



# Admissions Policy for Reception 2025-26

Date written:	October 2023
Date adopted:	5 <sup>th</sup> October 2023
Review schedule:	Annual
Policy Area:	Admissions

## 1. INTRODUCTION

All Saints CE Primary School & Nursery is a Voluntary Aided Church of England School within the Diocese of St Albans, with an attached Nursery Class. The school was built within the parish of All Saints Parish Church, Hockerill, and moved to our present site in the 1960s.

The Governing Body of the school is the Admission Authority. The Governors will admit up to the Pupil Admission Number (PAN) of **30** children into the Reception class during each academic year, as a one form (class) of entry sized school. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), which currently mandates a maximum limit of 30 children for classes of this age group.

Admissions to Reception are conducted independently of admissions to our Nursery which has a separate admissions policy. Admission to our Nursery does not guarantee a place in a Reception class. Parents of children in our Nursery class must reapply for a place in our Reception class.

## 2. APPLYING FOR A PLACE

### 2.1. Reception Year

The Local Authority (LA), Hertfordshire CC, operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will coordinate the process on behalf of the school according to the scheme published each year. The Governing Body, as the Admission Authority, will allocate the available places in line with this policy. However, offers will be made by the home LA.

The closing date for admission application forms to be received by the home Local Authority is as advertised by that authority. Information on completing the 'on line' application and notification dates of admission decisions are published in the LA admissions literature which is also available from their website.

All applications **must** be made on the **home** LA common application form – Hertfordshire residents can apply online via this link: [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions), or contact the Customer Service Centre on 0300 1234043 for a paper application form. Parents/carers of children not resident in Hertfordshire must make an application to their home local authority.

Parents/carers applying under Categories 3 or 4, are also required to complete our Supplementary Information Form (SIF) and return it to the school office by the closing date published by the Local Authority. If a SIF is not completed, the Governing Body will apply their admission arrangements using the information submitted on the Local Authority form only, which may result in your application being given a lower priority.

We invite parents to view the school and see what we can offer your child before making an application – we hold open days or tours each year during the application period. This will help you to make a decision about whether our school is right for your child.

### 2.2. In-Year Admissions

All 'In-Year' applications (for admission to the school outside of normal intake periods, or for year groups other than Reception for a September start) will be co-ordinated by Hertfordshire County Council on behalf of the school. Applications for In-Year admission should be made on the Local Authority website as above, and (where the application is being made under categories 3 or 4) a Supplementary Information Form completed and sent to the school as soon as possible afterwards. If a SIF is not completed, the Governing Body will apply their admission arrangements on the basis of available information from the LA application form.

### 2.3. Admission Dates for Reception

The school provides for admission of all successful applicants in the September following their fourth birthday. All Saints School operates a single Reception intake policy.

However where parents so wish:

- the date their child is admitted to the school can be deferred until later in that academic year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.
- their child can take up the place part-time until the child reaches compulsory school age.

If you would like a deferred start or a part-time place for your child, parents must write to the Headteacher once a place has been offered and accepted so that we can discuss the arrangements with you. We always aim to work in partnership with parents for the benefit of their child.

### 2.4. Summer-born children and admissions outside normal age group

Parents of a **summer-born (1 April-31 August)** child may choose not to send that child to school until September following their fifth birthday. In this situation, normal year of entry would be to Year 1. Parents may request that their child is admitted out of their normal age group to Reception, rather than Year 1.

Parents wanting this for their child should apply for their child's normal age group at the usual time **and submit a written request** for admission out of the normal age group at the same time. Parents **must request this in writing** to the Governing Body, outlining the educational and pastoral reasons for deferring entry and requesting admission outside of the child's normal age group.

The Governing Body must then make a decision on the basis of the circumstances of each case and in the best interest of the child concerned. They must also take into account the views of the headteacher. The governors will respond to this request prior to the offer of a place being made.

