an out-of-year-group admission request does not automatically mean that a place will be available in the preferred year group. There is no right of appeal where a child is offered a place at the school but not in their parent's/carer's preferred age group.

Deferred entry to Reception for summer-born children

A parent of a summer-born child who wishes their child to start school in the autumn term following their 5th birthday and to be educated 'out of year group' (i.e. in the Reception Year rather than Year 1) should contact the school to discuss their situation at the earliest possible opportunity. If a request for admission out of year group is made in writing as described above the governors will consider the request and will make a decision based on the circumstances of each case and in the best interests of the child concerned.

All requests for admission out of year group will be considered but parents are advised to apply for a Reception place in their child's normal age group at the usual time and submit a request for admission out of the normal age group at the same time. The Governors will consider each application, taking account of the factors described above.

The governors will respond to the request prior to an offer of a Reception place being made. If the request is agreed to the application can be withdrawn for that year before a place is offered.

If the request is refused but the child is offered a place at the school in their normal age group, parents may decide whether or not to accept the offer of that place or refuse it and make an in-year application for admission into Y1 for the September following the child's 5th birthday.

Where a parent's request for out-of-year-group education for their summer-born child has been agreed, they must make a new application for a Reception place at the school as part of the main admissions round the following year.

Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

Summary of Admission Rules

The Governors will admit any pupil with an Education, Health and Care plan (EHCP) which names the school. These children will be admitted before any oversubscription criteria are applied.

All applicants will be admitted if there are sufficient places available. When there are more applications than there are places available, the Governors will admit pupils according to the following criteria in order of priority.

1. Children who are in public care (looked after children) or those who were previously looked after but have ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, including those children who appear (to the Governors) to have been in state care outside England and but have ceased to be in state care as a result of being adopted.
2. Children with a sibling attending the school at the time of allocation (and expected to still be attending the school at the time of admission).
3. Children with known special medical or social needs which only St Paul's can meet. Written supporting evidence should be supplied, at the time of application, from a relevant professional, such as, a doctor, social worker or educational psychologist.
4. Children of permanent staff members
5. Children who live within the Ecclesiastical Parish of Langleybury.
6. Children who attend a church service with a member of their family once in every month for at least two consecutive years immediately before the date of application at any 'Christian Church' (*any church which is a member of Churches Together in England, the Evangelical Alliance or Affinity').*
   Applicants under this criterion must complete a SIF confirming their attendance and have this counter-signed by their priest or minister.
7. Any other children

Explanatory notes

Criterion 1 Children in public care (Looked after children)

Looked After Children and all previously looked-after children, including those who appear (to the Governors) to have been in state care outside England, and who ceased to be in state care as a result of being adopted.

A 'Looked After Child' 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 criterion 1. 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 Criterion 1.

Children who were not 'looked after' immediately before being adopted or made the subject of a child arrangements order or special guardianship order will not be prioritised under criterion 1.

A 'child arrangements order' is an order regulating the arrangements for where, when and with whom a child is to live (section 8 of the Children Act 1989 (as amended by the Children and Families Act 2014)).

A 'special guardianship order' is an order made under section 14A of The Children Act 1989, appointing one or more individuals to be a child's 'special guardian' (or guardians)'.

Children adopted who but appear (to the Governors) to have been in state care outside England.
A child is regarded as having been in state care outside of England if they were in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
The Local Authority's 'Virtual School Head' will be asked to verify all such applications. All applications are considered individually but a successful application should include evidence that the child was previously cared for by the state outside England because he or she would not otherwise have been cared for adequately and has been subsequently adopted.

Criterion 2 Sibling

A sibling includes a brother or sister, half-brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent /carer or partner, children looked after or previously looked after. This does not include children temporarily living in the same house, for example, a looked after child in a short-term foster or bridging placement.

In every case, the sibling must be living permanently in the same family home (at least Monday to Friday).

A sibling must be on the roll of the named school at the time of application (or have been offered and accepted a place) and be expected to still be on roll at the time of admission.

If an applicant has more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school.

Criterion 3 On very exceptional social or medical grounds

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

All schools can support children with a wide range of social and medical needs.

An application made under Criterion 3 must clearly demonstrate why St Paul's C of E VA Primary & Nursery School is the only one that can meet your child's need in a way that no other school can and should include:

- Recent independent objective evidence, for example from a doctor, psychologist, social worker, or other professional involved with your child, or
- Professional evidence that outlines exceptional family circumstances making clear why only St Paul's C of E VA Primary & Nursery School can meet your child's needs.

If St Paul's is not the nearest school to your child's home address, the application must clearly explain why closer schools will not meet your child's needs.

All evidence must relate specifically to St Paul's.

A Governors' admission panel will decide whether the evidence provided is enough to meet the requirements for this rule.

