



# St John's C of E Primary School

Hertford Road, Digswell, Welwyn, Herts AL6 0BX

[www.stjohnsdigswell.net](http://www.stjohnsdigswell.net)

## **NURSERY ADMISSIONS POLICY** **SEPTEMBER 2022**

### **INTRODUCTION**

St John's School is a one form entry Church of England Primary School, with attached nursery class. The Governors will admit the Admission Number of 30 children into the Nursery Class during each academic year. This policy applies to all children who have turned 3 before September 2022, with a 2<sup>nd</sup> intake for children turning 3 before January 2023 if places are available. Please note that the 2<sup>nd</sup> intake is not for children where the parents are seeking to delay the September 2022 start date. The school reserves the right to cap the number of places to 26 if required due to staffing ratios and the context of the cohort.

### **ADMISSIONS GUIDANCE**

All applications must be made on our application form, which can be collected from the School Office or printed from our website.

- a. All application forms for Nursery must be returned directly to the school as it is the school.
- b. These arrangements do not apply to our Reception intake.
- c. Attendance at our Nursery does not guarantee a place in Reception.
- d. Full time attendance (15 hours) at our Nursery is a requirement should you accept a Nursery place at St John's and this will be entered as your main setting if you are looking at sharing the entitlement to 30 hours with different settings/providers.
- e. If we have spaces available in our Nursery Class by 27<sup>th</sup> November 2022, then we will complete the second intake process for those children, who will turn 3 before January 2023. However, you will still need to apply for a Nursery September 2023 start, during the same time frame as everybody else.
- f. The deadline for applications to our Nursery for the purposes of ranking is Monday 28<sup>th</sup> February 2022 and parents will be informed of the outcome of their application on Friday 4<sup>th</sup> March 2022.

### **ADMISSION CRITERIA**

If there are more applicants than places available applications will be ranked in the following order.

1. Children Looked After and Previously Looked After Children including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>.
2. Medical or social
3. Siblings
4. Children of Staff
5. Children of whom a parent is a practising Christian in the Ecclesiastical parish of Digswell (maximum of 4 under this criteria)
6. Any other children by distance

## **ADDITIONAL INFORMATION**

### **Special Need Children**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education, Health and Care Plan (EHCP) that names the school. Please note that the information in this policy is correct for the year shown. Policies for future years may well be different. These children will be admitted as part of the school's PAN but before the oversubscription criteria are applied.

### **Fair Access Protocol**

Children identified by Hertfordshire LA under the Fair Access protocol will be admitted to the school before any others on the waiting list. They may be admitted even if the school is full and if necessary over the Published Admission Number.

**Where there is a need for a tie-breaker: -**

“Home to school distance measurement for purposes of admissions”: A ‘straight line’ distance measurement is used for all home to school distance measurements for admission allocation purposes. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the Address Base Premium address point of your child’s house to the address point of the school. Address Base Premium data is a nationally recognised method of identifying the location of schools and individual residences.

“Where there is a need for a tie-breaker, where two different addresses measure the same distance from the school, in the case of a block of flats for example, the lower door number will be deemed to be nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered onto the HCC admissions database has an individual random number assigned between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

**Nursery Appeals**

Parents do not have a right of appeal against refusal of a place at nursery as this is non-statutory education.

**Continuing Interest (Waiting) List and In Year Applications**

After places have been offered, the school’s continuing interest (waiting) list will be maintained by the school. A child’s position on the CI list will be determined by the admission criteria outlined above and a child’s place on the list can change as other children join or leave it. The school office, on behalf of the school’s governing body, will contact parents/carers if a vacancy becomes available and it can be offered to a child.

**APPENDIX A**

Explanatory notes and definitions for the admission arrangements for St John’s Church of England Primary School for 2022/23.

The following definitions apply to terms used in the admissions criteria:

**Rule 1:** Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>.

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under rule 1.

Highest priority will also be given to children who were previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order.

A “child looked after” is a child who is: in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not “looked after” immediately before being adopted or made the subject of a child

arrangement order or special guardianship order, will not be prioritised under rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

#### <sup>1</sup> Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

#### <sup>2</sup> Special guardianship order

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child's previously looked status and adoption is confirmed by Hertfordshire's "Virtual School". The child's previously looked status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017: to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and to have ceased to be in that state care as a result of being adopted.

A child is in "state care" if he or she is in the care of, or accommodated by: a public authority, a religious organisation, or any other organisation the sole or main purpose of which is to benefit society.

### **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 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However, in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed.

All applications are considered individually but a successful application should include the following:

Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs. If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.