If the request is agreed to, the parents' application can be withdrawn for that year before the place is offered. Parents must then make a new application as part of the main admissions round the following year. It is important to note that in this circumstance there is no guarantee of a place for the following year, and this new application will be considered alongside all other applications received that year.

If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group, or refuse it and make an in-year application for admission into Year 1 for the September following the child's fifth birthday. When informing parents of their decision on the year group to which the child should be admitted, the Governing Body must set out clearly the reasons for their decision.

The statutory right to appeal does not apply if a child is offered a place at the school but not in their preferred age group.

## 3. HOW PLACES ARE OFFERED

The school's annual Admission Number is **30** children. If the school has fewer applications than places available, all applicants will be offered a place.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an EHC (Education, Health and Care) Plan that names the school. These children will be admitted as part of the school's PAN but before the oversubscription criteria are used.

**Fair Access Protocol:** The school co-operates with the Local Authority's Fair Access Protocol for children who are 'hard to place'. These children will be admitted before those on the waiting list and, if necessary, above PAN.

**Twin/multiple birth children:** The governors, as the admission authority will admit over the school's published admission number when a single twin/multiple birth child is allocated a place at our school and the other twin/multiple birth child has applied but not been allocated a place.

**Over-subscription Criteria:** In the event demand for places exceeds the places available, priority will be given according to the following over-subscription criteria, with Category 1 having the highest priority and so on.

Please also see **Note 5** for when there are more children with an equal right to a place at the school than places available for any category.

<b>Category 1:</b>	Children looked after and children who were previously looked after but ceased to be so because they became subject to an adoption, child arrangements order or special guardianship order, including those children who appear (to the Governing Body) to have been in state care outside England and ceased to be in state care as a result of being adopted. <b>Note 1</b>
<b>Category 2: Siblings</b>	Children who have a sibling in the main school (Reception to Y6) at the time of the application and whose sibling is likely to remain in the school at the proposed date of admission. <b>Note 2</b>
<b>Category 3: Children of staff</b>	Children of permanent staff directly employed by the governors where the member of staff has been employed by the school for at least two years at the date of application and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage. <b>Note 3</b>
<b>Category 4: Foundation Place (church)</b>	Children of parents at least one of whom worships at any Christian Church that is a member of <a href="#">Churches Together in Bishops Stortford</a> . Regular worshipper means that the parent or carer has attended public worship on average at least once a month for the period of 12 months prior to the application deadline date. <b>Note 4</b>
<b>Category 5: Any other children</b>	Places in this category will be allocated to children whose home address is nearest to the school. <b>Note 5</b>

### 3.1 Notes and Definitions

**Note 1: Children Looked After and Previously looked after.** Places are allocated to children in public care according to Chapter 2, Section 7 of the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012. This applies to children looked after by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order). Children who were not looked after immediately before being adopted, or made the subject of a child arrangements order or special guardianship order, will not be prioritised under this rule.

- a. Definitions:
  - i. Child arrangements order: Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.
  - ii. Special Guardianship Order: Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians.
- b. Children previously looked after outside England and subsequently adopted will be prioritised under Category 1 if the child’s previously looked after status and adoption is confirmed by Hertfordshire’s “Virtual School”. The child’s previously looked after status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:
  - i. To have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and
  - ii. To have ceased to be in that state care as a result of being adopted.
- c. A child is in “state care” if he or she is in the care of, or accommodated by:-
  - i. A public authority
  - ii. A religious organisation or
  - iii. Any other organisation the sole or main purpose of which is to benefit society.
- d. Governors will seek advice from the Virtual School Head when considering applications for children adopted from state care outside England.

**Note 2: Siblings under Category 2** – the term ‘sibling’ is defined as natural, half, step and adopted brothers and sisters; a child of the partner of the parent; and children who are fostered into the family. In every case, the child and their sibling will both be living at the same home address (see section 3.2 below) in a single family unit. If a child

lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school. The sibling must be on the roll of the school at the time of the application (or have been offered and have accepted a place) and be expected to remain on roll at the time the applicant is admitted. A sibling link will not be recognised for children from different family units living together at the same address, whether temporarily or permanently; for example a child who usually lives with one parent but had temporarily moved, or a looked after child in a respite or short-term/bridging foster placement.

**Note 3: Children of staff under Category 3** – The staff member must have a permanent contract and be the child's parent by birth or adoption, or have legal parental responsibility for that child. Children of the partners of staff will also be included if the child has been living permanently at the same address as the member of staff (at least Monday to Friday) as a single-family unit for at least one year at the time of application. A SIF must be completed.

**Note 4: Applications under Foundation Category 4** – At least one of the child's parents/carers must meet the attendance requirement. Applications under this criterion must be supported by a completed SIF, signed by the relevant minister. "Christian Church that is a member of Churches Together in Bishops Stortford" means any church listed on the [Churches Together in Bishops Stortford](http://ctbs.org.uk) website: [ctbs.org.uk](http://ctbs.org.uk). Where the parent whose attendance is being counted previously attended a different church during the 12 month period immediately prior to the closing date for applications, the Governing Body will require evidence from both that parent's previous minister and their current minister in support of their application under this category. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

**Note 5: Distance from School** – Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie-break will be **distance from the school**, using Hertfordshire County Council's 'straight line' distance measurement system. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of the child's home address to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residence. When there is need for a tie break where two different addresses measure the same distance from the School, in the case of a block of flats for example, the applicant with the lower door number would be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school. If there are two identical addresses of separate applicants, the tie break will be based on the random number allocated by HCC Admissions Database against each applicant (this number is between 1 and 1 million, against each preference school). If the random number is used to allocate the place, the lowest number will be given priority.

**Note 6: Parents/carers definition** – for the purpose of this policy the term "parent" includes guardians and those with a legal responsibility for the welfare of the child.

### 3.2 Home Address for the child

The address provided on the application form must be the child's current permanent address at the time of application:

- "At the time of application" means the closing date for applications
- "Permanent" means that the child has lived at that address for at least a year

Where a family has not lived at an address for a year at the time of application, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months **and** the child must be resident in the property at the time of application. If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested.

It is for the Governing Body (as the admission authority) to determine the address to be used for admission purposes.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child lives at two address equally, parents/carers should make a single joint application naming one address.

If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

Addresses will be verified as necessary with Hertfordshire County Council's Shared Anti-Fraud Service.

Applications made as part of the main Reception admissions round and in-year admission applications are processed by Hertfordshire County Council ("HCC") on behalf of the Governing Body, in accordance with HCC's published coordinated admission schemes.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

If HCC receives two different applications for the same child from the same address e.g. containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled, neither application will be processed.

For the main Reception admission round, if the initial differing applications (one or both) were received by HCC "on-time", an amended joint application will also be considered "on-time" if received before 3rd February 2025 (the late deadline). If the amended joint application is received after 3rd February 2025, it will be treated as "late".

## 4. UNSUCCESSFUL APPLICATIONS: Appeals

Parents who have not been allocated a place for their child have the right of appeal to an independent panel. Parents will be informed of their right to appeal in the allocation letter from the home LA.

Parents wishing to appeal who applied through Hertfordshire's online system should log into their online application and click on the link "register an appeal".

Out of county applicants and those who did not apply online, please contact the Customer Service Centre on 0300 123 4043 to request their registration details and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

For **In-Year applications**, the county council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to log in and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals).

### 4.1 Continuing Interest (CI) or waiting list

In the event of more applications than available places, Hertfordshire County Council will maintain a continuing interest (waiting) list on behalf of the Governing Body. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The County Council will contact parents/carers if a vacancy becomes available and it can be offered to a child. CI lists will be maintained for every year group until the summer term (date to be specified and confirmed to parents at the time of application). To remain on the CI (waiting) list after this time, parents must confirm they are still interested in a place by completing an In-Year Application Form (and SIF, if required by this policy).