Criterion 4 Children of permanent staff

Priority will be given under Criterion 4 to children of any member of staff (teaching or non-teaching) employed at the school on a permanent contract where:

(1) The member of staff has been employed at the school for two or more years at the time at which the application for admission is made; and/or
(2) The member of staff has been recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. A list of posts for which the GB has determined there to be a demonstrable skill shortage is available on request from the School Business Manager

Priority under Criterion 4 will be given to the biological or adoptive children of the staff member, to children for whom the staff member has legal parental responsibility, and to children of the partners of staff members, provided that in each case the child is living permanently at the same address as the member of staff as part of the same family household at the time of application.

Criterion 5 Ecclesiastical Parish of Langleybury

A map of the Ecclesiastical Parish of Langleybury is attached to this policy.

To find the Parish you live in please put your post code into the link below:
https://www.churchofengland.org/resources/church-near-you.

Criterion 6 'Christian Church' definition

'Christian church' means any church which is a member of Churches Together in England, the Evangelical Alliance or Affinity. If the applicant has attended more than one church during the required period of attendance, please provide full details on the SIF.

If a SIF is not completed the Governors will use only the information on the Local Authorities' application form which might mean an application is given a lower priority.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of

these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Tie breaker

If any category is over-subscribed the places will be determined in that category by the proximity of the child's home address to the school, using the LA's computerised mapping system. The school uses Hertfordshire County Council's 'straight line' distance measurement for all home to school distance measurements. 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. Where two families live in the same block of flats the flat with the lower number will be given priority. Where two family's addresses are equidistant the tie-break will be in alphabetical order according to surname and if both surnames are the same it will be in alphabetical order by the child's first name.

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.

Where a family has not lived at an address for a year at the time of application, they must be able to demonstrate that they own the property or have a tenancy agreement and the child must be resident in the property at the time of application. Where the tenancy arrangement does not include a fixed term, or where additional evidence is required to confirm that the address is the child's normal place of residence, the Governing Body (or the local authority on our behalf) may request further proof of address and verify this through the Shared Anti-Fraud Service where necessary.

It is for the Governing Body (as the admission authority) to determine the address to be used for admission purposes.

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 where the child lives for the majority of the school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

Applications made as part of the main Reception admissions round and in-year admission applications are processed by Hertfordshire County Council ("HCC") on behalf of the Governing Body, in accordance with HCC's published coordinated admission schemes.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

If HCC receives more than one application for the same child from the same address e.g. containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for admission allocation purposes. Until the preference issue is reconciled neither application will be processed.

For the main Reception admission round, if the initial differing applications (one or both) were received by HCC "on-time", an amended joint application will also be considered "on-time" if received before the "late deadline" (1st February 2028). If the amended joint application is received after the late date, it will be treated as "late".

Twins and multiple births

Where a twin or multiple birth sibling is offered a place at the school then the other twin or multiple birth sibling(s) will also be offered a place, even if this means that the school's published admission number is exceeded.

Waiting List/Late Applications

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list on behalf of the governors. A child's position on a CI list will be determined by the oversubscription criteria outlined above and a child's place on the list can change as other children join or leave it; the list will be re-ranked each time a new name is added. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be specified and confirmed to parents at the time of application). To remain on the CI (waiting) list after this time parents must confirm they are still interested in a place by completing an In Year application form.

In-year admissions

Applications can be received at any time for places in any year group outside the normal admissions round.

The school is part of its local authority's coordinated in-year scheme and all in-year applications must be made online to Hertfordshire County Council Local Authority at https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-admissions-and-transport.aspx . If parents are unable to apply online they can contact the Customer Service Centre on 0300 123 4043 to request a paper application form.

Applicants under category 5 must also complete the school's Supplementary Information Form and return this direct to the school, in support of their application.

Fair Access Protocol

The Governors co-operate with the LA's Fair Access Protocol for children who are hard to place, and these children will be admitted even if the school is full (and over PAN if necessary) and ahead

