



Admissions Policy

This policy represents the agreed principles for admitting children to Shepherd Primary School. This policy has been agreed by the Governing Body and the LA.

School aims

Our school community (children, staff, parents and governors) aims to:

- Learn and grow together within a safe, caring and happy environment;
- Continually encourage achievement in all aspects of school life;
- Motivate all children with a broad and challenging curriculum;
- Treat everyone with honesty and respect;
- Ensure opportunities for all.

Introduction

The local authority (Hertfordshire County Council) is the admission authority for Shepherd Primary School for 4 Year Old Nursery and Reception Classes and also for In-Year Admissions to Reception and Years 1 – 6. They are responsible for setting the admission arrangements and allocating places in accordance with the published admission rules. Applications should be made online at www.hertsdirect.org/admissions.

Eligible working families may be entitled to 30 hours free childcare for their 3 and 4 year olds for 38 weeks of the school year. Parents will need to check if they are eligible via the online eligibility checker (available from summer 2017). Shepherd Primary School can offer 20 hours free childcare from September 2017 and will look to offer further hours if there is the demand to do so.

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

3 Year Old Nursery

Applications for our 3 year old nursery are made via the school office.

If we have more applications than places available, the following criteria will be applied:

1. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
2. Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. Note: the 'normal age range' is the designated range for which the school provides.
3. Distance from school. Priority will be given to those who live nearest to the nursery as measured in a straight line. Where there is a need for a tie-breaker where two different addresses measure 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.

Start dates

- Children who are 3 years old by 31st August start at the beginning of the Autumn Term (Sept)
- Children who are 3 years old by 31st December start at the beginning of the Spring Term (Jan)

- Children who are 3 years old by 31st March start at the beginning of the Summer Term (Apr/May)

4 Year Old Nursery

Applications for our 4 year old nursery are made via the school office. An application form can be downloaded from <http://www.shepherd.herts.sch.uk/school-office.html>

If you do not have internet access at home you can use the internet at your local library or Children's Centre for free. Your local Children's Centre will be pleased to help you apply.

Hertfordshire County Council's oversubscription criteria for community and voluntary-controlled nursery schools:

Children with a Statement of Special Educational which names the school will be allocated a place in accordance with section 324 of the Education Act 1996. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

Parents may state their preference as to which nursery class, school or centre they would like their child to attend in the years leading up to the child's fifth birthday. However, if there are not enough places available, places will be allocated in the following order of priority:

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 order or a special guardianship order).
2. a child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
3. other applicants where the following criteria are considered to determine priorities:
 - a) Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
 - b) Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. Note: the 'normal age range' is the designated range for which the school provides.
 - c) Any other children. If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. If more children qualify than there are places available, priority will be given to those who live nearest to the nursery as measured in a straight line. Where there is a need for a tie-breaker where two different addresses measure 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.

*Distances will be calculated by using Hertfordshire County Council's 'Find a School' tool at <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/research-a-school/find-a-school.aspx>

Please note that attendance at 3 Year Old Nursery does not guarantee a place in the 4 Year Old Nursery class. You must make a new application for a place in 4 Year Old Nursery class even if your child is currently attending the school's 3 Year Old Nursery class.

Reception

The School Admissions Code includes the requirement for parents to be offered a place in Reception from the September after their child's 4th birthday, i.e. a single intake into Reception class. Parents can request a part-time place in reception until their child reaches compulsory school age (the term after 5th birthday) and can also defer the place offered until later in the school year.

Applications for Reception places are made online at www.hertfordshire.gov.uk/admissions

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 Education, Health and Care Plan (EHCP) that names the school.

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 order or a special guardianship order).
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.
3. Linked School: In the case of junior schools, children who attend the linked infant school at the time of their application. (This rule only applies to pupils who are currently attending an infant school which has a linked junior school.)
4. Sibling: Children who have a sibling on roll at 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.
5. Nearest School: Children for whom it is their nearest community or voluntary-controlled school or an own admitting school or academy using Hertfordshire's admission rules.
6. Distance: Children who live nearest to the school.
If your child does not qualify under Rule 5, they 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 tiebreak will be used by applying the next rule to those children. Where there is a need for a tie-breaker where two different addresses measure 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.

Please note that attendance at 4 Year Old Nursery does not guarantee a place in the Reception class. You must make a new application for a place in Reception class even if your child is currently attending the school's 4 Year Old Nursery class.

In Year Admissions

Applications for in year admissions are made online at www.hertfordshire.gov.uk/admissions.

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.

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 order or a special guardianship order).
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.
3. Linked School: In the case of junior schools, children who attend the linked infant school at the time of their application. (This rule only applies to pupils who are currently attending an infant school which has a linked junior school.)
4. Sibling: Children who have a sibling on roll at 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
In Year admissions: the sibling may be in the school's final year as long as they will still be in attendance at the time of admission.
5. Nearest School: Children for whom it is their nearest community or voluntary-controlled school or an own admitting school or academy using Hertfordshire's admission rules.
6. Distance: Children who live nearest to the school.
If your child does not qualify under Rule 5, they 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 tiebreak will be used by applying the next rule to those children. Where there is a need for a tie-breaker where two different addresses measure 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.

Starting School

Before joining our Nursery or Reception classes, parents and children may be invited to visit first and attend an induction meeting with the class teacher. During the visit, the Nursery and Reception teachers will hold informal meetings for parents of children, new to the school, in order to answer any questions and share information. Reception children come to school on a part time basis for the first few days of the Autumn Term. Nursery children's induction is staggered over the first week to allow the children to settle into the new environment.

During their last term at morning Nursery, children who are moving up into Reception are given the opportunity to participate in a selected range of activities with the Reception class. This helps them feel more confident about their transition to Reception.

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.