## 5. REVIEW OF THIS POLICY

This policy is correct for the dates listed in its title. Future and past policies may differ. The Admissions Policy for our school is reviewed annually by the Governing Body and determined in line with statutory requirements.

Substantive changes, such as but not limited to those affecting Oversubscription Criteria or the number of children admitted (PAN), will be subject to consultation as required by the Admissions Code. This is usually co-ordinated by the Local Authority as part of their annual consultations cycle.

Agreed at a meeting of the Full Governing Body on: 5<sup>th</sup> October 2023

## APPENDIX 1: Supplementary Information Form (SIF)



All Saints CE Primary School & Nursery

### Supplementary Information Form (SIF) for applicants under categories 3 or 4 only

Please complete this form and return it to our school in order to support your application for a place under one of these categories. If you have any questions, please contact the school office and we will be delighted to help.

#### PLEASE USE BLOCK CAPITALS

Child's Surname:		Date of Birth:	
Child's Forename(s):			
Name of parent(s)/guardian(s):			
Address: <i>This is the child's permanent residence where most of the school week will be spent, and not an accommodation address. It must match the address provided on the HCC Admissions Application Form.</i>	Postcode:		
Telephone Number:			

Please tick which of the following categories of our Admissions Policy are you applying for admission  
Please refer to our Admissions Policy for definitions of these criteria.

- Criteria 3: Children whose parents are a permanent member of staff employed by the Governors
- Please provide job role: \_\_\_\_\_
  - Please provide relationship to the applicant child: \_\_\_\_\_
- Criteria 4: Children of parents at least one of whom worships at any Christian Church that is a member of Churches Together in Bishops Stortford
- Please complete Part A of the SIF overleaf and return the form to school. You will need to confirm the details of the Minister/Priest/Church Leader so we can contact them in the event we need to verify the declarations made.

<b>Parent/Guardian Declaration</b>			
NB: I confirm that the details above are correct to the best of my knowledge.			
Print Name:			
Signature:		Date:	

Please return this form to:

All Saints CE Primary School & Nursery, Parsonage Lane, Bishops Stortford, CM23 5BE

Tel. 01279 836006

Email: [admin@allsaints.herts.sch.uk](mailto:admin@allsaints.herts.sch.uk)



# All Saints CE Primary School & Nursery Supplementary Information Form (SIF): CLERGY FORM (For Category 4)

**PART A:** To be completed by the parent/ guardian:

**PLEASE USE BLOCK CAPITALS**

<b>Child's Surname:</b>		<b>Date of Birth:</b>	
<b>Child's Forename(s):</b>			
<b>Name of parent(s)/guardian(s):</b>			
<b>Address:</b>			
	<b>Postcode:</b>		
<b>Name and address of current place of worship:</b>			
<b>Place of Worship:</b>			
<b>Name of Minister/Priest/Church Leader:</b>			
<b>Address/contact details:</b>			

If you have changed churches in the last 12 months, please also give the name and address of the church you were attending and supply a letter from the Minister/Priest/Church Leader confirming your level of attendance.

**PART B:** To be completed by the Minister/Priest/Church Leader:

The parents/guardians of the child named above have applied for a place at All Saints CE School and have given your name as a referee. Would you kindly complete this form to confirm the following required items for their child to be considered under this category for our Admissions Policy:			
Is your church a member of Churches Together in Bishops Stortford?			Yes / No
To the best of your knowledge, has at least one of the above named child's parents attended public worship at your Church on average at least once a month during the last 12 months? <i>In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.</i>			Yes / No
<b>Minister/Priest/Church Leader Declaration</b>			
I confirm that the details above are correct to the best of my knowledge.			
<b>Print Name:</b>			
<b>Signature:</b>		<b>Date:</b>	
<b>Please provide a contact number:</b>			

**Please return this form to:**

**All Saints CE Primary School & Nursery**, Parsonage Lane, Bishops Stortford, CM23 5BE  
Tel. 01279 836006      Email: [admin@allsaints.herts.sch.uk](mailto:admin@allsaints.herts.sch.uk)