

**EDWINSTREE MIDDLE SCHOOL**  
A Voluntary Controlled Church of England School



## **Admissions Policy**

<b>Department:</b>	<b>Resources</b>
<b>Date of issue:</b>	<b>September 2016</b>
<b>Review date:</b>	<b>September 2017</b>

## ADMISSIONS POLICY

Edwinstree is a mixed middle school, covering school years 5-8 for children aged 9-13 years. The school's published admission number for 2017/18 is 112. Our school has a four form entry cohort in Year 5 annually and most pupils come from Buntingford and the surrounding villages. When a parent wishes to transfer from another school, we ask them to notify the Headteacher at their current school before we consider a transfer. We accept applications for pupils joining from primary schools at Year 7.

### **Admission rules for Edwinstree School for the school year 2017 – 2018:**

Edwinstree, as a Church of England school continues to use the Admissions Policy determined by the Local Education Authority for maintained schools within Hertfordshire. Hertfordshire County Council's oversubscription criteria for community and voluntary controlled, first, infant, primary, junior and middle schools 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**

<b>Rule 1:</b>	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)*.
<b>Rule 2</b>	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.
<b>Rule 3</b>	Linked School (This rule only applies to pupils who are currently attending an infant school which has a linked junior school <sup>1</sup> .) In the case of junior schools, children who attend the linked infant school at the time of their application.
<b>Rule 4</b>	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.
<b>Rule 5</b>	Nearest School Children for whom it is their nearest community or voluntary-controlled school or an own admitting school or academy <sup>2</sup> using Hertfordshire County Council's admission rules.
<b>Rule 6</b>	Distance Children who live nearest to the school. Children not considered under Rule 5 will be considered under Rule 6.
<i>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</i>	
<b>Tie Break</b>	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.

*\*Please see the 'Explanatory notes and definitions 2017/18' document for a full explanation/definition.*

**1 Continuing Interest** - After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. 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 county council 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.

**Fair Access** -Community and voluntary controlled schools will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

**2 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.

<b>Rule 1</b>	Children in public care (children looked after).
<b>Rule 2</b>	Medical or Social Needs: Children for whom it can be demonstrated that they have a particular medical or social need to go to that specific school.  <i>A panel of governors 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.</i>
<b>Rule 3</b>	Children who have a sibling at the school or linked school at the time of application. <i>This applies to years 5 to 7 in middle schools.</i>
<b>Rule 4</b>	Children who live in the priority area for whom it is their nearest Hertfordshire maintained school or academy that is non-faith, co-educational and non-partially selective. <i>Non-partially selective means that the school does not offer any place on academic ability.</i>
<b>Rule 5</b>	Children who live in the priority area who live nearest to the school.

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 tiebreak will be random.

Edwinstree will use the same definitions and measuring system as outlined in Hertfordshire County Council's admissions literature, "Applying for a school place"

**In Year Admissions** - Edwinstree works closely with Hertfordshire County Council's coordinated In Year admissions scheme. Parents can make their first approach to the authority or to the school. Where a place is available, the school can make an offer to the family and will then inform the Local Authority.

**Fair Access** - The school participates in the county council's Fair Access protocol and will admit children under this protocol before children on continuing interest.

**Twins** - 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 parents 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 on line, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.  
For in-year applications parents wishing to appeal should contact the school directly in the first instance

**Review** - This statement was reviewed and ratified by the Board of Directors of Edwinstree Middle School on 16<sup>th</sup> July 2015.

The Admissions Policy for academic year 2018/19 will be reviewed in the Summer Term of 2016.