



## Micklem Primary School Admission Arrangements

<b>Responsible Committee</b>	<b>Full Governing Body</b>
<b>Ratified Date</b>	<b>May 2016</b>
<b>Reviewed</b>	<b>May 2025</b>
<b>Next Review Date</b>	<b>May 2026</b>
<b>Signature</b>	<i>K Shah</i>
<b>Print Name</b>	<b>Kay Shah</b>

Admissions for new entrants to reception classes are processed through Hertfordshire County Council. Admission for new entrants to the nursery class are processed by the school.

### **Primary Admissions**

Primary admissions are allocated in the April preceding the academic year your child is due to begin Reception. Applications should be made online at [www.hertsdirect.org.uk](http://www.hertsdirect.org.uk). New pupils join us at the beginning of the Autumn term. At Micklem Primary School we are happy to show prospective parents around at any time if you would like to call and make an appointment. During the period where applications open in the autumn term we may show you round as a group as part of an open morning.

All other children are admitted as 'In Year admissions', which is administered by admissions at Hertfordshire County Council. Parents can apply to In Year admissions at Hertfordshire County Council. Micklem Primary School adopts the Herts County Council admissions criteria which can be found on this link. <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/primary-junior-and-middle-schools/admission-rules-primary-junior-and-middle-schools/admission-rules-primary-junior-and-middle-schools.aspx>

Parents of all prospective pupils are encouraged to make an appointment to visit our school to see us in action and to discuss their child's educational needs prior to making their application.

### **Nursery admissions**

As a general rule and in line with other local schools Nursery places are allocated in the April preceding the academic year your child is due to begin at Nursery. Applications should be made directly to the school either via the school office or by completing an online form on the school website which can be found on this link. <https://www.micklem.herts.sch.uk/nursery-application-form/> New pupils will then join us at the beginning of the Autumn term. At Micklem Primary School we now admit some children the term after they become three. This means that in some cases children may spend five terms in nursery. In order to ensure sufficient places for children who wish to join the school in the academic year they become four, we reserve the right to suspend early admission to younger three year olds at any point during the year.

All other children are admitted as 'casual entrants', which is administered by the school.

### **Summer Born Children**

Schools are required to admit children to their Reception class in the September following the child's fourth birthday; legally, however, a child does not have to start school full time until the start of the term following their fifth birthday.

Parents of summer born children (children born between 1<sup>st</sup> April and 31<sup>st</sup> August)

who believe their child should be admitted to the Reception class at age 5 should make their application a year 'late' e.g. children born between 1<sup>st</sup> April and 31<sup>st</sup> August 2021 who believe that their child should be admitted to the Reception class at age 5 to start in September 2026 rather than 2025 can be advised to make an application for next year (for the 2026 Reception admissions round).

### **Summer Born Children continuing at current nursery setting**

Parents of summer born children who wish to apply for Reception, have the option for their child(ren) to stay at their current nursery class or school without having to reapply for a nursery place for September of the following year. Children can remain at their current nursery setting until the term in which they turn 5. Parents that wish their child to remain at their current nursery setting must notify their nursery before the end of the spring term (i.e. prior to Easter break). The nursery can then take the number of summer born children continuing for another year into account when allocating places for September.

Please refer to [www.hertsdirect.org/summerborn](http://www.hertsdirect.org/summerborn) for the most up to date information regarding application process for summer born children.

### **Children Out Of Year Group** (except summer born children entering Reception)

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. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".

If parents/carers believe their child(ren) should be educated in a different year group they should, 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 of their normal age appropriate cohort. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

For community and voluntary controlled schools, the county council as the relevant admission authority, through a panel process, will decide whether an application will be accepted on the basis of the information submitted. The panel makes decisions based upon the circumstances of each case including the view of parents, the relevant Head teacher, the child's social, academic and emotional development and whether the child has been previously educated out of year group. 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 organization of a school, including the placement of pupils in classes, is a matter for the Head teacher and senior leadership of individual schools.