



# ADMISSIONS POLICY

Date of last review September 2024

Review period

Annual

Date of next review September 2025

Committee

Resources

Policy type Statutory

Jesus said, 'I am the Good Shepherd... I know my sheep and my sheep know me.' John 10.14

## Our school vision

We are inspired to be a vibrant, joyful community in which we know and love one another, leading together and growing together by:

- Appreciating everyone and everything around us
- Making one another feel safe
- Sharing, so no one feels left out
- Living well together in love
- Moving forward together in hope

## Our vision and admissions to the school

Bayford School is the admission authority only for our nursery. As a voluntary controlled, maintained school the admission authority for entry to the school itself, from the Reception Class upwards, is the local education authority (LEA), Hertfordshire County Council.

In line with our vision, we are an open and inclusive school and we welcome children from all backgrounds and with all abilities.

## Introduction

The governing body of Bayford C of E Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school.

Information on admissions is available on the local education authority's website:

<https://www.hertfordshire.gov.uk/admissions>.

Parents who do not have internet access can apply online from local libraries. We can also offer help and support in making an application in school.

## Aims and objectives

We are an inclusive school that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

The only restriction placed on entry is that of number. If the number of children applying for entry exceeds the number of places available, a set of rules are used by the admitting authority to decide which children should be offered places. Bayford School abides by the rules of the admitting authority.

Further information on Bayford School admissions can be found online at

[https://www.hertfordshire.gov.uk/services/schools-and-education/schools-directory/school.aspx?school=Bayford+\(C+of+E\)+VC+Primary+School&schoolcode=262](https://www.hertfordshire.gov.uk/services/schools-and-education/schools-directory/school.aspx?school=Bayford+(C+of+E)+VC+Primary+School&schoolcode=262)

The level of ability a child may have plays no part in the admissions policy of this school.

## **How parents can apply for their child to be admitted to our school**

As our school is a voluntary controlled school, the school determines the admission arrangements in agreement with the LEA. The LEA is the 'Admissions Authority' for our school.

The regulations for entry to each school for which the Admissions Authority is the LEA are published each year by the LEA. Parents can view a copy of these regulations on the LEA website (see the link given above).

The LEA publishes on their website a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice.

Parents have a right to express a preference for the school of their choice and they should do so whether applying online or by post. Expressing a preference does not, in itself, guarantee a place at this, or any other, school.

Parents will be notified about the school place as soon as all the applications have been considered.

In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the date specified by the LEA.

In year applications are also now coordinated by the LEA which will take into consideration the number of pupils currently in the year group being applied for.

## **Admission appeals**

If the admissions authority does not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LEA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of the appeal arrangements are set out in the Code of Practice on School Admissions Appeals).

## The Published Admission Number

The published admission number (PAN) is the number of children the school can admit. **The PAN for our school is 105** (Reception to Year 6) plus 15 children in the Nursery. We keep this number under review and the governors will apply to change the number if circumstances allow.

## KS1 Class Sizes

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children. This complies with class size prejudice legislation for KS1.

## Review

This policy will be reviewed annually in the light of any changed circumstances in our school or the local area.