

# The Crabtree Academy Trust

Crabtree Lane, Harpenden, Herts. AL5 5PU



## Draft Admission Arrangements 2019 - 2020

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<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
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
V.5.0	26/02/2018	Approved by Board of Directors

## Requirements for Admission to Crabtree Infants' School and Crabtree Junior School for the Academic year 2019-2020

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 oversubscription criteria in this document. If a place becomes available in the school it will be offered to the child that best meets the schools oversubscription criteria outlined in this document.

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. After places have been offered, the school's continuing interest (waiting) list will be maintained by Hertfordshire County Council. A child's position on the CI list will be determined by the admission criteria outlined in this document and a child's place on the list can change as other children join or leave it. The County Council, on behalf of the School's Trust, 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 summer term (date to be confirmed). To retain a CI application after this time, parents must make an In Year application. **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. 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. The school will admit over the Published Admission Number (PAN) if required.

### 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 on line 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: The county council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals). 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 website.

# DETERMINED ADMISSION ARRANGEMENTS FOR CRABTREE INFANTS' SCHOOL AND FOR CRABTREE JUNIOR SCHOOL 2019/2020

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:*

## Oversubscription Criteria

If the School receives more applications than it has places available, the oversubscription criteria listed below will be applied (the "Oversubscription Criteria"). These criteria should be read along with the accompanying notes at the end of this document.

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 Crabtree Junior School, children who attend the linked Crabtree Infants' School at the time of their application.

**Rule 4 Sibling:** Children who have a sibling on the roll at Crabtree Infants' or Crabtree Junior School at the time of application. *This rule only applies where sibling is in 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 Children of Staff.**

**Rule 6 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 7 Distance:** The schools use a straight line distance measurement system provided by HCC: Distances are measured using a computerised mapping system.

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 HCC's admissions literature. For further details, see *Explanatory notes and definitions for the admission arrangements for community and voluntary-controlled schools in Hertfordshire for 2019/20* at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

**Please see notes on following pages**

## Notes on the Admission Arrangements

### Rule 1: Children in Public Care

'Children in Public Care' means a child accommodated by a Local Authority under section 22 of the Children Act. An application under this rule must be accompanied by a letter from the child's social worker or advisory teacher.

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 residence order or a special guardianship order.

A child looks after is a child who is:

- a) In the care of the local authority or
- b) being provided with accommodation by a local authority in the exercise of their social services function (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. 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.

#### 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.

#### 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.

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 in Rule 1, may be made under this rule.

Further details on the Rule 2 process can be found in the Rule 2 protocol.

### **Rule 3: Linked School**

In the case of junior schools, children who attend the linked infant school at the time of their application. Crabtree Infants' School is the linked infant school for Crabtree Junior School

### **Rule 4: 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 after<sup>1</sup> and in every case living permanently<sup>2</sup> 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 or linked school, or have been offered and accepted a place, at the school at the time of application and when the other child starts.

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.

<sup>1</sup> *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.*

<sup>2</sup> *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.*

### **Rule 5: Children of staff**

The school will admit a child of a member of staff provided that the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill / position shortage.

For the purpose of satisfying these criteria, a member of staff is defined as a permanent member of the teaching staff, or a permanent member of the non-teaching staff. This definition does not include contract staff. This definition does not include peripatetic staff employed by HCC.

The child must be living permanently with the member of staff.

### **Rule 6: Nearest School**

The definition of "nearest school" includes all schools and academies (regardless of status) unless that school or academy prioritises applications and allocates places on the basis of faith.

### **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.

The school will remain part of the county council's coordinated In Year admissions scheme. Application forms can be accessed via [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions) or from the Customer Service Centre, 0300 123 4043. Parents should return the application form direct to the County Council (address on the form).

### **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 The Trust will allocate a place 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.

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative “work” address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes.

The Trust will also consider accepting applications from qualifying children<sup>3</sup> 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 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.

<sup>3</sup> *Children 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 2014 and 31 August 2015<sup>4</sup> would normally commence primary school in Reception in the academic year beginning in September 2019. 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 individual school(s) to discuss their child's requirements.

### **<sup>4</sup> 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. Children born between 1 April 2015 and 31 August 2015 are categorised as “summer born” and if parents/carers do not believe that their summer born child is ready to join Reception in 2019 they should contact the home LA, and any own admission authority schools, for guidance before making an application.*

*Summer born applications that are delayed for a year (for entry in September 2020) 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 2019 (before the Easter break).*

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

Hertfordshire County Council'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 that "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 community and voluntary controlled schools, the county council 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.

The governing body of schools responsible for their own admissions (academies, voluntary aided and foundation schools) are ultimately responsible for making this decision for applications made to their school.