



St Nicholas CE VA Primary School

In Year Admissions Procedure

Applications to the School for admission to reception class are generally made in January for a start date in September of that year ('the Normal Admissions Round').

This Procedure applies to applications that are outside the Normal Admissions Round, either because they are made during the course of reception year or during subsequent years.

Applications

Applications can be made to the School by completing the In Year Admissions Application Form, which can be found on the School website or a copy obtained from the School Office. The School is its own admitting authority and Herts County Council do not handle In Year admissions for the School.

All decisions to admit children to the School are taken by the Admissions Committee, which is a subcommittee of the Governing Body. Staff and individual governors do not have authority to make any commitments regarding admission of children.

When an application is received, the Admissions Committee will carefully consider the impact on efficient education and efficient use of resources within the School as a result of accepting an additional pupil (or pupils) in the relevant year group, taking account of the effect on class sizes in the current academic year and class sizes in subsequent years as that year group moves through the School. However the School will not exceed statutory limits on class sizes.

If the Admissions Committee consider that one or more places can be offered, those places will be prioritised in accordance with the School Admissions Policy for the relevant academic year. The Admissions Policy can be found on the School website or a copy obtained from the School Office.

Applicants will be notified of the Admissions Committee decision.

Appeals

Applicants refused a place at the School have a right of appeal to an independent appeals panel, whose decisions are binding. Applicants who wish to appeal should contact Herts County Council's Admissions Team to request an appeal form.

Waiting Lists

A waiting list will be compiled by the School for each year group and kept until the end of the current school year. Should an applicant wish to be added to the list for the following year then

they should submit a new application. Each name added to the list will result in the list being ranked again in line with the School Admissions Policy for the relevant academic year.

Priority will not be given to children based on the date their application was received. Precedence will be given to certain categories of children; for example looked after children, previously looked after children and those allocated a place in accordance with the Fair Access Protocol (refer to the School's Admission Policy for details)