
Great Gaddesden C.E. (VA) Primary School



'Treat others exactly as you would want to be treated yourself'. (Luke 6:31)

Admissions Policy

Year of Entry 2024/25

Signature:

A handwritten signature in black ink, appearing to be 'M. G.', written over a horizontal line.

Headteacher

Reviewed : Annually

Last amended: 19th November 2024 (to reflect changes by introducing 30 hours Nursery provision from January 2025)

Introduction

Great Gaddesden Primary School is a Voluntary Aided Church of England School within the Diocese of St Albans. Therefore, the governing body of the school is the admission authority.

Great Gaddesden is a Church of England Primary school and the Governors are committed to implementing policies that reflect our Christian Ethos. Within this ethos the school is committed to providing the best opportunities for *all* pupils including those in receipt of Pupil Premium or Special Educational Needs and/or Disabilities (SEND).

This policy outlines our admission arrangements for Nursery and Reception.

As a small, village school, all of our classes are taught in mixed aged groups. In Early Years, Reception and Nursery are taught together in the same classroom. The organisation of classes is reviewed annually by the Headteacher and Governing body based on our numbers on roll.

Part A: Nursery admissions

Starting nursery is a very important milestone in every child's life. As a parent/carer, you have a vital role to play in helping your child take the first steps on their learning journey. We are keen to work with you to make sure that starting nursery is a positive experience for your child, and to help your child achieve their full potential in a warm and caring environment. Attending nursery provision within a primary school often supports the children to transition to school in a smooth, supportive and manageable way. In addition, our nursery class is taught by a qualified teacher.

Our Nursery operates a single intake to the nursery in September, enabling children to take up their nursery place in the September following their third birthday. Subject to availability, children may be invited to attend the nursery sooner than this date in the term after their third birthday.

Children are expected to attend a minimum of five morning sessions a week to ensure continuity in their learning, and access to the whole curriculum. A session lasts for three hours a day and 15 hours per week (5 sessions) between 8:45-11:45, which is funded by the Government. Our nursery has one intake each year at the start of September, though in-year admissions will be considered on a case-by-case basis and is dependent on the number of children in the nursery class. We will endeavour to meet your preference however, there will be some occasions where this might not be possible.

The 30-hour provision is the wrap-around care provided by the school each day for Nursery aged children through the provision of a lunch club and afternoon nursery sessions. These sessions are available to all nursery children, whether funded (via the 30-hour scheme) or for a

fee. Each term you can choose how many wrap-around sessions your child will attend. For parents with a 30-hour code these sessions are fixed for the term due to the funding process. However, privately paying parents can increase their sessions throughout the term if we have space available. For lunch club, parents have the option of providing a healthy packed lunch from home for their child (please note our lunch box rules are as follows - a healthy balanced meal with no fizzy drinks; no glass bottles; no sweets; no chocolate; no foods containing nuts). Alternatively, parents can opt for a hot school meal which is available for an additional cost of £3.35 per day. School meals are provided by Hertfordshire Catering Limited, are cooked off-site and brought into school. If you choose this option for lunch, you will be invoiced separately by the main school office via Arbor Parent Portal or App. Parents who have opted for a hot school lunch, will be required to book their child's meal choice in advance via the Arbor Parent Portal or App. When your child is unwell and is not in school, if you notify the school as per the normal attendance processes you will not be charged for the school lunch. Any lunches already paid for will be transferred to the next half term as a credit. However, lunch club and afternoon nursery sessions will still be charged for if you are a fee-paying parent.

For children who attend the morning nursery sessions, parents can opt to extend their stay at nursery through lunch club and afternoon nursery. Lunch club runs from 11:45-12:15 and costs £3.50 plus the school meal charge, if applicable, of £3.35 per day. The afternoon nursery from 12:15 to 15.15 costs £25 per day.

For 30-Hour children funded by the government, the afternoon nursery finishes at 14:45 (as lunch provision is inclusive of the 30 hours). If parents wish to extend this to 15:15 and have already used their 30-hours throughout the week it can be increased through the payment of an additional fee of £3.50 per day to cover the hour between 14.45-15:15.

If you are eligible to access the additional free early education funding (30-hours) then you agree to provide the school with the 30-hours voucher code from the HMRC and complete the funding form and renew your code before the start of each term. Parents are responsible for monitoring their eligibility if their circumstances change and are required by the HMRC to renew their code every 3 months. If the funding code proves to be ineligible, the parents will be invoiced by the school for the sessions used.

