

**CUFFLEY SCHOOL**

**ADMISSION POLICY 2017 - 2018**

Cuffley School has an annual admission number of 60 pupils. Application is made electronically through the County Council. Preliminary visits can be arranged by contacting the school office.

Pupils will be admitted to the Nursery in the academic year (1 September to 31 August) in which they turn four years of age without reference to ability or aptitude. Nursery pupils will attend either a morning or afternoon session for three terms before entering full time education in the Reception class. Please be aware that a place in our Nursery class (EYFS1) does not guarantee a place in Reception (EYFS2). A separate application is required which must be submitted to the Local Authority. There are induction meetings for all children beginning in the Nursery.

All children turning 5 in the academic year 1 September to 31 August will be eligible for a place in reception at the start of the Autumn Term.

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 & Care) Plan that names the school.

If the nursery is over-subscribed, the Governors will apply the following criteria in the numbered points order:

1. Children looked after (CLA) and children previously looked after.
2. Siblings\* of pupils attending Cuffley School at the time the child will enter the nursery.
3. Children who live in the parish of Northaw and Cuffley.
4. Any other children. The deciding factor in this category being the proximity from the child's home, based on a straight line measurement as determined by the Local Authority.

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Notification of place allocations will be sent before the term of admission. Children not offered a place can be placed on a continued interest list and places allocated in accordance with the over-subscription criteria.

Cuffley School is part of the county council's scheme of In Year Co-ordination. Parents should apply directly to HCC to be placed on the school's waiting list for an In-Year place. As a Foundation School the Head Teacher will offer any space that may be or may become available.

Parents dissatisfied with the Governors' decisions on admissions will have the right of appeal to an appeals committee established by the Local Authority who will conduct the Appeal on behalf of the Governors. Parents wishing to appeal who applied on line should log on to their online application and click on the link "register an appeal ". If the on line application system was not used please contact the school or Customer Service Centre on 0300 123 4043 to request an appeal pack. For In Year applications - parents wishing to appeal should contact the school directly in the first instance.

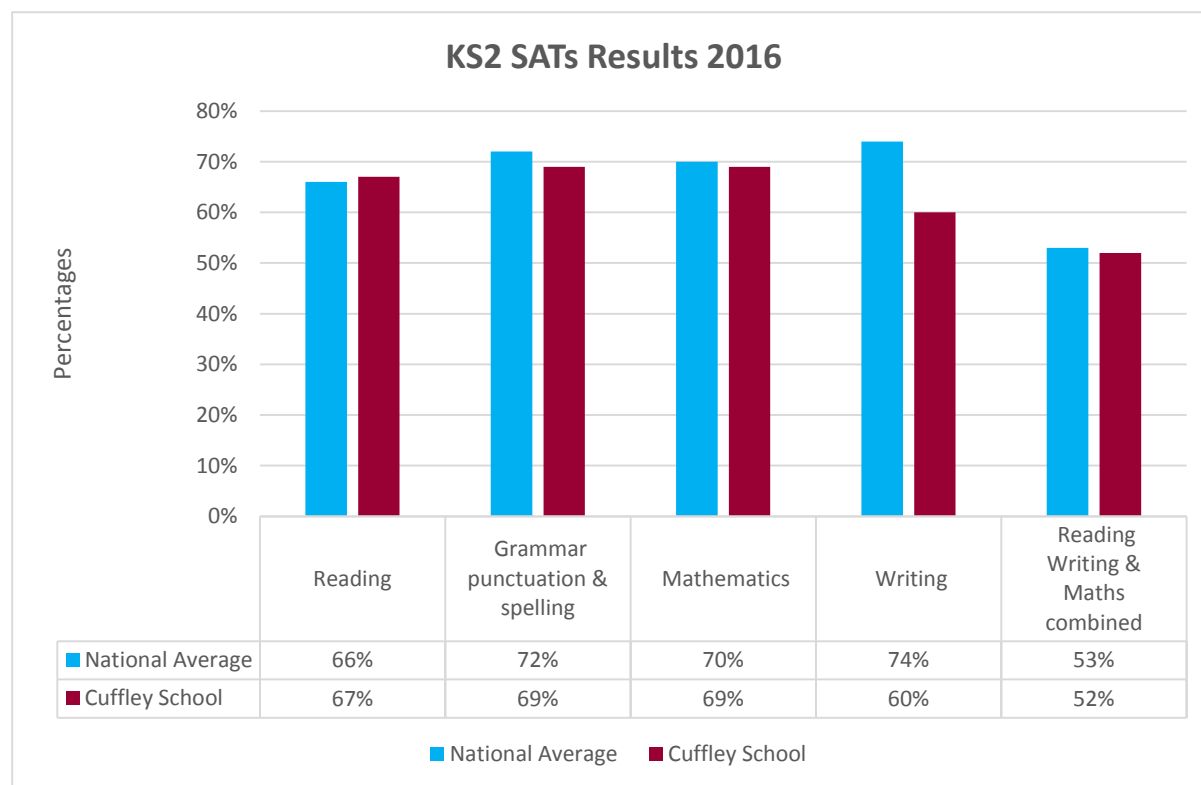
\* Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

## KEY STAGE 2 ASSESSMENTS – SUMMER 2016

The 2016 KS2 Assessments were the first assessed under the new curriculum which was introduced in 2014.

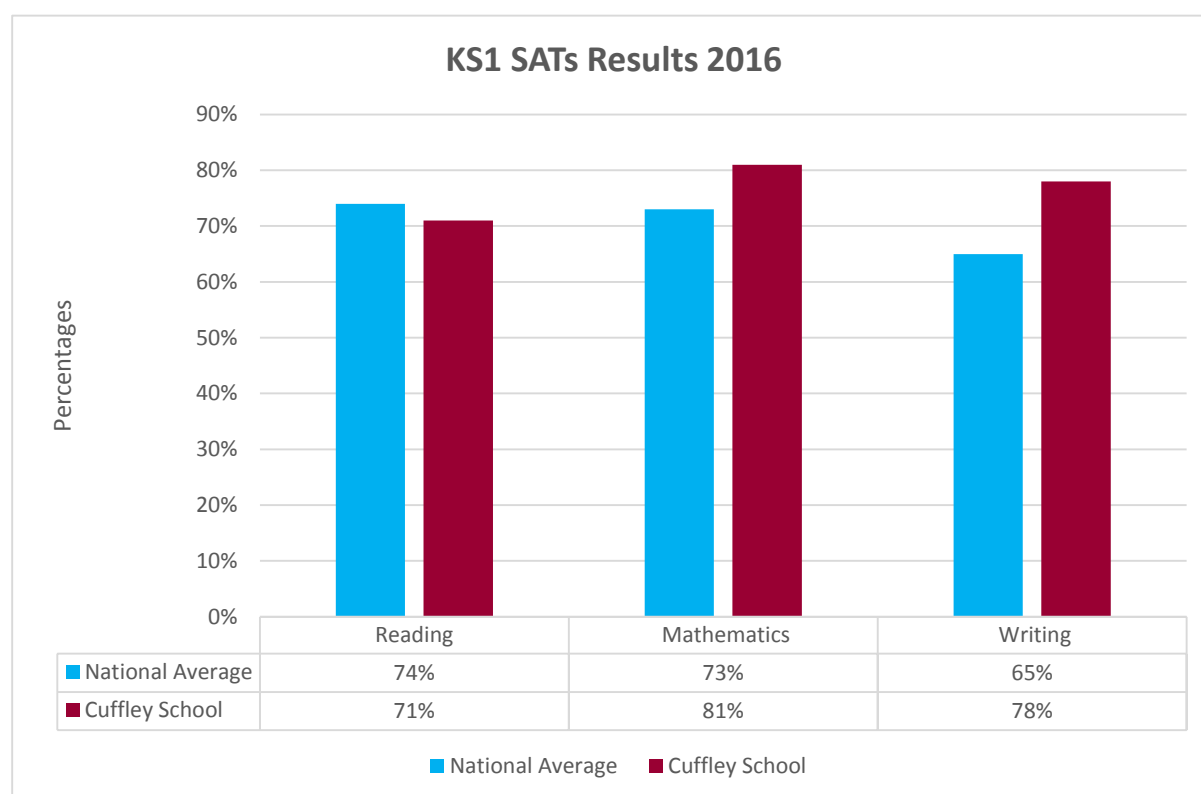
Because of the new curriculum, figures are not comparable to those for earlier years.

Please find below the national average along with Cuffley results for 2016.



## KEY STAGE 1 ASSESSMENTS – SUMMER 2016

Please find below our KS1 SATs results for our KS1 students that took place in the summer.



## CUFFLEY SCHOOL

**Teaching Staff**

Mrs W Wing	Headteacher
Mrs J Martin	Deputy Headteacher, SENCO
Mr A Gatrad	Assistant Headteacher
Mrs H Bedwell	
Mrs C Collins	
Miss N Davé	
Miss B Evans	
Ms R Evans	
Mrs T Farmer	
Miss L Finch	
Miss F Hennessy	
Mrs A Hutchinson	
Mrs K Karko	
Mrs K Page	
Miss T Pearce	EYFS Leader
Miss D Prentice	
Miss C Sparkes	
Miss S Wilson	(Maternity Leave)
Mrs V Yiakoumi	KS1 Team Leader

**Nursery Teacher**

Miss R Draper

**Finance Officer**

Mrs T Selwyn

**School Secretary**

Mrs K Baker

**Classroom/Administrative Support**

Mrs K Argyrides  
 Miss N Boyle  
 Mrs T Cavlan  
 Mrs S Centro  
 Miss E Cooke  
 Miss O D'Lima  
 Miss T Dunn  
 Miss S Flaxman  
 Mrs K Grainger  
 Mrs J Granville  
 Mrs C Johnson  
 Mrs L Pope  
 Miss J Perriss  
 Mrs D Reilly  
 Mrs R Sizer  
 Mrs J Stevens  
 Mrs J Streater  
 Mrs A Watkins  
 Mr M West  
 Mrs S Willcock

**Peripatetic Music Staff****Site Manager**

Mr N Seaman

## CUFFLEY SCHOOL

## DESTINATION OF LEAVERS

## SECONDARY TRANSFER – SEPTEMBER 2016

Secondary School	Number Transferring
Bishops Hatfield	1
Bishops Stopford	1
Chancellor's	28
Dame Alice Owen's	1
Goffs	13
Haileybury & Imperial Service College	1
Mount Grace	2
Nicholas Breakspear Catholic School	1
St Albans Boys	1
St Edmunds	5
Simon Balle	1
The Broxbourne School	1
The Hertfordshire & Essex High School	1
The John Warner School	1
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	58

(Data is correct at time of publication)

**CUFFLEY SCHOOL**

**GOVERNING BODY**

Cuffley School is a Foundation, co-educational, all ability day primary and nursery school catering for up to eight years of schooling.

<b>Category</b>	<b>Name</b>	<b>Term of Office</b>
Parent	Mrs L Toye	4 years from 16.07.14.
Parent	Mrs C Jeffery, Chair	4 years from 25.04.13.
Parent	Mr S Brennan	4 years from 12.11.12.
Headteacher	Mrs W Wing	ex-officio
Staff	Mrs T Farmer	4 years from 01.06.13.
Partnership	Mr K Seagrove	4 years from 05.01.15.
Partnership	Mrs L Kraushaar	4 years from 30.06.14.
Partnership	Mr D Young	4 years from 01.10.16.
LEA	Mrs J Lima	4 years from 01.09.15.
LEA	Mrs M Linnane	4 years from 01.09.13.
Clerk	Mrs E Coleman	



**CUFFLEY SCHOOL**

*A Foundation School*



Headteacher: **Wendy Wing** Deputy Headteacher: **Jan Martin**

Theobalds Road, Cuffley, Hertfordshire EN6 4HN

Tel: 01707 888100 Fax: 01707 888101

Email: [admin@cuffley.herts.sch.uk](mailto:admin@cuffley.herts.sch.uk) Web: [www.cuffleyschool.org](http://www.cuffleyschool.org)

September 2016

### **Privacy Notice - Data Protection Act 1998: How we use your information**

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required, by law, to pass certain information about our pupils to our Local Authority (LA) and the Department for Education (DfE).

If you need more information about how our Local Authority and/or DfE collect and use your information, please visit:

- our Local Authority at <http://www.hertsdirect.org/services/edlearn/privsch/> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact the Headteacher, Cuffley School.

## **APPENDIX 7**

### **Documents available for inspection:-**

The Education (School Curriculum and Related Information) Regulations 1989 stipulates that various documents, such as school policies, be made available for inspection. Copies of documents can be obtained for a small charge. Requests to see school policies or documents should be made to the Headteacher.

Statutory Instruments, DE Circulars and administrative memoranda.  
OfSTED Inspectors' Reports on the school.  
Schemes of work currently in use in the school.  
Governors' arrangements to consider and deal with complaints.  
Agreed Syllabus for Religious Education.