

# The Crabtree Academy Trust

Crabtree Lane, Harpenden, Herts. AL5 5PU



**Crabtree Infants' School**  
Headteacher: Mrs Sally Patrick

**Crabtree Junior School**  
Headteacher Mr Ian Patrick

## Admission Arrangements

<b>Reference Number:</b>	CAT005
<b>Version:</b>	4.0
<b>Name/Department of originator/author:</b>	Sally Patrick, Headteacher
<b>Name/Title of responsible committee/individual:</b>	Board of Directors
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<b>Review frequency:</b>	Annual
<b>Target audience:</b>	Prospective parents

The Board of Directors shall conduct the Trust with a view to promoting high standards of learning, attainment and care.

Crabtree Academy Trust is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

The Crabtree Schools will promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and will actively challenge any member of the school community expressing opinions contrary to fundamental British Values, including 'extremist' views.

Version	Date	Notes
V1.0	April 2014	Approved by Board of Directors
V2.0	01/04/2015	Approved by Board of Directors
V3.0	25/02/2016	Approved by Board of Directors
V.4.0	27/02/2017	Approved by Board of Directors

## Requirements for Admission to Crabtree Infants' School and Crabtree Junior School for the Academic year 2018-2019

Crabtree Infants' School and Crabtree Junior School are co-educational, all ability Infant and Junior Schools respectively.

As Admitting Authority the Crabtree Academy Trust currently maintains the same admissions arrangements as those applied by Hertfordshire County Council (HCC) for community schools. Specifically the oversubscription criteria applied are the same as those applied by HCC. More details on school admissions in Hertfordshire, including links to oversubscription criteria and home to school distance measurement can be found at <http://www.hertfordshire.gov.uk/admissions> or via the Customer Service Centre, 0300 123 4043.

Both schools participate in the co-ordinated admission arrangements operated by HCC and the local Fair Access Protocol.

All applicants must complete the Common Application Form of their home Local Authority. Hertfordshire residents should apply online to Hertfordshire County Council via <https://www.hertfordshire.gov.uk/admissions> or contact the Customer Service Centre, 0300 123 4043. Families resident in other authorities must complete the form provided by the authority in which they live. Applicants for either Crabtree school do not need to complete a Supplementary Information Form (SIF).

For the avoidance of doubt, all parents/carers seeking a place for their child at Crabtree Junior School **must** complete the Common Application Form even if the child already attends Crabtree Infants' School. There is no automatic transition, although the linked school status is relevant when applying the oversubscription criteria as detailed below.

### Continuing Interest and In-Year admissions

In the event of more applications than available places the governors (via HCC) will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the HCC Oversubscription Criteria. If a place becomes available in the school it will be offered to the child that best meets the HCC Oversubscription Criteria.

The schools will remain part of the HCC's coordinated In-Year admissions scheme. Application forms can be accessed via <http://www.hertfordshire.gov.uk/admissions> or from the Customer Service Centre, 0300 123 4043. Parents/carers should return the application form direct to the County Council (address on the form). Parents/carers making an In-Year application or wishing to be placed on the continuing interest list are requested to additionally inform the school. **Important note:** Children already on either of the schools' continuing interest lists will be removed from that list on the last day of the summer term, 21<sup>st</sup> July 2017. For a child to be considered for a place that becomes available after this date, a new In-Year application must be made.

### Fair Access

The school participates in the HCC's Fair Access Protocol and will admit children under this protocol before children on the continuing interest list.

### Twins/Multiple Births

If a twin or multiple birth child is allocated the final place available, the school will also offer places to the other twin/multiple birth children.

## **Appeals**

At transfer time (admissions during the normal admissions round for Reception or Year 3) parents/carers wishing to appeal who applied online should log into their online application and click on the link 'register an appeal'. For those who did not apply online, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack. Parents/carers lodging an appeal are requested to additionally inform the school.

For In-Year applications parents/carers wishing to appeal should contact the school in the first instance.

## **Timetable**

HCC publish the relevant timetable for applications on their website. See also the Admissions page on the Crabtree Schools' own websites.

# DETERMINED ADMISSION ARRANGEMENTS FOR CRABTREE INFANTS' SCHOOL AND FOR CRABTREE JUNIOR SCHOOL 2018/2019

The published admission number for Crabtree Infants' School (Reception) is **60**

The published admission number for Crabtree Junior School (Year 3) is **64**

*The following applies for each school individually:*

If the School receives more applications than it has places available, the oversubscription criteria published by HCC for community and voluntary controlled, first, infant, primary, junior and middle schools for the school year 2018/19 will be applied (the "HCC Oversubscription Criteria"). These arrangements are published by HCC via the interactive "under 11s 2018" admissions booklet available on their website, or via the Customer Service Centre 0300 123 4043. For ease of reference, these criteria are reproduced below, but to the extent that there is any conflict between the criteria set out below and the HCC Oversubscription Criteria, the HCC Oversubscription Criteria shall take precedence.

The funding agreements for both academies require the admission of a child with a statement of special educational needs that names the school. The schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

**Rule 1**      **Children in care** 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).

**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 HCC 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.*

**Rule 3**      **Linked School:** In the case of junior schools, children who attend the linked<sup>1</sup> infant school at the time of their application.

**Rule 4**      **Sibling:** Children who have a sibling on the roll of the school or linked<sup>1</sup> school at the time of application. *This applies to reception through to Year 5.*

*For 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.*

**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.

**Rule 6**      **Distance:** Children who live nearest to the school.

*If your child does not qualify under Rule 5, they will be 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 allocation.

Random allocation will be undertaken independently of the school by Hertfordshire County Council. Every child entered onto the county council's admission 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 this random number is used to allocate the place, with the lowest number given priority.

Crabtree Infants' School and Crabtree Junior School will use the same definitions and measuring system as outlined in HCCs admissions literature. For further details, see *Explanatory notes and definitions for the admission arrangements for community and voluntary-controlled schools in Hertfordshire for 2018/19* at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

<sup>1</sup> Crabtree Junior School and Crabtree Infants' School and are Linked Schools.