

Oxhey Wood Primary School
Part of HfL MAT



<u>Reviewed: September 2017</u>	<u>Reviewed by: Jenny Morley and AGB</u>
<u>GB: Full</u>	<u>To be reviewed: July 2018</u>

Admissions Policy

Our motto: Together Everyone Achieves More.

Introduction

Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our Admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and come into force in September 2004.

Aims

- We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- All applications will be treated on merit, and in a sensitive manner.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

How parents can apply for their child to be admitted to our school

- Our school is part of HfL MAT. The Admissions Authority for our school is therefore the MAT, which publishes its entry regulations every year. Parents can obtain a copy of these regulations from the HfL website: www.hflmat.co.uk
- Currently for a Reception place, the Local Authority's (LA's) annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made online through the LA website, www.hertsdirect.org/admissions. The LA will notify parents of the decision as soon as all the applications have been considered.
- In this school, children enter at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they apply on line at www.hertsdirect.org/admissions by the 15th of January. After this date, Parents need to contact the Admissions Team directly at HCC on 0300 123 4048 to admit their child.
- In this school, children enter the Nursery at the start of the academic year in which they become four. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents who would like their child to be admitted to the Nursery during the year their child is four should ensure that they contact school directly or complete an online application available on our school website.

- Please note that the admission process for Nursery places has changed as of 2017 and all applications will now be processed by the school. Parents can contact the school directly to admit their child.

In-Year Admissions

- If your child requires a school place in any year group during the school year, please contact the school directly or complete an online application available on the school website and email or post this into school.
- As with a Reception or Nursery place proof of address and birth certificates will be required as part of the application process.

Admission appeals

- If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.
- If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004.)

The standard number

- The 'standard number' is the number of children the LA and HfL MAT considers the school can accommodate. The standard number for our school is 420, plus 60 in our Nursery (480 in total). We keep this number under review, and the governors will apply to change the number if circumstances change.

Sizes of classes

- We teach infant children (aged five to seven) in classes that have a statutory maximum number of 30 children.
- We teach junior children (aged seven to eleven) in classes that have a maximum number of 30 children.

Equality

In accordance with the Equality Act 2010 we seek to;

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the act
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Our community cohesion policy is part of our commitment to the Equality Act. We offer as a school to read through and translate all correspondence with our community so that all members of our community can access information equally.

References

This policy should be read in conjunction with the relevant passages in:

The *School Standards and Framework Act* (1998), regarding adults working in school;
The *Human Rights Act* (October 2000);

And the following policies: Special Educational Needs Policy, Volunteer Policy, Homework Policy, ICT and E-safety policy, Child Protection Policy, Equality Policy

Monitoring and review

This policy will be monitored by the governing body and reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.