For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child's need.

In exceptional cases relating to a disability, where more than one school in the county can meet the child's specific needs, a clear and compelling case can be made for the "nearest" school with the relevant facilities, environment or location. You must clearly explain why attendance at the "nearest" school with these facilities is essential.

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children who were not "looked after" immediately before being adopted or made the subject of a child arrangement order or special guardianship order may be made under this rule. Further details on the Rule 2 process can be found in the [Rule 2 protocol](#). A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The

evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

### **Rule 3: Definition of sibling**

For applications to St John's Digswell using our admission criteria, a 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<sup>1</sup> and in every case living permanently<sup>2</sup> in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts or have been offered and accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

<sup>1</sup> Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

<sup>2</sup> A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

### **Rule 4: Children of staff**

This category applies to all members of staff, regardless of their position in the school, who have been permanently employed by the Governing Body for a minimum of two years at the time of the deadline for application for Reception admissions. The child must be resident with the member of staff and can include step siblings and children of partners.

### **Rule 5: Practising Christians in the Ecclesiastical parish of Digswell**

The Ecclesiastical Parish of Digswell is the area excluding the new Parish of Panshanger which was created in the Pastoral Scheme confirmed by the Privy Council on 24 November 1982. This includes: St John's Digswell, Christ the King – Haldens and Digswell Village Church.

\*Taking an active part in the life and worship' of the above-mentioned churches is defined as (1) a parent being on the Electoral Roll of the Parish and (2) regular attendance (on at least two Sundays per month during the twelve months immediately prior to the submission of the application). A form of certification from the relevant member of the clergy team of the Parish will need to be submitted with the school's admission application form. In the event of a family moving into the area and seeking qualification under this category, confirmation will be sought by the headteacher from the incumbent of the family's previous parish. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

### **Rule 6: Any other children by distance (see appendix B for defined area)**

In considering our definition of what constitutes the local area for admissions, we have been guided by three principles – community, localism and inclusivity. Firstly, we are a village school and therefore believe it is important that the boundaries of the village of Digswell are included in our catchment area. Secondly, we recognise the importance of the local community in Haldens and their proximity to the school. We will include a proportionate part of the Haldens area in our boundary lines. Finally, we recognise the value we place on being a Church school. The communities around Digswell Village Church and Christ the King are included in the two other areas but we feel we should include a reasonable area around St. John's Church to ensure all three churches in the parish are included. Therefore, this presents a boundary that extend to the edge of Digswell to the north and west, to Bessemer Road on the south and along Bessemer Road to include a loop around St. John's Church. Should there be too many applications from families in this geographical area, we would give first priority to those in the red zone by distance and then the yellow zone by distance. An additional advantage of this area is that we believe all families will be within walking distance of the school thus promoting sustainability and as good health and fitness.

### **Multiple births**

St John's School as the admission authority will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school.

## **Home address**

The address provided must be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) 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.

If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

If two different applications are received for the same child from the same address, e.g. containing different preferences, the application from the parent in receipt of child benefit will be processed if the applications cannot be reconciled.

## **Fraudulent applications**

The Governors of the school work in close co-operation with Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary. Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
  - The family has moved to a property from which their application was less likely to be successful;
  - The family has returned to an existing property;
  - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
- Official/public records show an alternative address at the time of the application
- When a child starts at the allocated school and their address is different from the address used at the time of application.

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.

## **Home to school distance measurement for purposes of admissions**

A 'straight line' distance measurement is used in all home to school distance measurements for St John's school. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the Address Base Premium address point of your child's house to the address point of the school. Address Base Premium data is a nationally recognised method of identifying the location of schools and individual residences.

## **Applications from children\* from overseas**

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the Primary transfer processes, applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria.

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative “work” address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes.

We will also consider accepting applications from children\* whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (1 February 2022 for the Under 11s process) cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

