



Tannery Drift First School

Enjoyment – Achievement – Respect

Admissions Policy

Last Review Date:
September 2019

Next Review Date:
September 2020



Artsmark
Gold Award
Awarded by Arts
Council England

www.tannerydrift.herts.sch.uk

Admissions Policy

Admissions to Tannery Drift First School are determined by the local authority under the Hertfordshire County Council Determined School Admission Arrangements.

Hertfordshire County Council's oversubscription criteria for community and voluntary controlled first, infant, primary, junior and middle schools.

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 Looked After and 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.)

Rule 2: Medical or Social. Children for whom it can be demonstrated that they have a particular medical or social need to go to 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: Linked School - In the case of junior schools, children who attend the linked infant school at the time of their application. This rule only applies to pupils who are currently attending Infant school which has a linked junior school.

Rule 4: 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 school.

Rule 5: Nearest School - Children for whom it is their nearest community or voluntary-controlled school or an own admitting school or academy using Hertfordshire County Council's admission rules.

Rule 6: Distance - Children who live nearest to the school. If your child does not qualify under Rule 5, they will be under Rule 6.

Tannery Drift is an inclusive school where we focus on the well-being and progress of every child and where all members of our community are of equal worth. We aim to provide a safe environment which all members, adults and children, can feel happy and secure enough to develop both academically and socially.

Our approach to equality is based on the following 8 key principles –

1. All learners are of equal value. Whether or not they are disabled, whatever their ethnicity, culture, national origin or national status, whatever their gender and gender identity, whatever their religious or non-religious affiliation or faith background and whatever their sexual orientation.

2. **We recognize, respect and value difference.** We welcome difference and strive to support individuals by removing any possible barriers they may have in relation to disability, ethnicity, gender, religion, belief or faith and sexual orientation. We feel that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit our school.
3. **We foster positive attitudes and relationships.** We actively promote positive attitudes and mutual respect between groups and communities that are different from each other.
4. **We encourage a shared sense of cohesion and belonging.** We want all members of our school community to feel a sense of belonging within the school and wider community. We hope that our policies will encourage positive interaction, good relations and dialogue between groups and communities different from each other in terms of ethnicity, culture, religious affiliation, national origin or national status.
5. **We observe good equalities practice in staff recruitment, retention and development.** We ensure that policies and procedures benefit all employees and potential employees in all aspects of their work, including recruitment and promotion, and in continuing professional development.
6. **We have the highest expectations of all our children.** We expect that all pupils can make good progress and achieve to their highest potential. We strive to provide all children with as many life experiences as possible, hopefully having an impact on their future.
7. **We work to raise standards for all pupils, including the most vulnerable.** We believe that improving the quality of education for the most vulnerable groups of pupils raises standards across the whole school.
8. **Society as a whole should benefit**
We believe that the work we do in school has a great impact on the wider society, by fostering greater social cohesion and reduce prejudice-related bullying and incidents.

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.

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

In the Autumn term before your child is due to start Reception, parents will be contacted by Hertfordshire County Council with information about how to apply on line for a Reception School place. In order to help you make your decision, prospective parents are welcomed and encouraged to visit Tannery Drift during session times. We hold two Open Mornings, one in November and one in February where parents can just drop in to see the school at work. Individual tours can also be arranged if you are unable to attend one of the Open Mornings. A member of staff is always made available to explain our school layout, areas of work, and methods.

At Tannery Drift we follow the Early Years Foundation Stage curriculum (EYFS), recognising each child is unique and is constantly learning to become resilient, capable, confident and self-assured. Tannery Drift is an enabling environment where we have high expectations of behaviour and learning attitudes.

Reception Places

Once you have accepted your Reception place a member of our Early Years Team will visit your child at their nursery to introduce themselves. Children attending Tannery Drift Nursery will already have had opportunities to work with the Reception Class Teams.

Parents will then be invited in to attend a pre-start meeting where they will be given a 'Welcome Pack' which contains useful information about the school and how to help children settle into a school environment.

HCC Admission Arrangements can be found at www.hertsdirect.org/services/edlearn/admissions/

For help and support please contact the Customer Service Centre on: 0300 123 4043

Applying for a Nursery Place

Applications for a place in the Nursery are made directly to the school; application forms will be available on the school website, and paper copies may be requested from the school office.

Applications for a place in our Nursery will be accepted as on time applications when received by the school during the application period published on the school website. Applications may be returned by email or post. Any applications received after this period will be considered as late applications and will not be considered for a place until all on time applications have been processed.

We have a total of 45 places in our Nursery if there are more applications than places available, the criteria outlined on the following page will be used to prioritise applications.

Nursery Over-subscription criteria

Rule 1: Children who are already attending Tannery Drift First School Nursery.

Rule 2: Children who will use their hours (under either the 15 hour or 30 hour schemes) across 5 days. Priority will be given to those children who will use their funded hours across 5 days. 15 hours places will be allocated as either a block of 5 morning sessions or a block of 5 afternoon sessions.

Rule 3: 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 or a special guardianship order).

Rule 4: Medical or Social. Children for whom it can be demonstrated that they have a particular medical, or social need to go to the school.

Rule 5: Sibling. Children who have a sibling on the roll of the school at the time of the application. This applies to Reception through to Year 3.

Rule 6: Nearest School. Children for whom it is their nearest school.

Rule 7: Distance. Children who live nearest to the school, the distance will be measured using FreeMapTools.com. We will apply an as the crow flies measurement using postcodes.

In the event of a tie break, where two different addresses are the same distance from school we will use a ballot to allocate the place.

We will notify parents of whether we are able to offer a place or not by 14th February. If a child is not offered a place initially they will be placed on a continuing interest list and will be contacted if a place becomes available. Places on the continuing interest list will be ordered using the oversubscription criteria above.

Nursery Places

Parents will have seven days to accept or reject their place, if no response is received by the deadline it will be assumed that the place is not required and it will be offered to the first person on the continuing interest list.

A member of the Early Years Team will visit your child at either their playgroup or nursery to introduce themselves.

Once your place is confirmed, parents are invited to pre-start meeting where a date will be set for children to visit the setting and experience the Early Years provision. At this time you will also collect a "Welcome Pack" which contains useful information about the school.

A place at Tannery Drift First School Nursery does not guarantee a place in Reception in the main school. Parents will need to reapply through the Hertfordshire County Council Admissions system for a place in Reception.

If you have any further queries regarding the admissions process please contact the school office on 01763 246549 where Mrs Grimmer will be happy to help you.



Tannery Drift First School

Tannery Drift - Royston - Hertfordshire - SG8 5DE

01763 246549 admin@tannerydrift.herts.sch.uk
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