



Oxhey Wood Primary School
ADMISSION POLICY FOR 2017/18

INTRODUCTION

Oxhey Wood Primary School (“the Academy”) is a primary academy located within Hertfordshire County Council and is part of Herts for Learning Multi Academy Trust, a multi academy trust (“the Trust”). The Trust is the “admission authority” for the Academy.

EQUALITY AND INCLUSION

The Academy is fully inclusive and welcomes applications for the admission of children of all abilities and needs, including those with special educational needs and disabilities. The Academy fully complies with its responsibilities under the Equality Act 2010.

PUBLISHED ADMISSION NUMBER (“PAN”)

The published admission number (“PAN”) for Reception Year at the Academy is: 60

This means that the Academy will admit up to that number of children in the September of the school year to which this policy applies.

Oversubscription criteria for the school year 2017/18

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.

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, but ceased to be so because they were 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 compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs. Please see below for more information.

Rule 3: Linked School

(This rule only applies to pupils who are currently attending an infant school which has a linked junior school.)

In the case of junior schools, children who attend the linked infant school at the time of their application. Please see Appendix 1 for a list of linked schools.

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 community or voluntary-controlled school or an own admitting school or academy using Hertfordshire County Council's admission rules. Please see Appendix 2 for a list of academies included in the definition of nearest school for the purposes of Rule 5.

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, a tie break will be used by applying the next rule to those 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.

The following definitions apply to terms used in the admissions criteria:

Rule 1: Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order¹ or a special guardianship order²)

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination 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 1.³

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.

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.

² 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.

³ 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.

Rule 2: 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: <https://www.hertfordshire.gov.uk/media-library/documents/schools-and-education/admissions/admissions-rule-2-process-document.pdf>

Rule 3: Definition of 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 after¹ and in every case living permanently² 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 or have been offered and accepted a place.

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.

¹ 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.

² 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 school's 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 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:
 - The family has moved to a property from which their application was less likely to be successful;
 - The family has returned to an existing property;
 - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
 - 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.
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Home to school distance measurement for purposes of admissions

A 'straight line' distance measurement is used in all home to school distance measurements for community and VC schools in Hertfordshire. 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 England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

An application for a school place will only be accepted for such children currently

overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the Primary and Secondary transfer processes, 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 a place will be allocated 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.

We will also consider accepting applications from children¹ 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 (4 December 2016 for secondary transfer and 2 February 2017 for the Under 11s process) 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.

¹Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.

Age of Admission and Deferral of Places

Hertfordshire County Council's policy is that children born on and between 1 September

2012 and 31 August 2013* would normally commence primary school in Reception in the academic year beginning in September 2017. 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 defer the date their child is admitted to school until later in the same academic year or until the term in which the child reaches compulsory school age. Summer born children are only able to “defer” entry to Reception class until the beginning of the final term of the school year for which the offer was made.

Where parents wish, children can attend part-time until they reach compulsory school age. Any parents wishing to take up a part-time place or deferred entry should contact the school to discuss their child’s requirements.

***Summer born children (1st April – 31st August) – Entry to Reception**

Legally, a child does not have to start school until the start of the term following their fifth birthday. Following guidance issued by the Department for Education on 8 September 2015, children born between 1 April 2013 and 31 August 2013 are categorised as “summer born” and if parents/carers do not believe that their summer born child is ready to join Reception in 2017 they may delay their application until 2018.

These applications will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered at a child’s preferred school.

If parents wish to delay their application for a Reception place they are advised to discuss their child’s needs/development with their current early years or nursery provider. If parents wish their child to remain in their existing nursery school or class for a further year (rather than moving into the Reception year group) they must let their current school know before the end of the Spring term in 2017 (before the Easter break).

Children Out of Year Group (except applications for reception from summer born)

The Trust’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, “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”.

For schools within the Trust, the Trust as the relevant admission authority, through a panel process, will decide whether the application will be accepted on the basis of the information submitted. The panel make decisions based upon the circumstances of each case including the view of parents, the relevant headteacher(s), 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 individual schools.

Applications for children to be educated out of year group at Oxhey Wood should be submitted to the School's Admissions Officer admin@oxhetwood.herts.sch.uk in the first instance. Applications will be considered by the school's Admissions Committee and will be approved by the Board of Trustees of Herts for Learning Multi Academy Trust.

Nursery Provision

Oxhey Wood does have a nursery unit.

The admission arrangements detailed in this document do not apply for those being admitted into any nursery or pre-school provision. The responsibility for admission into nursery provision lies with the governing body of the school where the school offers such provision, although the county council does host an online system for nursery applications.

Parents of children who are admitted to a nursery provision at a school must apply in the normal way for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery or co-located children's centre does not guarantee admission to the school.

