



### **Admission Arrangements for Beechfield School for 2018-19**

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. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school. If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

**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 the 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:** 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.

**Rule 4:** Nearest School Children for whom it is their nearest community or voluntary-controlled school or an own admitting school or academy<sup>2</sup> using Hertfordshire County Council's admission rules.

**Rule 5:** Distance Children who live nearest to the school. Children not considered under rule 4 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 tie break will be used by applying the next rule to those children.

#### **Tie Break**

When there is a need for a tie break where two different addresses are 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. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

### **Continuing Interest**

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child.

**Continuing interest lists** will be maintained for every year group until the end of the summer term. To retain a CI application after this time, parents must make an In Year application.

### **In Year Admissions**

From 13<sup>th</sup> September 2018 Hertfordshire County Council will co-ordinate all of our in-year admissions. If you would like to apply for a place at Beechfield School please contact Hertfordshire Admissions on 0300 123 4043 or at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) who will be able to advise you on the status of our current waiting lists. Places for years in which we are over-subscribed are allocated in line with the HCC Admission rules.

### **Fair Access**

Community and voluntary controlled schools will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required. \*Please see the 'Explanatory notes and definitions 2018/19' document for a full explanation/definition