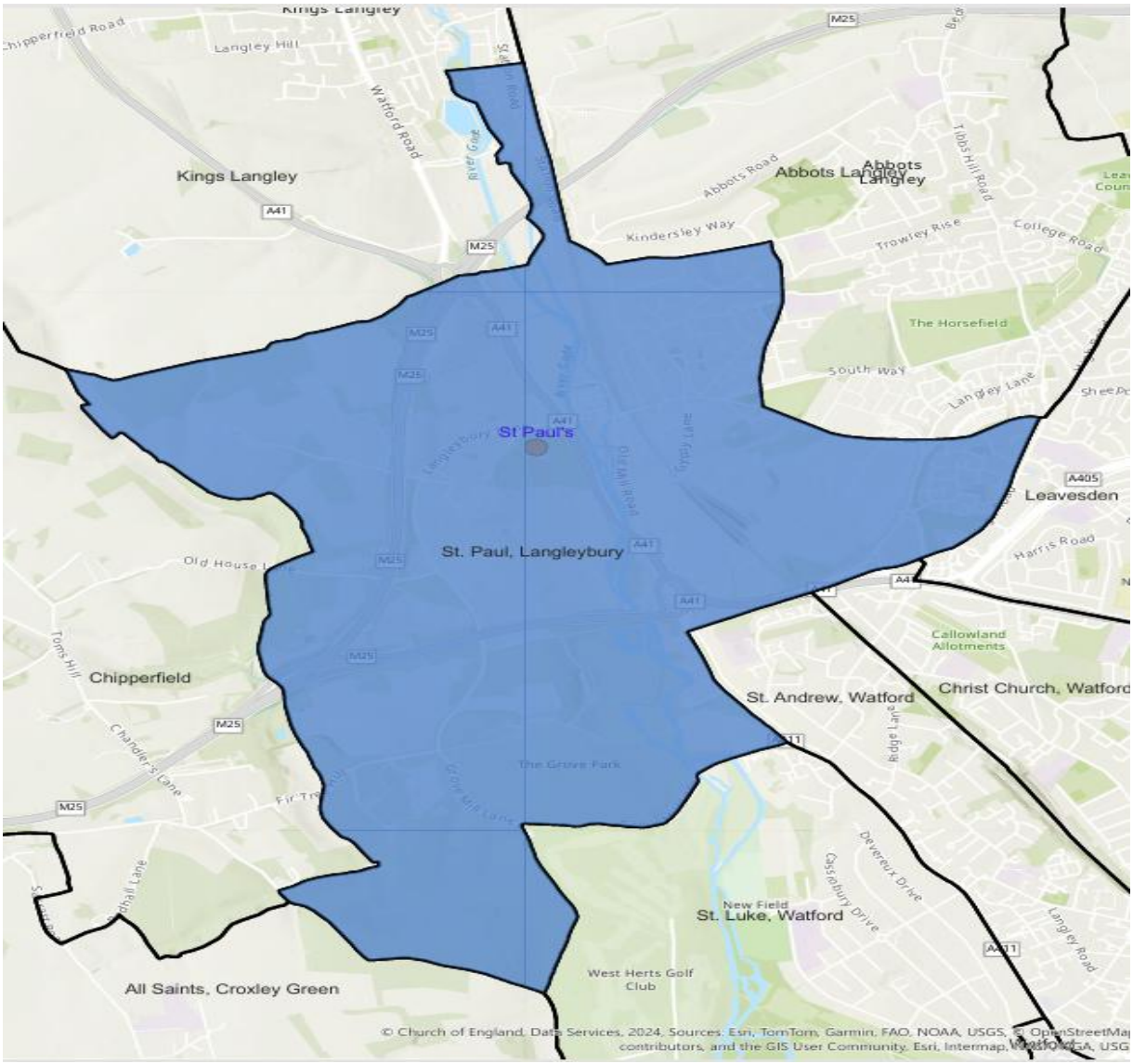
of any children on the waiting list. Parents of children entitled to be considered under the Fair Access Protocol may also apply for an in-year place at the school in the usual way.

Right to Appeal

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents will be informed of their right to appeal in the allocation letter from Hertfordshire Local Authority.

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, log into www.hertfordshire.gov.uk/schoolappeals and click on the link log into the appeals system.

For in-year appeals, Hertfordshire County Council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals.



Walk On Water

With God ALL THINGS ARE possible MATTHEW 19:26

Supplementary Information Form

SUPPLEMENTARY INFORMATION FORM (FOR APPLICANTS UNDER OVERSUBSCRIPTION CATEGORY 6 ONLY)
Parents should fill in this form when applying for a place at the school and should ensure that they have read the admission policy prior to completing the form and returning it to the school office
Pupil Information
Surname of child: Other name(s): Date of birth:
Parent/Carer Information
Name of parent(s)/carer(s): Home address Home telephone: Daytime telephone (if different): Mobile: Email:
Church Information for Category 6
Name and denomination of church(es) attended: Please ask your Priest/Minister to complete the declaration overleaf, in order to confirm your church attendance.
Signed: Name (parent/carer): Date:

DECLARATION

Name of Priest/ Minister completing this declaration:

Name and address of place of worship:

Is your church Anglican? Yes/No

If no, is your church a member of Churches Together in England, the Evangelical Alliance or Affinity?

The attendance requirements set out in the Admission Policy are: Criterion 6

Children who attend a church service with a member of their family once in every month for at least two consecutive years immediately before the date of application at any 'Christian Church' (*any church which is a member of Churches Together in England, the Evangelical Alliance or Affinity).*

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Has the child attended a church service with a member of their family at your church at least once in every month for a period of at least two consecutive years immediately prior to this declaration?

YES/NO

If no, please set out the period and frequency of attendance below:

Signature of Priest/Minister: Date:

Note to parents/carers: If you previously attended another church (within the required attendance period) please also ask your previous priest/minister to complete the section overleaf.

(Continued on next page)

(*If relevant*: Note: This section only needs to be completed where an applicant is requesting that attendance at a previous place of worship be taken into account for admission purposes.)

Name of Priest/Minister:

Name and address of place of worship:

Is your church Anglican? Yes/No

If no, is your church a member of Churches Together in England, the Evangelical Alliance or Affinity? –

Please confirm the length of time during which the child attended services at your church with a member of their family and how frequently they attended:

Signature of Minister/Incumbent:

Date: