

CUFFLEY SCHOOL

ADMISSION POLICY 2015 - 2016

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 during the academic year in which they become 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.

COMPARATIVE REPORT

This table shows a summary of the National Curriculum assessment results of pupils in the school (2014) and nationally (2013) at the end of Key Stage 1, as a percentage of those eligible for assessment.

The number of eligible children is: 60 Figures may not total 100 per cent because of rounding.

| RESULTS OF TEACHER ASSESSMENT | | | | | | | | | | | |
|-------------------------------|-------|----------|---|----|----|----|----|----|---|---------------------|-----------------|
| Percentage at each level | | | | | | | | | | | |
| | | | W | 1 | 2C | 2B | 2A | 3 | 4 | Disapplied Children | Absent Children |
| Speaking & Listening | Boys | School | 0 | 0 | - | 90 | - | 7 | 0 | 0 | 0 |
| | | National | 2 | 12 | . | 67 | . | 19 | 0 | 0 | 0 |
| | Girls | School | 0 | 3 | - | 68 | - | 29 | 0 | 0 | 0 |
| | | National | 1 | 7 | . | 65 | . | 27 | 0 | 0 | 0 |
| | All | School | 0 | 2 | - | 78 | - | 18 | 0 | 0 | 0 |
| | | National | 2 | 9 | . | 66 | . | 23 | 0 | 0 | 0 |
| Reading | Boys | School | 0 | 0 | 10 | 28 | 28 | 31 | 0 | 0 | 0 |
| | | National | 3 | 11 | 11 | 25 | 25 | 25 | 0 | 0 | 0 |
| | Girls | School | 0 | 3 | 6 | 19 | 26 | 45 | 0 | 0 | 0 |
| | | National | 1 | 7 | 8 | 22 | 28 | 33 | 0 | 0 | 0 |
| | All | School | 0 | 2 | 8 | 23 | 27 | 38 | 0 | 0 | 0 |
| | | National | 2 | 9 | 10 | 23 | 26 | 29 | 0 | 0 | 0 |
| Writing | Boys | School | 0 | 0 | 24 | 45 | 17 | 10 | 0 | 0 | 0 |
| | | National | 4 | 16 | 21 | 30 | 19 | 10 | 0 | 0 | 0 |
| | Girls | School | 3 | 0 | 6 | 32 | 23 | 35 | 0 | 0 | 0 |
| | | National | 2 | 8 | 15 | 30 | 26 | 20 | 0 | 0 | 0 |
| | All | School | 2 | 0 | 15 | 38 | 20 | 23 | 0 | 0 | 0 |
| | | National | 3 | 12 | 18 | 30 | 22 | 15 | 0 | 0 | 0 |
| Mathematics | Boys | School | 0 | 0 | 3 | 24 | 28 | 41 | 0 | 0 | 0 |
| | | National | 2 | 8 | 13 | 26 | 26 | 25 | 0 | 0 | 0 |
| | Girls | School | 0 | 0 | 10 | 32 | 35 | 23 | 0 | 0 | 0 |
| | | National | 1 | 6 | 13 | 28 | 31 | 21 | 0 | 0 | 0 |
| | All | School | 0 | 0 | 7 | 28 | 32 | 32 | 0 | 0 | 0 |
| | | National | 2 | 7 | 13 | 27 | 28 | 23 | 0 | 0 | 0 |
| Science | Boys | School | 0 | 0 | - | 69 | - | 28 | 0 | 0 | - |
| | | National | 2 | 9 | . | 66 | . | 23 | 0 | 0 | . |
| | Girls | School | 0 | 3 | - | 77 | - | 19 | 0 | 0 | - |
| | | National | 1 | 7 | . | 71 | . | 21 | 0 | 0 | . |
| | All | School | 0 | 2 | - | 73 | - | 23 | 0 | 0 | - |
| | | National | 2 | 8 | . | 68 | . | 22 | 0 | 0 | . |

- Includes all schools with pupils eligible for assessment at Key Stage 1. Participation by independent schools is voluntary, therefore only includes results from those independent schools which chose to make a return and which met the statutory standards for assessment and moderation.
- Speaking and Listening and Science subjects do not report level 2A, 2B and 2C, only level 2. These are shown in the 2B column for the purposes of this table.
- Absent and Disapplied are not reported in science main level but are reported as U (unable). These are shown in the disapplied column for the purposes of this table.
- '-' represents 'Not Applicable'.
- 'x' indicates a figure not shown in order to protect confidentiality.

COMPARATIVE REPORT

These tables show the percentage of Year 6 pupils achieving each level in 2014, compared to national end of Key Stage 2 Teacher Assessment Levels and Test Results for 2013.

The number of eligible children is: 59

Figures may not total 100 per cent because of rounding.

| TEACHER ASSESSMENTS | | | | | | | | | | | |
|---------------------|----------|--------------------------|---|---|----|----|----|----|--|---|---|
| | | Percentage at each level | | | | | | | | | |
| | | W | 1 | 2 | 3 | 4 | 5 | 6 | | | |
| English | School | 0 | 0 | 0 | 0 | 41 | 56 | 3 | | 0 | 0 |
| | National | 1 | 1 | 2 | 10 | 48 | 37 | 1 | | 0 | 0 |
| Mathematics | School | 0 | 0 | 0 | 3 | 29 | 53 | 15 | | 0 | 0 |
| | National | 1 | 0 | 2 | 10 | 45 | 36 | 6 | | 0 | 0 |
| Science | School | 0 | 0 | 0 | 14 | 32 | 54 | 0 | | 0 | 0 |
| | National | 1 | 0 | 2 | 10 | 50 | 38 | 0 | | 0 | 0 |

| TEST RESULTS | | | | | | | | | |
|---------------------------------|----------|--------------------------|----|----|----|----|--|---|---|
| | | Percentage at each level | | | | | | | |
| | | B | 3 | 4 | 5 | 6 | | | |
| Grammar Punctuation & Spelling* | School | 2 | 15 | 19 | 59 | 5 | | 0 | 0 |
| | National | 3 | 20 | 26 | 46 | 2 | | 3 | 0 |
| Reading | School | 0 | 3 | 31 | 64 | 2 | | 0 | 0 |
| | National | 3 | 8 | 41 | 44 | 0 | | 2 | 0 |
| Mathematics | School | 0 | 7 | 22 | 56 | 15 | | 0 | 0 |
| | National | 3 | 11 | 44 | 35 | 7 | | 1 | 0 |

