



Admissions Policy

Updated: Spring 2022
Next Review: Spring 2023

Reviewed, approved and ratified by: Full Governing Body
Written by SLT

(In consultation with Herts Admissions Policy for Community Schools)

Work Together, Achieve Together

Rational

Hertfordshire County Council is responsible for providing places in schools for children of statutory school age. The statutory age lasts from the beginning of the term after a child's fifth birthday until the end of the school year in which the child becomes 16 years of age.

Procedures

At the beginning of the school year in which each child will be four, Hertfordshire County Council sends parents/carers a booklet about nursery education and asks them to state a preference for the school they would like their child to attend. They do the same the following year for a reception class place.

Parents/carers are required to fill a form in and return it before a given date. Alternatively, an application can be made on-line. The following spring, the local authority (LA) lets parents/carers know which school has a place reserved for their child.

In both instances, parents/carers must then choose whether to accept or reject this offer within a given time. There are appeal procedures, which the LA will explain, should parents/carers have a problem with the decision.

Once a place has been accepted at Ladbrooke, we become involved and will make contact, giving you details of a chance to visit before your child begins school.

Families who move into the area should contact the school to see if there are any places available. If there are sufficient spaces within the school, you will be invited to visit the school and be offered the chance of a guided tour. Should you then wish to enrol your child/children; the relevant paper work will be given to you on this visit.

The number of places in a school is set according to the accommodation available to the school. The way of doing this is decided by the LA. The result is an admissions limit, which, for Ladbrooke JMI

School, is 30 children for each school year. This means that if places are sought for 30 or fewer children in the appropriate school year, all will be admitted. By law, infant classes cannot exceed 30 children to one teacher.

Hertfordshire County Council's admission rules for community primary schools 2022/2023 onwards

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education, Health and Care Plan (EHCP) that names their school. If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

OVERSUBSCRIPTION CRITERIA

Rule 1: Children looked after and 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 arrangements order or a special guardianship order

Rule 2: Medical or Social

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. A panel of officers will determine whether the evidence provided is sufficiently competing to meet the requirements of this rule. The evidence must relate specifically to the school applied to for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Rule 3: Linked Schools

This rule only applies to Junior Schools and therefore does not apply to Ladbroke JMI School

Rule 4: Sibling

Children who have a sibling on the roll of the school or linked school at the time of application*. *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.*

Rule 5: Nearest School

Children for whom it is their nearest school or academy. This includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location

Rule 6: Distance

Children who live nearest to the school. Children not considered under rule 5 will be considered under rule 6.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, the next rule will be used to further prioritise children.

Tie Break

When there is a need for a tie break where two different addresses are 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. Every child entered onto the HCC 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 the random number is used to allocate the place, with the lowest number given priority.

*Please see the 'Explanatory notes and definitions 2020/21 document for a full explanation/definition.

Continuing Interest

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. 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. Continuing interest lists will be maintained for every year group until the summer term (date to be confirmed). To retain a CI application after this time, parents must make an In Year application.

Fair Access

Community and voluntary controlled schools will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

Implementation

Nursery Class

We have one main intake into our nursery class. Children who will turn four in the academic year start in the September, unless parents specifically ask for a later start (January). If the nursery is not up to full capacity, the school may allow children to start nursery in the term after they turn three. This will be dependent on space and the child's readiness.

We now offer flexible hours in our nursery. Parents are entitled to 5 free sessions and can pay for more sessions when they need them. Our nursery sessions run from 9.00 – 12.00 and 12.00 to 3.00. We offer 30 hours where parents are entitled to it.

Reception Class

We offer a single intake into the reception class. All children, irrespective of birth date, are offered the opportunity to start reception in September. To support a successful integration into the school the start of the term is staggered as follows

- Week 1 All children attend from 8.45am – 12.00pm
- Week 2 All children attend from 8.45am – 1.30pm
- Week 3 All children are in full time from 8.45am – 3.00pm