Continuing Interest

After places have been offered, the School will maintain a continuing interest (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 school 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 end of the summer term. To retain a CI application after this time, parents must make an In Year

application. Continuing Interest lists will be retained until 31 December.

Fair Access

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

APPLICATIONS FOR ADMISSION

Applications for admission to Reception Year in September (known as admission “in the normal admission round”) must be made to the Local Authority by completing and submitting their Common Application Form (“CAF”) which is accessible via the Local Authority’s admissions page on its website.

Parents must ensure that they complete all necessary information (for example, details of siblings) in the CAF before it is submitted. Failure to do so by the application deadline will result in the child being placed into the next category that applies.

APPEALS

Parents have a statutory right of appeal against the refusal of a place which will be heard before an independent panel. Full details about the statutory right of appeal, including how and when the request for an appeal must be lodged, will be confirmed in the notification letter/email sent to parents on National Offer Day.

A request for an admission appeal must be accompanied by the grounds for making the appeal (for example, why the parents believe that this Admission Policy is not compliant admission law, in what way the Admission Policy was incorrectly or impartially applied to the application for admission, or why it was unreasonable to refuse the application for admission). Before setting out the grounds of appeal, parents are advised to consider the reason for the refusal stated within the notification letter.

The Academy is required to publish an admission appeal timetable on its website on or before 28 February before National Offer Day.

IN YEAR ADMISSIONS

If you have moved, you can apply to change school during the school year. We call this an "in year admission".

You can also apply if you want your child to go to a different school.

Please complete the 'In year Admissions Form' www.oxheywood.herts.sch.uk and send it and any supporting documentation to admin@oxheywood.herts.sch.uk

In year applications are assessed in line with the oversubscription criteria outlined above.

We'll let you know if you're successful within 2–3 weeks (10–15 working days), once we receive your application, proof of address and any additional documents needed.

You need to accept or decline any place offered

Your child's application will be assessed based on their date of birth.

Children taught in a different year group

If your child is currently being taught in a different year group and you want that to continue, send us supporting evidence from a professional (for example, your child's teacher or Head of Year). This needs to show why your child needs to be educated in a different year group. We only agree these cases in exceptional circumstances. We can't guarantee to offer your child a place in the same year group and if your request is upheld, there is no guarantee that an offer will be made at the preferred school(s).

Which address to use

Use your child's current permanent address when you apply. If you're moving in the near future, the application form will also ask for your child's new address.

Email us your proof of address

We need 2 documents showing your **current address**. At least one of them needs to be a council tax bill, utility bill, solicitor's letter upon completion (exchange of contracts not accepted) or a signed tenancy agreement.

If you're moving, we also need **proof of your new address**. This should be either a tenancy agreement showing the start date of the tenancy or a solicitor's letter confirming the completion date. We won't use the new address until we have proof that the child is living there permanently.

If you're moving to a rented property, send us evidence that you've sold or are in the process of selling your current property, or that your current lease agreement has ended.

You must also send us **proof that you and your child live at the new address**. It's not enough to simply change your address on your online application. We can't process your application without proof of address.

Children living at more than one address

If your child lives at more than one address (for example, due to parents separating), use the address where your child lives for most of the time.

If your child lives at 2 addresses equally, use the address of the parent who claims the Child Benefit or Child Tax Credit.

Addresses of UK service personnel and crown servants

If you're employed as UK service personnel or crown servants, once you've applied online, send us an official letter from either:

- Ministry of Defence (MOD)
- Foreign and Commonwealth Office (FCO)
- Government Communications Headquarters (GCHQ).

The letter must give your relocation date and a unit postal or quartering address in Hertfordshire.

Your application will be processed in advance of your move and a school place offered (as long as it's within a reasonable time).

Fraudulent addresses or false information

We require proof of address before applications are processed though, we may ask for further proof of your address at any time. We will withdraw the offer of a school place if we find a fraudulent address has been used. We may also withdraw the offer of a school place if information is deliberately withheld.

Tell us if you move during the application process.

You'll have the right to appeal an in year admissions decision if you apply for a school and a place can't be offered because the school has no vacancies when you apply.

Appendix 1 - Linked infant and junior schools

The table below shows the community and voluntary controlled infant schools and academies which are “linked” for allocations to junior schools under Rule 3.

