

Determined admission arrangements for Summercroft Primary – an Academy school - for the school year 2018/19.

The school's published admission number will be 60.

Summercroft Primary will admit any child with a statement of special educational needs that names the school. Summercroft Primary will also admit children with an EHC (Education, Health and Care) Plan that names the school.

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 child arrangements 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.
The evidence, which must be specific, current and professional, must relate specifically to Summercroft and must clearly demonstrate why it is the only school that can meet the child's needs. If Summercroft is not the nearest school then the letter must state why the nearest school is not appropriate. There must be a clear explanation of why the child's need makes attendance at Summercroft essential.
The evidence for applications made under this Rule should be submitted to the school office and will be considered by a Panel of Governors who will decide if the need has been satisfactorily demonstrated.

Rule 3 **Sibling:** Children who have a sibling on the roll of the school at the time of application. *Sibling is defined as the "sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after living permanently at the same address".*
This applies to reception through to Year 5.

In Year admissions: the sibling may be in the school's final year as long as they will still be in attendance at the time of admission

Rule 4 **Children of staff:** Children of staff directly employed by the school in either of the following circumstances (provided that notice of termination of that employment has not been given):

- where the member of staff has been employed for two or more years at the time at which the application for admission to the school is made, or
- the member of staff has been permanently employed to fill a vacant post for which there is a demonstrable skill shortage and has held that post for less than two years at the time at which the application for admission to the school is made.

Children of staff are those where the staff member is the child's parent by blood or adoption, or the member of staff has legal parental responsibility for the child.

Rule 5 **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 6 **Distance:** Children who live nearest to the school.

These rules are applied in the order they are printed above. If more children qualify under any of Rules 1 to 5 than there are places available under that Rule then the available places will be allocated to those children that qualify under that Rule who live nearest to the school. 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. If there are two identical addresses of separate applicants, the tie break will be random.

Summercroft Primary will use a 'straight line' distance measurement in all home to school distance measurements using the HCC's computerised mapping system. The address used in the application must be the child's current permanent address at the time of application. If a child lives at more than one address (eg. where parents have shared responsibility) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence.

In Year Admissions

The school remains part of the county council's coordinated In Year admissions scheme. Application forms can be accessed via www.hertfordshire.gov.uk/admissions and can be completed and submitted on line or can be obtained from the Customer Service Centre 0300 123 4043 and should be returned to the County Council at the address on the form.

Continuing interest (waiting) list and 'in year' applications

In the event of more applications than available places the Local Authority will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by these arrangements. If a place becomes available in the school it will be offered to the child at the top of this list. A new 'in year' application must be made at the end of the school year to remain on the continuing interest list.

Fair Access

The school participates in the county council's Fair Access protocol and will admit children under this protocol before children on continuing interest. Children admitted under the protocol can be above the PAN (Published Admission Number).

Twins

If a twin or multiple birth child is allocated the final place available, the school will also offer places to the other twin/multiple birth children who are excepted from the limit on infant class sizes under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

Appeals

Hertfordshire parents wishing to appeal who applied on line should log on to their online application and click on the link "register an appeal". If you did not apply using Hertfordshire's on line application system please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.

For in-year applications parents wishing to appeal should contact the school directly in the first instance.