



# SAUNCEY WOOD PRIMARY SCHOOL

## Admissions Policy

---

Responsible Committee	
Reviewed	July 2017
Next review date	July 2018
Signature	
Print name	Steven Lloyd Head Teacher
Signature	
Print name	Liz Redway Chair of Governors

## **Introduction**

From September 2011 all primary schools must offer children a full-time place at the start of the September term. However, legally children do not have to be in full-time education until the term after their 5th birthday. Delaying your child's entry into school is called 'deferred entry'. You can request this, but your child must start before the end of the school year during which they turn 5.

## **Aims and objectives**

- a. We are inclusive and welcome children from all backgrounds and abilities.
- b. All applications will be treated on merit and in a sensitive manner.
- c. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the academy places available.
- d. The level of ability of a child plays no part in our admissions policy.

## **How to apply for a place at Sauncey Wood**

Sauncey Wood Primary School works within the admissions policy of Hertfordshire Education Authority. The regulations for entry to each school are published each year by the LA. Parents receive a copy of these regulations directly from the LA.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school/academy of their choice. Parents have a right to express a preference for the school/academy of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this academy. Application forms are sent from the Admissions Department of the LA and should be completed by the date stipulated on the forms. Parents are notified by the LA whether they have been successful or not. More and more families are applying online at **[www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)**. If you need any help with applying online please call 01438 737500 and they will be happy to help you. Applying Online is quick, safe and secure; you can check or change your details right up to the deadline; you can receive instant confirmation by email and you can view your school offer before you receive your letter! We have entry annually in September.

If your child was born between 1 April and 31 August 2012, and you do not believe they will be ready to start reception in the 2017/18 academic year, you may instead make an application for your child to start reception in September 2018.

### **Continued Interest or Appeals Process**

Please contact Herts County Customer Services on 0300 123 4043.

### **How Hertfordshire County Council Process your Application**

They treat each of your three rankings as a separate application, regardless of the order you have listed them in, and work out how well you qualify for each school using the admission rules. If the schools receive more applications than they have places available, they use their admission rules (as seen below) to decide to whom they can offer a place. Places are allocated to those who best meet the published admission rules.

Rule 1 – Children in public care (Looked after children).

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.

Rule 3 – Linked School.

Rule 4 – Sibling.

Rule 5 – Children for whom it is their nearest community or voluntary-controlled school.

Rule 6 – Children who live nearest to the school.

Parents may request the name of their nearest school by calling the Customer Service Centre 0300 123 4043.

### **In Year admissions**

You can apply for a mid-year admission by contacting the admissions team. If a place is offered, a transition that meets the needs of the child and school will need to take place. This will be arranged between the school and parent/carer to ensure a smooth transition occurs and to give your child the best possible start at Sauncey Wood. The transition period and timeframe will be different for each child. By working in partnership, allowing a child time to familiarise themselves with their new surroundings and teacher will be beneficial for all.