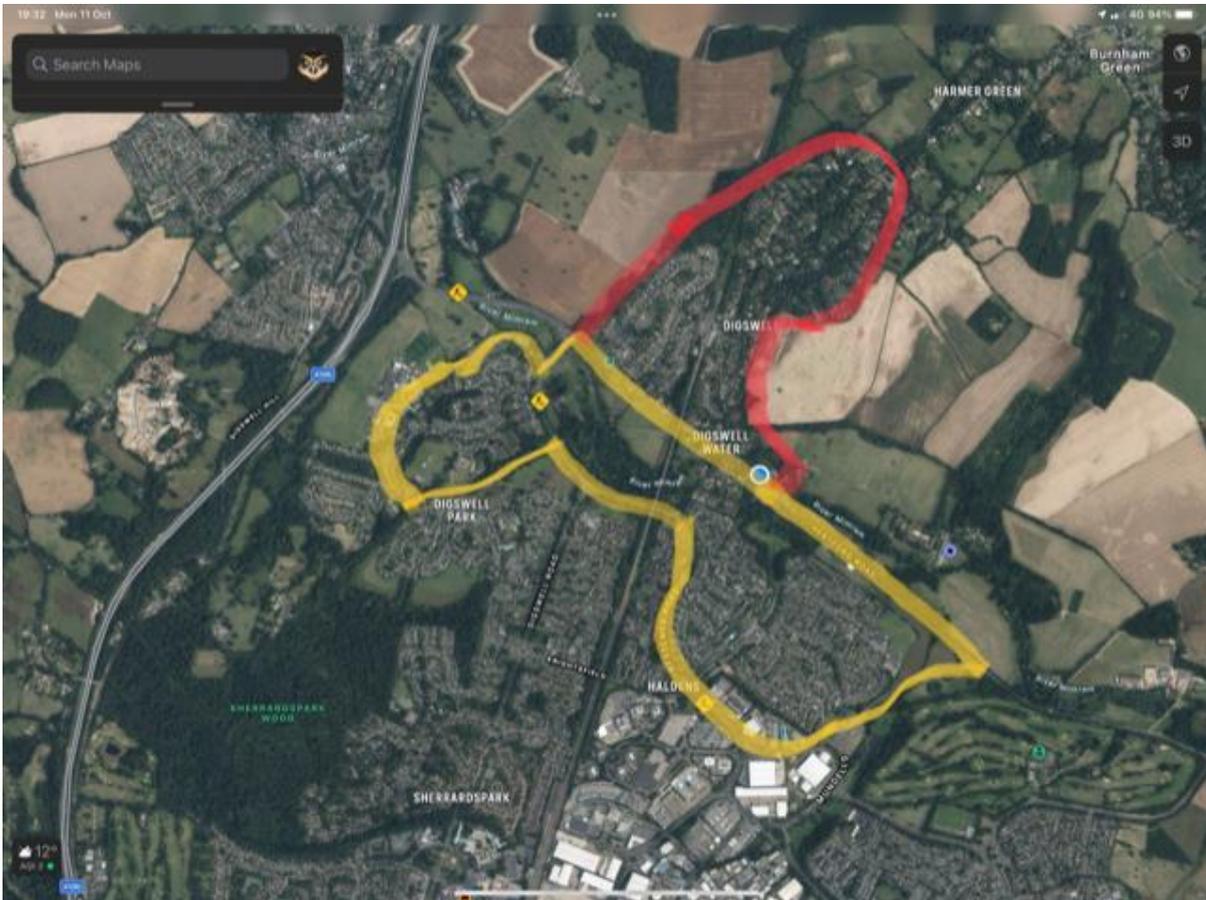
If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will not be accepted for the purposes of admission until the child is resident at that address.

Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

\*Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.

## APPENDIX B Map of Defined Local Area

The defined area of the boundary lines that the Full Governing Body at St John's CofE Primary School, determines to be local. If there are more applications than places available, then the red zone (Digswell) is prioritised first and then the yellow zone (Haldens and lower Knightsfield). At all times when considering these areas, distance is measured by a straight line from the school to the address to the place of residence.





**SUPPLEMENTARY INFORMATION FORM**  
**FOR ADMISSION TO THE NURSERY CLASS 2022 - 2023**

When completed, this form should be returned to the Clerk to the Governors c/o St. John's School, NO LATER THAN 15<sup>th</sup> January 2022. All applications will be acknowledged within one week of receipt, if a stamped addressed envelope is enclosed. Please note that you must also complete the County Primary Application.

Please refer to the Governors' Admission Policy and criteria before completing this form.

PLEASE USE CAPITAL LETTERS WHEN COMPLETING THIS FORM

Child's Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First Names: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Do you take an active part in the life and worship at any of the following churches?

- St. John the Evangelist, Monks Rise
- Christ the King, Haldens
- Digswell Village Church

Will there be a sibling in the school at the time of admission to the Reception Class? Please circle yes or no. If yes, then please give name(s) of sibling(s) and their respective year group(s):

- Yes
- No

Names / Year Group(s) of sibling(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby apply for a place in the Reception Class for admission in the year 2022 – 2023 for my above-named child. I confirm that I have read and understand the Governors' Admissions Policy and criteria.

Print Name of Parent(s): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_