



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 Ladbroke, 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 Ladbroke 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

We apply these rules in the order they are printed below. This means that we offer places first to every child who qualifies under Rule 1, and then to every child who qualifies under Rule 2, and so on. If more children qualify under a particular rule than there are places available, we use a tiebreak by applying the next rule to those children.

Rule 1: Children in public care.

Rule 2: 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 compelling to meet the requirements for this rule.

Rule 3: In the case of junior schools, children who attend the linked infant school at the time of their application (not applicable to Ladbroke).

Rule 4: Children who have a sibling on the roll of the school at the time of application for admission, unless the sibling is in the final year of the school.* 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.

Rule 5: Children for whom the school is their nearest community school.

Rule 6: Children who live nearest to the school.

Please note that the rules for Hertfordshire County Council have been printed in accordance with the determination of the Office of the Schools Adjudicator. For further information, please contact the Admissions and Transport team.

Further details can be found in the “Starting School” booklet and on the Hertfordshire web site:

<http://www.hertsdirect.org/scholearn/admissions/>

Implementation

Nursery Class

We have two intakes into our nursery class – September and January. The September intake is for children whose birthday is between 1st September and 29th February; the January intake is for children born between 1st March and 31st August. Exceptions may occur which would allow children to start earlier. These exceptions include siblings and low nursery class numbers.

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.

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 – 12.05pm
- Week 2 All children attend from 8.45am – 1.30pm
- Week 3 All children are in full time from 8.45am – 3.20pm

Any parent of a child born after 29th February can choose to decline the offer to start in September and start in January. This will not prejudice their place in the school.