



## Northgate Primary School

### Determined Admission Arrangements for 2022/23

The school will have a published admission number of 60.

Section 324 of the Education Act 1996 requires Northgate Primary School to admit a child with a statement of special educational needs that names their school. All schools will also admit children with an Education Health and Care Plan (EHC) that names the school.

If there are fewer applications than places available, all applicants will be offered a place. If there are more applications than places available, the criteria outlined below will be used to allocate places.

**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 arrangement order or a special guardianship order)

**Rule 2**      **Adopted Children Previously Looked After by the State Abroad**

**Rule 3**      **Sibling**

Children who have a sibling on the roll of the school at the time of application. 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 or both of the following circumstances:

- where the member of staff has been employed for one or more years at the time at which the application for admission to the school is made, and/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. The child must have lived at the same address as the parent employed by the school for at least one year at the time of application.

**Rule 5**      **Nearest School**

Children for whom it is the nearest school or academy.

This includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location.

**Rule 6 Distance**

Children who live nearest to the school.

*Children not considered under Rule 5 will be considered under Rule 6*

The closing date for online applications to be submitted to the Local Authority is 15<sup>th</sup> January 2021. The deadline for receipt of paper applications is 15<sup>th</sup> January 2021-. Applications can be made at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions).

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 tiebreak will be used by applying the next rule to those children. 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 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 allocation

Random allocation will be undertaken independently of the school by Hertfordshire County Council. Every child entered onto the county council's 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 this random number is used to allocate the place, with the lowest number given priority.

Northgate Primary School will use the same definitions and measuring system as Hertfordshire County Council's as outlined in the "Definitions" section below.

**Continuing Interest (Reception places)**

After places have been offered, the school's continuing interest (CI) (waiting) list will be maintained by Hertfordshire County Council. 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 county council, 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. 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 make an In Year application.

**In Year Admissions**

The school is part of the county council's coordinated In Year admissions scheme. Application forms can be accessed via: [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or from the Customer Service Centre, 0300 123 4043. Parents should return the application form direct to the County Council (address on the form).

**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. The school may go over PAN in order to admit children under this protocol.

**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”.

## In Year Admission Appeals

If your In Year application is unsuccessful, the county council will write to you with registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)

## Definitions and Explanatory notes

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

**Rule 1: Children looked after and children who were previously looked after, but ceased to be so because they were 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 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.<sup>3</sup>

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

<sup>3</sup> This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School of the School Admissions Code that came into force on 19 December 2014.

## Adopted children looked after abroad

Applications for children adopted but previously looked after abroad will be considered under this rule and accepted if the child's previously looked after status and adoption is confirmed. Hertfordshire's "Virtual School" will be asked to verify all such applications.

### **Definition of sibling:**

For applications to schools using Northgate School's 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 Northgate 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.

### **Multiple births:**

Hertfordshire County Council (HCC), as the admission authority will admit over the school's published admission number when a single twin/multiple birth child is allocated a 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:**

Northgate School works in close conjunction with Hertfordshire County Council and 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. Northgate School, in conjunction with 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 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 schools in Hertfordshire. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase 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 Northgate School 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.

Northgate School 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 (4 December 2019 for secondary transfer and 3 February 2020 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.

### **Age of Admission and Deferral of Places**

Northgate’s policy is that children born on and between 1 September 2016 and 31 August 2017\* would normally commence primary school in Reception in the academic year beginning in September 2021. Northgate provides for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday.

Parents can defer the date their child is admitted to school until later in the same academic year or until the term in which the child reaches compulsory school age. Summer born children are only able to “defer” entry to Reception class until the beginning of the final term of the school year for which the offer was made.

### **Admission of Reception children outside their normal age group (Summer Born)**

Parents of a summer born child may request that their child is admitted out of their normal age group – to Reception rather than Year 1. In this case Northgate’s admissions authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; social and

emotional development; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The admissions authority at Northgate will also take into account the views of the head teacher of the school concerned.

When informing a parent of their decision on the year group the child should be admitted to, the Admissions Authority will set out clearly the reasons for their decision. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal.

If a parent wishes to request admission out of the normal year group Northgate Primary School requires the parent to make an application for their child's normal age group at the normal time, but to submit a request for admission out of the normal age group at the same time. The admissions authority will ensure the parent receives a response to their request before primary national offer day.

If the request is agreed, their application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent will decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for the admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they will make a new application as part of the main admissions round the following year.

### **Children Out of Year Group (except applications for reception from Summer Born)**

The school's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance\* which states that "in general, children should be educated in their normal age group".

If parents/carers believe their child/ren should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child will be placed outside their normal age appropriate cohort. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

The school's Governing Body, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The Governors' decision will be based upon the circumstances of each case including the view of parents, the child's social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis as the Governing Body will only accept applications where there are proven exceptional circumstances. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal.

Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of the school.

The governing body are ultimately responsible for making this decision for applications made to the school.

## **Nursery Provision**

The admission arrangements detailed in this document do not apply for those being admitted into our nursery. The responsibility for admission into nursery provision lies with the governing body of the school. See website for information and policy for Nursery admissions.

Parents of children who are admitted to a nursery provision at Northgate will apply in the normal way for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery does not guarantee admission to the school.