Infant school	School type	Town	Linked Junior school	School type
St Mary’s Church of England (VC) Infant	VC	Baldock	St Mary’s CofE (VC) Junior	VC
Bushey and Oxhey Infant School	C	Bushey	Bushey Manor Junior School	C
Merry Hill Infant School and Nursery	C	Bushey	Ashfield Junior School	VC
Brookland Infant and Nursery School	C	Cheshunt	Brookland Junior School	C
Malvern Way Infant and Nursery School	C	Croxley	Little Green Junior School	C
Kingsway Infant School	C	Garston	Kingsway Junior School	C
Crabtree Infants’ School	A	Harpenden	Crabtree Junior School	A
The Grove Infant and Nursery School	C	Harpenden	The Grove Junior School	C
Chaulden Infants’ and Nursery School	C	Hemel	Chaulden Junior School	A
Hobletts Manor Infants’ and Nursery School	C	Hemel	Hobletts Manor Junior	C
Holtsmere End Infant and Nursery School	C	Hemel	Holtsmere End Junior School	C
Highbury Infant School and Nursery	C	Hitchin	Whitehill Junior School	C
Strathmore Infant and Nursery School	C	Hitchin	Wilshere-Dacre Junior School	C
Hillshott Infant School and Nursery	C	Letchworth	Pixmore Junior School	C
Icknield Infant and Nursery School	C	Letchworth	Wilbury Junior School	C
Northfields Infant and Nursery School	C	Letchworth	Grange Junior School	C
St John’s C of E Infant and Nursery School	VC	Radlett	Fair Field Junior School	A
Redbourn Infant and Nursery School	C	Redbourn	Redbourn Junior School	C
Fawbert and Barnard Infants’ School	C	Sawbridgew	Reedings Junior School	C
Bernards Heath Infant School	C	St Albans	Bernards Heath Junior	C
Cunningham Hill Infant School	C	St Albans	Cunningham Hill	C
Fleetville Infant and Nursery School	A	St Albans	Fleetville Junior School	A
Wheatfields Infants’ and Nursery School	C	St Albans	Wheatfields Junior School	C
Giles Nursery and Infant’s School	C	Stevenage	Giles Junior School	C
Letchmore Infants’ and Nursery School	C	Stevenage	Almond Hill Junior School	C
Woolenwick Infant and Nursery School	C	Stevenage	Woolenwick Junior School	C
Goldfield Infants’ and Nursery School	C	Tring	Bishop Wood C of E Junior	VA
Kingshill Infant School	C	Ware	St Mary’s (VC) C of E Junior	VC
Cassiobury Infant and Nursery School	C	Watford	Cassiobury Junior School	C
Chater Infant School	C	Watford	Chater Junior School	C
Nascot Wood Infant and Nursery School	C	Watford	Nascot Wood Junior School	C
Parkgate Infants and Nursery School	C	Watford	Parkgate Junior School	C
Watford Field School Infant & Nursery	C	Watford	Field Junior School	C

C = Community, VC = Voluntary Controlled, A = Academy, F = Foundation, VA = Voluntary Aided

Appendix 2 - Academies included in the definition of nearest school for the purposes of Rule 5

Academies (A) and foundation schools (F) included in the definition of Rule 5 above, are:

Infant/First/Primary school	School type	Town
Northgate Primary School	A	Bishop's Stortford
Summercroft Primary School	A	Bishop's Stortford
Windhill21	A	Bishop's Stortford
Parkside Community Primary School	F	Borehamwood
Bovingdon Primary School	A	Bovingdon
Little Reddings Primary School	A	Bushey
Highwood Primary School	A	Bushey
Flamstead End School	A	Cheshunt
Crabtree Infants' School	A	Harpenden
Hatfield Community Free School	A	Hatfield
Hammond Academy	A	Hemel Hempstead
Jupiter Community Free School	A	Hemel Hempstead
Simon Balle School	A	Hertford
Roselands Primary School	A	Hoddeson
Cranbourne Primary School	A	Hoddeson
Garden City Academy	A	Letchworth
Alban City School	A	St Albans
Fleetville Infant & Nursery School	A	St Albans
Mandeville School	A	St Albans
Samuel Ryder Academy	A	St Albans
Peartree Spring Primary School	F	Stevenage
Ascot Road Community Free School	A	Watford
Grove Academy (The)	A	Watford
Lanchester Community Free School	A	Watford
Laurence Haines	A	Watford
Applecroft School	A	Welwyn Garden City

Junior school	School type	Town
Crabtree Junior School	A	Harpenden
Chaulden Junior School	A	Hemel Hempstead
Wilshere-Dacre Junior Academy	A	Hitchin
Fleetville Junior School	A	St Albans

Middle school	School type	Town
Ralph Sadlier Middle School	A	Puckeridge
Greneway Middle School	A	Royston
Roysia Middle School	A	Royston

New academies will be included in the definition of Rule 5 for 2017 allocations if the academy adopts the county council's oversubscription criteria and/or definition of "nearest school".