

Aston St Mary's



Church of England (VA)
Primary School

**ASTON ST MARY'S
CHURCH OF ENGLAND
(VOLUNTARY AIDED) PRIMARY SCHOOL**

School Lane, Aston, Hertfordshire SG2 7HA

Headteacher:

Mrs Julie Winwood

Telephone and Fax: (01438) 880212

Email: admin@astonmarys.herts.sch.uk



**The Diocese
of St Albans**

Admissions Policy 2020/21

As Aston St Mary's is a Voluntary Aided Church of England School the Admissions Policy is agreed and administered by the Governors of the school. The Planned Admission Number is for 18 children. The Governors work closely with Hertfordshire County Council who will coordinate the admissions process on behalf of the Governing Body to ensure that there is equality of opportunity for all parents. Children who have an Education Health and Care Plan in which this school is named will be offered a place at the school. The governors cooperate with the Fair Access protocol of the Hertfordshire Local Authority, clarifying that FAP children will be admitted above those on the school's continuing interest list.

Admissions Criteria:

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Places are offered using the following criteria applied in order.

Category 1: Children in public care (Children Looked After). All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, residence or special guardianship order. The term 'looked after' children denotes children in public care. The governors follow the same approach as explained in the Hertfordshire admissions literature and website.

Category 2: Children of parents or carers who reside at any address that is in the **Civil Parish of Aston (A copy of the map showing the civil parish of Aston is attached)** with a sibling at the school at the time of admission

Category 3: Children of parents or carers who reside at any address that is in the **Civil Parish of Aston (A copy of the map showing the civil parish of Aston is attached)**

Category 4: Children of parents or carers outside the **Civil Parish of Aston** who have siblings attending the school at the time of admission. (See note a).

Category 5: Children with parents or carers, at least one of whom is a practicing member of St Mary's Church, Aston and children from the Aston congregation. (See note b).

Category 6: Children with parents or carers, at least one of whom is a practicing member any Christian denomination that are members of "Churches Together in England" or "Churches Together in Stevenage". (See note b).

Category 7: Any other children.

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If there is over subscription in any category, then the Governors will determine the allocation of places in that category by geographical proximity to the school.

The LA measure the distance in a straight line using the GIS system as outlined in the Moving On/Under 11's publications.

Note a)

The Governors have the same understanding of the term sibling as that found in the Hertfordshire admissions literature and website and who will still be at the school at the time the new child joins. This means the sibling will normally be in Reception to Year 5 at the time of allocation of places.

Sibling includes: brother or sister, half brother or sister, adopted brother or sister, child of the parent / carer or partner, children looked after or previously looked after. This doesn't include children temporarily living in the same house. For example, a looked after child in a short-term foster or bridging placement.

In every case, the sibling must be living permanently in the same family home (at least Monday to Friday).

Note b)

- A practising member of a Church is defined as someone who attends a service in that Church at least once a month.
- This attendance has been at this frequency for a minimum of one year prior to receipt of the application by the school.
- All such applications must be accompanied by a letter of confirmation by the minister or priest of the church concerned.
- If applicants are new to the area, previous church connections can be used.

Older Children

- In Year Admissions: Older children can be admitted to the school at any time by the Governors through HCC.
- Admissions will depend on vacancies at the time in the relevant age group and classroom.
- In the event of there being more applicants than places available the admission criteria will be applied

Admission Arrangements

- Parents are welcome to visit the school when considering seeking a place for their child.
- A copy of the current School Prospectus will be provided.
- Every effort will be made to accommodate twins and other "multiple births" applications provided that this does not breach maximum class size regulations. Governors would admit twin/multiple birth children as exceptions where the last child admitted was the first or one of a multiple birth.

Single Reception Intake

- child reaches compulsory school age in that year.
- If parents believe their child(ren) born between 1 April and 31 August 2016, will not be ready to start Reception in the 2020/21 academic year, they may instead make an application for their child(ren) to start Reception in September 2021 the following year (child wishing to start Reception in September 2020 should make an application in November 2019). However, please be aware that they will stay with this year group throughout their schooling. Parents who want to defer their child's place need to apply for the year they actually want their child to start.
- Parents can request that their child attends part time until the child reaches compulsory school age.

Children out of Year Group

If parents/carers believe their child(ren) should be educated in a different year group, at the time of application, supporting evidence must be submitted from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort.

The Governing body which is the admissions authority, through a panel process, will decide whether the application will be accepted. There is no guarantee that an application will be accepted.

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Parents have no right of appeal against the governors' refusal to admit a child outside his/her normal age group.

How to Apply

To apply for a place you will need to complete and return the County application form to the address shown in the County booklet on the date specified. This can be done online.

Parents/carers are requested to complete a School Information Form (SIF) and return it to the school. If a SIF is not completed the Governing Body will apply the school's admission arrangements using only the information supplied on the HCC application form, which may result in the application being given a lower priority. This SIF should be returned to the school by 9.30 am on the same date as specified for the County application form. Please include any appropriate accompanying documentation for categories 5 and 6.

It is the parents'/carers' responsibility to provide all the information required. The school is not obliged to chase missing information.

The school reserves the right to amend the category applied under if the forms are not completed fully or the information cannot be verified.

The LA will notify all parents of the place offered or refused at the same time as it does for Community Schools. [Details of this are shown in the County Booklet.]

Cross Border Co-ordination

Please apply for primary places on your home LA's application form.

Appeals

Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system."

Continuing Interest List

In the event of more applications than available places the governors will maintain a continuing interest list (waiting list). These, and late applications, will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered to the child that best meets the published admission rules. Parents are requested to inform the governors if they wish their child's name to be removed. The governors will maintain the list until 31 December 2020.

In year Co-ordination

The schools in year admission arrangements will be co-ordinated by the LA.

Prospective parents/carers are always welcome to visit the school. To do so, please make an appointment with the school office.

Aston St Mary's cooperates with the Local Authority's Fair Access Protocol for the children who are hard to place.