Sessions are allocated on a first come first served basis. Allocation of Nursery places will be decided by the Headteacher. Priority will be given to those who are taking up their full entitlement of funded hours. In the event of spaces becoming available, they will be offered to the next applicant on the waiting list. Parents of children with a 30 hour place must confirm their eligibility by going on to the HMRC website. It is the parents' responsibility to obtain a valid code prior to their child's first term. They must then ensure that they reconfirm their eligibility when required. Where a family is no longer eligible, the extended hours will be withdrawn unless parents choose to pay for the additional hours. For up-to-date information on eligibility please visit www.hertfordshire.gov.uk/parents.

All Nursery applications are made directly to the school through completing the admissions booklet and supplementary information form (SIF) which is available on our website or from the school office.

Part B: Reception

The Governors will admit up to the admission number of 13 children into the reception year. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class - the Governing Body has determined an operational capacity of 26 pupils per class is more appropriate for this school.

The Local Authority or LA, (Hertfordshire CC) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will coordinate 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:

The closing date for admission application forms to be received by the home Local Authority is 16 January 2024. Information on completing the 'on line' application and notification dates of admission decisions are published in the LA admissions literature which is also available from their website.

All applications **must** be made on the child's **home** LA common application form. Parents/carers are requested to complete our supplementary information form (SIF) and return it to the school office by the date given above. If a SIF is not completed, the Governing Body will apply their admission arrangements using the information submitted on the LA form only, which may result in your application being given a lower priority.

The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2024. However, please note the following:

Parents of a summer-born (1 April - 31 August) child **may** choose not to send that child to school until the September following their fifth birthday and **may request** that they are admitted out of their normal age group to Reception rather than Year 1.

- The school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the views of the Headteacher.
- When informing parents of their decision on the year group to which the child should be admitted, the school will set out clearly the reasons for their decision
- Where the school agrees to a parent's request for the child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. Reception), the school will process the application as part of the main admissions round

- The statutory right to appeal does not apply if they are offered a place at the school but not in their preferred age group

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

How places are offered

Children who have an Education, Health and Care Plan which names the school may be admitted to the school.

In the event of there being more applications than available places, the following oversubscription criteria will be applied, in order.

1. Children who are '**looked after**' children or children who were previously 'looked after' , including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangement order or a special guardianship order.
2. Children at the time of admission, who have a **sibling** attending Great Gaddesden Primary School.
3. Children who live in the Parish of Great Gaddesden and Nettleden

When this category is oversubscribed, priority will be given as follows:-

- a) parent(s) / guardian(s) have attended services at their parish church or place of worship at least once a month during the previous two years. *(A letter verifying attendance will be sought from the church / place of worship attended.)*
- b) geographic proximity.

4 Any other Children

Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie-break will be distance from the school, measured using the computerised, 'straight line', mapping system operated by the LA. 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 this distance measurement results in more than one child having an identical claim to the last available place as a result of living in flats, priority will be given to the lowest house number.

Tiebreak decisions will be independently verified.

The governors cooperate with the LA's fair access protocol for children who are hard to place and these children will be admitted before other children on the continued interest list. These children may be admitted over PAN if necessary.

Unsuccessful Applications

Transfer Appeals

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".

In Year Applications & Appeals

The school will remain part of the county council's coordinated In Year admissions scheme. You can make an In Year application online via www.hertfordshire.gov.uk/inyear or request a paper copy from the Customer Service Centre on 0300 123 4043. Parents/carers should return the application form directly to the County Council (address on the form).

If your application is unsuccessful, the county council will write to you with registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals. Parents do not have to contact the school.

Continuing Interest (waiting list) and In Year Applications

In the event of more applications than available places, the governors will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school, it will be offered to the child that best meets the published admission rules. All 'In year' applications will be coordinated by the LA on behalf of the school, and to whom in year applications should be made, but a SIF is still requested.

Parents are requested to inform the governors if they wish their child's name to be removed. To retain a place on CI, at the end of the academic year, families must confirm their continuing interest by making a new In Year application.

Definitions:-

'Looked After' : The Children's Act 1989 defines a child who is 'looked after' as a child or young person who accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

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.

An ‘adoption order’ is an order under section 46 of the Adoption and Children Act 2002. A ‘residence order’ is an order setting out the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians)

Sibling:

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously 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. A sibling must be on the roll of the named school at the time the younger child starts. If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.*

Twins/multiple Births:

In the case of twins/multiple births, where one child is offered the last available place, the school will offer places to the remaining twin/children of the multiple birth. Such allocations are exceptions to infant class size legislation.

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. 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.

Children Out of Year Group: *(except applications for Reception from summer born) 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.

Appendix A: Parish Boundaries

At Great Gaddesden, we recognise the importance of marking & feedback as an integral part of the teaching and learning cycle, and aim to maximise the effectiveness of its use in practice. The policy set out below aims to provide all stakeholders with a concise, useful and purposeful policy that has the development of children at its centre.

