

# Kingsway Infant School Admissions Policy



Kingsway Infant School participates in the co-ordinated admission arrangements operated by Hertfordshire County Council (HCC) and the local Fair Access Protocol.

## Starting School (Reception Class)

Hertfordshire County Council is acting as the schools' admission authority for initial allocation rounds and in year allocations.

This includes:

- Ranking applications in accordance with the school's oversubscription criteria
- Answering queries (phone, email & in writing) about the school's admission arrangements and allocations.
- HCC admissions literature will reflect the fact that queries about allocations should be directed to HCC.
- Checking the accuracy of allocations
- Producing and supplying individual pupil allocation information
- Producing and supplying school allocation summary information
- Investigating and monitoring allegations of fraudulent applications and withdrawing applications/allocations as necessary

## In Year Admissions

The HCC service includes:

- Receiving and responding to all applications (10 day turn around)
- Ranking applications in accordance with the school's oversubscription criteria (including making Rule 2 decisions if required)
- Answering queries (phone, email & in writing) about the school's admission arrangements and allocations. HCC In Year admissions literature will reflect the fact that queries about allocations should be directed to HCC.
- Maintaining the school's CI list and allocating places when available
- Ensuring parents are informed of their right to appeal when a place is not available

**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).

### **Allocation Criteria** (Appendix 1)

Places will be allocated in accordance with the HCCs published admission rules to which the school adheres.

## Appeals

Parents have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision. The arrangements for appeals are co-ordinated by HCC.

The HCC appeals process includes:

- the administration of the appeals process
- the presentation of appeals

## Further Admission Details

Please refer to the Hertfordshire County Council's coordinated schemes of admission for first, primary, junior, middle, secondary, upper schools, academies (including free schools, studio schools and university technical colleges) for 2015/16. Further details can be found on the Hertsdirect website: [www.hertsdirect.org/services/edlearn/admissions](http://www.hertsdirect.org/services/edlearn/admissions)

## **Appendix 1**

Determined oversubscription criteria for Kingsway Infant school 2015/16

The schools' published admission number (PAN) will be 60

Children with a Statement of Special Educational Needs which names the school will be allocated a place in accordance with section 324 of the Education Act 1996.

Parents may state their preference as to which nursery class, school or centre they would like their child to attend in the years leading up to the child's fifth birthday. However, if there are not enough places available, places will be allocated in the following order of priority:

**Rule 1** Children in public care (children looked after) and 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).

**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** Sibling: Children who have a sibling on the roll of the school at the time of application.

**Rule 4** Nearest School: Children for whom it is their nearest community or voluntary-controlled school or an own admitting school or academy using Hertfordshire's admission rules.

**Rule 5** Distance: Children who live nearest to the school. If your child does not qualify under Rule 4, they will be considered under Rule 5.

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.

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