- A represents pupils who were absent
 B represents pupils who were working below the level of the test
 D represents pupils who have been disapplied from the national curriculum.
 N represents pupils who took the tests but failed to register a level.
 T represents pupils working at the level of the assessment but unable to access the test.
 W represents pupils who were working towards but have not yet achieved the standards needed for Level 1.

CUFFLEY SCHOOL**Teaching Staff**

| | |
|------------------|---------------------------|
| Mrs W Heyes | Headteacher |
| Mrs J Martin | Deputy Headteacher, SENCO |
| Mr A Bedwell | KS2 Team Leader |
| Mr T Charles | |
| Mrs C Collins | |
| Miss H Donaghy | |
| Miss R Draper | |
| Mrs T Farmer | Trainee |
| Miss L Finch | |
| Miss L Hartland | |
| Miss F Hennessy | |
| Mrs A Hutchinson | |
| Mrs L Jamieson | |
| Mrs P Kerr | KS1 Team Leader |
| Miss L Painter | KS2 Team Leader |
| Mrs K Page | |
| Miss T Pearce | EYFS Leader |
| Miss D Prentice | |
| Miss S Saha | |
| Mrs K Spinoza | |
| Miss S Wilson | |

Nursery Teacher

Mrs C Dhillon (Maternity Leave)

Finance Officer

Mrs T Selwyn

School Secretary

Mrs S Lale

Classroom/Administrative Support

Mrs K Argyrides
 Mrs S Centro
 Mrs E Coleman
 Mrs K Davis
 Ms R Evans
 Miss S Flaxman
 Mrs K Grainger
 Mrs C Johnson
 Mrs R Pickering (Maternity Leave)
 Mrs L Pope
 Mrs D Reilly
 Mrs R Sizer
 Mrs J Stevens
 Mrs J Streater
 Mrs A Watkins
 Mr M West
 Mrs S Willcock
 Mrs V Yiakoumi

Peripatetic Music Staff**Site Manager**

Mr N Seaman

CUFFLEY SCHOOL

DESTINATION OF LEAVERS

SECONDARY TRANSFER – SEPTEMBER 2014

| Secondary School | Number Transferring |
|--------------------------------|---------------------|
| Broxbourne | 1 |
| Chancellor's | 26 |
| Chauncy | 1 |
| Dame Alice Owen's | 3 |
| Enfield County | 1 |
| Goffs | 15 |
| Haileybury | 1 |
| Mount Grace | 3 |
| North London Collegiate School | 1 |
| St Albans Boys | 1 |
| St John's | 1 |
| St Mary's C of E, Cheshunt | 2 |
| Simon Balle | 2 |
| Unknown | 1 |
| | — |
| | 59 |

(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.

| Category | Name | Term of Office |
|--------------------|-----------------------|------------------------|
| Parent | Mrs L Toye | 4 years from 16.07.14. |
| Parent | Mrs E Brown | 4 years from 22.10.13. |
| Parent | Mrs C Jeffery, Chair | 4 years from 25.04.13. |
| Parent | Mrs L Stone | 4 years from 01.09.12. |
| Parent | Mr S Brennan | 4 years from 12.11.12. |
| Headteacher | Mrs W Heyes | ex-officio |
| Teacher | Miss L Painter | 4 years from 19.09.13. |
| Non-Teaching 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 01.10.12. |
| Community | Mr P Dell, Vice-chair | 4 years from 01.02.13. |
| LEA | Mrs J Lima | 4 years from 01.07.14. |
| LEA | Mrs M Linnane | 4 years from 01.09.13. |
| Clerk | Mrs E Coleman | |



CUFFLEY SCHOOL

A Foundation School



Headteacher: **Wendy Heyes** Deputy Headteacher: **Janice Martin**

Theobalds Road, Cuffley, Hertfordshire EN6 4HN

Tel: 01707 888100 Fax: 01707 888101

Email: admin@cuffley.herts.sch.uk Web: www.cuffleyschool.org

October 2014

Privacy Notice - Data Protection Act 1998

We Cuffley School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about your child/children from previous schools. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

The information includes your child/children's contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

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

We are required by law to pass some information about your child/children to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information we hold or share about your child(ren), please contact Cuffley School Office.

If you need more information about how the Local Authority and DfE store and use this information, then please go to the following websites:

<http://www.hertsdirect.org/services/edlearn/privsch/>² and

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

¹ Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.

² Local Authority to provide a link to their website with information on uses they make of data and any other organisations they share data with. Ideally they should also provide an address where parents without internet access can write for information.

- Data Protection Team
Information Governance Unit
Room C1
County Hall
Pegs Lane
Hertford
SG13 8DQ
email: data.protection@hertfordshire.gov.uk

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: <https://www.gov.uk/government/organisations/department-for-education>
Email: info@education.gsi.gov.uk

Telephone: 0370 000 2288

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.