



**TEWIN COWPER CHURCH OF ENGLAND PRIMARY SCHOOL  
VOLUNTARY AIDED**

**Determined Admission Arrangements 2016/17**

Tewin Cowper Church of England Primary School is a Voluntary Aided Church of England School within the Diocese of St Albans. The governing body of the school is the admission authority. The Governors will admit up to the admission number of 25 children into the reception year. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie 30 pupils per class.

The Local Authority or LA, (Hertfordshire CC) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will coordinate the process on behalf of the school according to the scheme published each year. The governing body, as the admission authority, will allocate the available places in line with this policy. However offers will be made by the home LA.

The closing date for admission application forms to be received by the home Local Authority is . Information on completing the 'on line' application and notification dates of admission decisions are published in the LA admissions literature which is also available from their website.

All applications **must** be made on the **home** LA common application form. Parents/carers are requested to complete our supplementary information form (SIF) and return it to the school office by the date given above. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the LA form only, which may result in your application being given a lower priority.

The school provides for the admission of all successful applicants who have reached their 4<sup>th</sup> birthday by the beginning of September 2016. However please note the following:

- a. Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age. All children must join the school in the Reception year or a new application will need to be made for a Year 1 place
- b. Parents can request part time attendance until the child reaches compulsory school age.

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

Children who have a statement of special educational needs which names the school will be admitted to the school.

If there are more applicants for admission than there are places available at the school, the Governors will allocate the places in the following order of priority:

1. Children Looked After (children in public care).

2. Children with a sibling at the school at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.
3. Children living within the village of Tewin (as defined on the map shown in the school's prospectus).
4. Children of parents who regularly attend at St Peter's Church, Tewin. This is defined as at least once a month for six consecutive months. Parents applying under this category must produce a letter of verification from the Priest in Charge.
5. Any other children.

In the event of over-subscription in any one of the above categories, places will be allocated in that category on the basis of geographical proximity, measured using the computerised, 'straight line', mapping system operated by the LA as described in their admissions literature and website. Where this distance measurement results in more than one child having an identical claim to the last available place as a result of living in flats, priority will be given to the lowest house number.

Every effort will be made to accommodate twins and other 'multiple birth' applications provided that this does not breach maximum class size regulations.

The Headteacher can accept applications for the admission of older children at any time and these will normally be children of parents moving into the village of Tewin. The school's in year admission arrangements will work within the remit of Hertfordshire's agreed scheme of in year coordination. The governing body remains responsible for the allocation of all places in accordance with the school's published admission rules but all applications for, and allocations to the school must be made via a pupil's home authority. Admission will depend on vacancies at the time in the relevant age group.

### Continued Interest

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. The list will be maintained until 31<sup>st</sup> July 2017.

Parents are requested to inform the governors if they wish their child's name to be removed. The governors will review the list at the end of the academic year.

### Appeals

Parents who have not been allocated a place for their child have the right of appeal to an independent panel. Parents will be informed of their right to appeal in the allocation letter from the home LA. If they wish to appeal parents should contact the Hertfordshire LA Customer Focus team.