



Admissions Policy

Date Agreed	Approved by	Review Date
21/3/16	Full Governing Body	Spring 2017

Determined Admission Arrangements for Manor Fields Primary School for 2017/18

The schools published admission number will be 60

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.

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 residence 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 school governors 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 Sibling: Children who have a sibling on the roll of the school or linked school at the time of application.

This applies to reception through to Year 5 in infant, junior and primary schools; and from reception through to Year 3 in first schools; and from Year 5 to Year 7 in middle schools.

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 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 5 Distance: Children who live nearest to the school.

If your child does not qualify under Rule 4, they will be considered under Rule 5.

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 tiebreak will be random.

Manor Fields Primary School will use the same definitions and measuring system as outlined in Hertfordshire County Council's admissions literature, "Applying for a school place".

In Year Admissions

The school will remain part of the county council's coordinated In Year admissions scheme. Application forms can be accessed via www.hertsdirect.org/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.

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

At transfer time parents wishing to appeal who applied on line should log into their online application and click on the link 'register an appeal'. For those who did not apply on line, 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.