



Church of England (VA)  
Primary School

**ASTON ST MARY'S  
CHURCH OF ENGLAND  
(VOLUNTARY AIDED) PRIMARY SCHOOL**

School Lane, Aston, Hertfordshire SG2 7HA  
Head Teachers: Mrs Lynne Williams & Mrs Margaret Gibbs  
Telephone and Fax: (01438) 880212  
Email: admin@astonmarys.herts.sch.uk



**Admissions Policy 2011/12**

As Aston St Mary's is a Voluntary Aided Church of England School the Admissions Policy is agreed and administered by the Governors of the school. The Planned Admission Number is 20. The Governors work closely with the County system of admissions to ensure that there is equality of opportunity for all parents. Children who have a Statement of Special Educational Needs on which this school is named will be offered a place at the school.

**Admissions Criteria:**

- Category 1: Children Looked After. (See note a).
- Category 2: Children of parents or carers who reside at any address that is in the Ecclesiastical or Civil Parish of Aston [area A] (A copy of the map showing Area A can be seen on the school website [www.astonmarys.herts.sch.uk](http://www.astonmarys.herts.sch.uk).) Priority in this category is given to those who already have a sibling at the school at the time of admission (See note b).
- Category 3: Children of parents or carers outside the ecclesiastical or Civil Parish of Aston who have siblings attending the school at the time of admission. (See note b).
- Category 4: Children with parents or carers, at least one of whom is a practising member of St. Mary's Church, Aston (See note c).
- Category 5: Children with parents or carers, at least one of whom is a practising member of any other Anglican Church (See note c).
- Category 6: Children with parents or carers who are practising members of any Christian denomination represented on "Churches Together in England" or "Churches Together in Stevenage". (See note c).
- Category 7: There may be occasions when the Governors are requested to provide a place on exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence from a doctor, social worker, educational psychologist which sets out why this school is the most suitable and the difficulties that would be caused if the child had to attend another school.
- Category 8: Any other children.

If there is over subscription in any category then the Governors will determine the allocation of places in that category by geographical proximity to the school.

The LA measure the distance in a straight line using the GIS system as outlined in the Moving On/Under 11's publications.

**Note a)**

- The term "looked after" children denotes children in public care. The governors follow the same approach as explained in the Hertfordshire admissions literature and website.

**Note b)**

- The Governors have the same understanding of the term sibling as that found in the Hertfordshire admissions literature and website and who will still be at the school at the time the new child joins. This means the sibling will normally be in Reception to Year 5 at the time of allocation of places.

**Note c)**

- A practising member of a Church is defined as someone who attends a service in that Church at least once a month.
- This attendance has been at this frequency for a minimum of one year prior to receipt of the application by the school.
- All such applications must be accompanied by a letter of confirmation by the minister or priest of the church concerned.
- If applicants are new to the area, previous church connections can be used.



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#### Older Children

- Older children can be admitted to the school at any time by the Governors.
- Admissions will depend on vacancies at the time in the relevant age group and classroom.
- In the event of there being more applicants than places available the admission criteria will be applied

#### Admission Arrangements

- Parents are welcome to visit the school when considering seeking a place for their child.
- A copy of the current School Prospectus will be provided.
- Information about allocation of places, in particular categories in the previous year is available from the Headteacher.
- This information is provided to enable parents to determine their chances of allocation of a place for their child.
- Every effort will be made to accommodate twins and other "multiple birth" applications provided that this does not breach maximum class size regulations.

#### Single Reception Intake

- Parents can request that the date their child is admitted to the school is deferred until later in the year or until the child reaches compulsory school age in that year.
- Parents can request that their child attends part time until the child reaches compulsory school age.

#### How to Apply

To apply for a place you will need to complete and return the County Application Form to the address shown in the County booklet on the date specified. This can be done on line.

Parents/carers are requested to complete a School Information Form (SIF) and return it to the school. If a SIF is not completed the Governing Body will apply the school's admission arrangements using only the information supplied on the HCC application form, which may result in the application being given a lower priority. This SIF should be returned to the school by 9.30 am on the same date as specified for the County application form. Please include any appropriate accompanying documentation for categories 4, 5, 6 and 7.

The LA will notify all parents of the place offered or refused at the same time as it does for Community Schools. [Details of this are shown in the County Booklet.]

#### Cross Boarder Co-ordination

Please apply for primary places on your home LA's application form.

#### Appeals

Parents who have not been allocated a place for their child in the reception class have the right of appeal to an independent panel. Those parents will receive from the LA a leaflet entitled 'Primary What Can You Do Now' which explains how to request and return an appeal pack. The deadline for appeals to be made is as per the School Admission Appeal Pack. A booklet entitled 'Guidance for Parents', which explains how the appeals process works, will be included in the appeal pack or can be found on line at [www.hertsdirect.org/csfcustomerfocus](http://www.hertsdirect.org/csfcustomerfocus).

#### Continuing Interest List

In the event of more applications than available places the governors will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered to the child that best meets the published admission rules. Parents are requested to inform the governors if they wish their child's name to be removed. The governors will maintain the list until 31 December 2010.

#### In year Co-ordination

The school's in year admission arrangements will be co-ordinated by the LA.