




# SAUNCEY WOOD PRIMARY SCHOOL

## Admissions Policy

---

<b>Reviewed</b>	<b>November 2020</b>
<b>Next review date</b>	<b>November 2021</b>
<b>Signature</b>	
<b>Print name</b>	<b>Steven Lloyd Head Teacher</b>

## **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 fifth birthday. Delaying your child's entry into school is called 'deferred entry'. If your child was born between 1 April and 31 August, and you do not believe they will be ready to start Reception in the academic year during which they turn five, you may instead make an application for your child to start Reception the next September.

## **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 level of ability of a child plays no part in our admissions policy.
- d. 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 availability of places. If there are fewer applications than places available at the school, all applicants will be admitted, but if there are more applications than places available, the admission rules outlined below will be used to prioritise applications.

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

Sauncey Wood Primary School works within the admissions policy of Hertfordshire County Council. The regulations for entry to each school are published each year and parents can receive a copy of these regulations directly from Herts CC.

Herts CC 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 guarantee a place at the chosen school/academy.

Application forms are sent from the Admissions Department and should be completed by the date stipulated on the forms. Parents are notified by Herts CC whether they have been successful in their choice.

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. Applying online is quick, safe and secure, enabling you to:

- check or change details right up to the deadline,
- receive instant confirmation by email,
- view your school offer before you receive your letter.

We have school entry annually in September.

## **Continued Interest or Appeals Process**

Please contact Herts County Council Customer Services on 0300 123 4043.

## **How Hertfordshire County Council processes your application**

Each of your three rankings is treated as a separate application, regardless of the order in which they have been listed. The admission rules are used to work out how well your child qualifies for each school. If the school receives more applications than they have places available, the following admission rules are used to decide to whom a place can be offered.

Places are allocated to those who best meet the published admission rules.

### **Rules**

1. Children in public care (Looked after children)
2. Medical or Social: children for whom it can be demonstrated that they have a medical or social need to go to the school
3. Linked School
4. Sibling
5. Children for whom it is their nearest community or voluntary-controlled school
6. Children who live nearest to the school

Parents may find the name of their nearest school online at:

[https://www.hertfordshire.gov.uk/ufs/SCHOOLS\\_WBMS.eb?ebd=0&ebz=1\\_1604922203895](https://www.hertfordshire.gov.uk/ufs/SCHOOLS_WBMS.eb?ebd=0&ebz=1_1604922203895)

or by calling the Herts CC 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 that will give your child the best possible start at Sauncey Wood. The transition period and time frame will be different for each child. By working in partnership and allowing a child time to familiarise themselves with their new surroundings and teacher will be beneficial for all.