

GREEN LANES SCHOOL POLICY

FOR

Admissions

It is our vision and aim to create a learning experience in which every child will achieve and realise their full potential. At Green Lanes Primary school we create caring, confident and committed learners for life.

<i>Date reviewed</i>	<i>Signed by Green Lanes governing body</i>
<i>Date reviewed</i>	<i>Signed by Headteacher</i>
<i>Date Reviewed</i>	<i>Signed by other consulted stakeholder</i>
<i>Due for review</i>	<i>Summer 2016</i>

Green Lanes Primary School participates in the co-ordinated admission arrangements operated by Hertfordshire County Council (HCC) and the local Fair Access Protocol.

Starting School (Foundation Class)

Hertfordshire County Council is acting as the schools' admission authority for initial allocation rounds and in year allocations. This includes:

- Ranking applications in accordance with the school's oversubscription criteria
- Answering queries (phone, email & in writing) about the school's admission arrangements and allocations. HCC admissions literature will reflect the fact that queries about allocations should be directed to HCC.
- Checking the accuracy of allocations
- Producing and supplying individual pupil allocation information
- Producing and supplying school allocation summary information
- Investigating and monitoring allegations of fraudulent applications and withdrawing applications/allocations as necessary

In Year Admissions

The HCC service includes:

- Receiving and responding to all applications (10 day turn around)
 - Ranking applications in accordance with the school's oversubscription criteria (including making Rule 2 decisions if required)
 - Answering queries (phone, email & in writing) about the school's admission arrangements and allocations. HCC in Year admissions literature will reflect the fact that queries about allocations should be directed to HCC.
 - Maintaining the school's CI list and allocating places when available
 - Ensuring parents are informed of their right to appeal when a place is not available
- Application forms can be accessed via www.hertsdirect.org/admissions or from the Customer Service Centre, 0300 123 4043. Parents should return the application form direct to the County Council (address on the form).

Allocation Criteria (Appendix 1)

Places will be allocated in accordance with the HCCs published admission rules to which the school adheres.

Appeals

Parents have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision. The arrangements for appeals are co-ordinated by HCC. The HCC appeals process includes:

- the administration of the appeals process
- the presentation of appeals

Further Admission Details

Please refer to the Hertfordshire County Council's coordinated schemes of admission for first, primary, junior, middle, secondary, upper schools, academies (including free schools, studio schools and university technical colleges) for 2014/15. Further details can be found on the Hertsdirect website:

www.hertsdirect.org/services/edlearn/admissions