



*Status: FINAL  
Review Date: 3<sup>rd</sup> October 2017  
Ratification Date: 6<sup>th</sup> February 2018  
Review Period: Annually  
Requirement: Mandatory  
Delegation: Board of Directors*

## **ADMISSIONS POLICY** **2019 - 20**

Ralph Sadleir School is a mixed middle school, covering school years 5-8 for children aged 9-13. The school's published admission number for 2019/20 is 90.

Our school has a three form entry cohort in Year 5 annually. Most pupils come from the adjoining first school and the other 8 schools in the three-tier pyramid. The majority of children attending Ralph Sadleir live in Hertfordshire.

Since Puckeridge and the surrounding areas have continued to grow over the years there have always been sufficient places at Ralph Sadleir School for the transfer at the 9+ age group.

We accept applications for pupils joining from primary schools at Year 7.

All the published information for Hertfordshire residents can be found at [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk) as well as the Application Form. The closing date is January 15<sup>th</sup> 2019.

### **Admission rules for Ralph Sadleir School for the school year 2019 - 2020:**

Ralph Sadleir School, as an Academy Trust, will continue to act within the Admissions Policy determined by the Local Education Authority for maintained schools within Hertfordshire

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school. If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

Oversubscription criteria:

**Rule 1: Children Looked After** - 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).

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*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 looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.*

*A "child looked after" is a child who is:*

- a) in the care of a local authority, or*
- b) 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.*

*<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*

**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.

*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: Siblings** - Children who have a sibling on the roll of the school at the time of application. This applies to from Year 5 to Year 7 in middle schools.

**Rule 4: Nearest School** - Children for whom it is their nearest school or academy.

*This includes all schools except those which allocate places on the basis of faith.*

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 tie break will be used by applying the next rule to those children.

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## **Tie Break**

When there is a need for a tie break where two different addresses are 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 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.

*\*Please see the 'Explanatory notes and definitions 2019/20' document for a full explanation/definition.*

## **Continuing Interest**

After places have been offered, the school's continuing interest (waiting) list will be maintained by Hertfordshire County Council. A child's position on the CI list will be determined by the admissions criteria outlined above and a child's place on the list can change as other children join or leave it. The county council, on behalf of the school's Board of Directors, will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be confirmed). To retain a CI application after this time, parents must take an In Year Application.

## **In Year Applications**

All parents wishing to apply for a school place during the year should refer to the following site where they will find all the published information as well as the In Year Application Form which is available at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

In Year Admissions Appeals: The county council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)

## **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 can also be admitted above the PAN if necessary.

## **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.

## **Appeals**

Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their

registration details and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

### **Proposed Timescales for 2019/20**

Closing date for online applications to be submitted to the LA	15 <sup>th</sup> January 2019
Statutory deadline for receipt of paper applications	15 <sup>th</sup> January 2019
Applications forwarded to academies	1 <sup>st</sup> February 2019
Academies provide LA with ranked lists of applicants	1 <sup>st</sup> March 2019
Allocation information available to primary/middle schools	15 <sup>th</sup> April 2019
Allocation information despatched to parents	16 <sup>th</sup> April 2019
Date by which parents/carers may accept or reject place offered	30 <sup>th</sup> April 2019
Date by which parents/carers return appeal forms	TBC

Please check the approved timescale at:

<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/primary-junior-and-middle-schools/important-dates-primary-junior-and-middle-school-admissions.aspx#>

### **Review**

This statement was reviewed on 3<sup>rd</sup> October 2017 by the Board of Directors of Ralph Sadleir School and determination of the admission arrangements took place on 6<sup>th</sup> February 2018 by the Board of Directors. Consultation closed 5<sup>th</sup> January 2018.

The Admissions Policy for academic year 2020/21 will be reviewed in the Autumn Term 2018.