



The Royston Schools Academy Trust The Greneway School

Admissions Statement for 2016-17

The school acts within the Admissions Policy determined by Hertfordshire Education Authority and the governors contribute annually to the Authority's consultation process.

The school's published admission number for 2016/17 is 120.

Greneway has admitted a four or five form entry annually for many years. Most pupils come from the eight first schools in the three-tier pyramid but we do enrol a small number of children from the town's Roman Catholic 5-11 Primary School, when parents wish their children to continue their education in Royston rather than transfer to Stevenage.

The majority of children attending Greneway live in Hertfordshire but since we border the county of Cambridgeshire, we also admit children from the villages of Chishill, Heydon, Melbourn, Meldreth, Bassingbourn and Foxton.

When a parent wishes their child to transfer from another school, we ask them to meet with the headteacher at Greneway to consider transfer arrangements.

Since Royston has continued to grow over the years there has always been sufficient places in the two Royston middle schools for the transfer at the 9+ age group. When the school receives more applications than we have places the admissions rules are applied by the Education Department. An appeal statement has been written with the involvement of HCC and is used during all appeal hearings.

Admission rules for community and voluntary controlled, first, infant, primary, junior and middle schools for the school year 2016-2017 are as follows:

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.

Rule 1 Children in public care (children looked after): 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 residence 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)

Adopted – under the terms of the Adoption and Children Act 2002 (section 46) The Adoption and Children Act was not enacted until December 2005, therefore children adopted before December 2005 are not eligible.

Residence Order – under the terms of the Children Act 1989, section 8 defines a residence order as an order settling the arrangements to be made as to the person with whom the child is to live

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 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 residence 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.

Rule 2 Medical or Social Needs: Children for whom it can be demonstrated that they have a particular medical or social need to go to that specific 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 applications are considered individually but a successful application should include the following:

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

- d. 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. 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 previously “looked after” but not meeting the specific criteria outlined Rule 1, may be made under this rule.

Further details on the Rule 2 process can be found in the “Rule 2 protocol” available at www.hertsdirect.org/admissions

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 Year 5 to Year 7 in middle schools*).

A sibling must be on the roll of the named school at the time the younger child starts. A sibling means the sister, brother, half brother or sister, adopted brother or sister, or child of the parent/carer or partner, and in every case living in the same house from Monday to Friday.

Where a place is obtained and the child admitted to the school and it is subsequently identified that this place was gained fraudulently, there will be no sibling connection available to subsequent children from that family.

Multiple births: Hertfordshire County Council (HCC), as the admission authority, 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.

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.

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.

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 that they are printed above using the definitions, measurement system and tiebreak outlined in HCC's 'Moving On' booklet. 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. If more children qualify under rule 6 than there are places available, priority will be given to those who live nearest to the school. 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.

At transfer time parents wishing to appeal should contact the Admissions Officer at The Greneway Middle School to request an appeal pack.

A 'straight line' distance measurement; from the address point of the child's home to the address point of the school is used in all home to school distance measurements for community and VC schools in Hertfordshire. Address point data will be supplied by Google Maps.

Applications from children from overseas

For the Primary and Secondary transfer processes applications will not normally be accepted from overseas addresses. The Greneway Middle School will not allocate a school place to a child that is not resident in the UK.

In Year Admissions

The school is part of the county council's=scheme=of In Year coordination.

For help and support please contact the the Admissions Officer on 01763 243650 or write using the email address or postal address below.

Transfer Admissions

Email: transfer.admissions@hertfordshire.gov.uk email address to be confirmed

In Year Admissions

Email: inyear@hertfordshire.gov.uk email address to be confirmed

Appeals

Hertfordshire parents wishing to appeal should contact the Admissions Officer at The Greneway Middle School to request an appeal pack.

For In Year applications – parents wishing to appeal should contact the school directly in the first instance.

Children Out of Year Group

Hertfordshire County Council'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.

If parents/carers believe their child(ren) should be educated in a different year group they must, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort.

The school is responsible, through a panel process, to decide whether the application will be accepted on the basis of the evidence submitted. There is no guarantee that an application will be accepted on this basis. 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 individual schools.

Please note: Fraudulent applications:

Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses. 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
 - Council tax information shows a different residence at the time of application
- When a child starts at the allocated school and their address is different from the address used at the time of application

Review:

This statement was reviewed and agreed by the:

Resources Committee: 29th Jan 2015

Full Governors: 11th March 2015

Review date: Jan 2016