Approved by Governing Body: 2 October 2024

Approved by Diocese DBE: October 2024

Determined Admission Arrangements by Governing Body: 4 December 2024

(Policy Consultation completed: January 2023 (7 year rule)

See Admissions section: www.standrews236.herts.sch.uk

St Andrew's CE Primary School
Much Hadham

IN YEAR ADMISSIONS POLICY 2026/2027

St Andrew's is a one-form entry Voluntary Aided Church of England School within the Diocese of St Albans which serves the ecclesiastical parish of Much Hadham.

The Governing Body, as the Admission Authority, will allocate the available places in line with this policy and is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie 30 pupils per class (Published Admission Number – PAN).

Classes in KS2 can occasionally have more than 30 children. The exceptional allocation of places over this number will be on a case by case basis and the existing cohort must be the prior consideration.

Residence within the Parish of Much Hadham does not give an automatic right to a place in the school.

ADMISSIONS PROCEDURES

If a place becomes available in the school it will be offered to the child that best meets the published oversubscription criteria at that time (see below).

All In Year applications will be coordinated by St Andrew's School to whom all In Year applications should be made. Parents are asked to complete an In-Year Application Form available from the School Office or downloaded from its website. https://standrews236.herts.sch.uk/about-us/school-admissions

In year applications will normally be first come first served.

Parents of prospective pupils are encouraged to visit the school. An appointment can be made through the School Office.

A parent may make a request for admission of their child out of the normal age group. Please make your request on the In Year Application Form [*or* requests should be made by letter addressed to the Governors c/o the school office], attaching any evidence parents wish the Governors to consider in support of the request. The Governors, in consultation with the Headteacher, will consider the request on a case by case basis. Each case will be judged on its individual merits and in the best interests of the child relevant factors will include the parents' views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether the child has previously been educated out of their normal age group; and whether the child may naturally have fallen into a lower age group if it were not for being born prematurely. Reasons will be given for the Governors' decision.

Please note that the information in this policy is correct for the year shown. Policies for future years may be different.

HOW PLACES ARE OFFERED

Fair Access

St Andrew's C of E Primary School and Nursery is committed to taking its fair share of vulnerable children who are hard to place, in accordance with the locally agreed protocol. This could be above PAN (in the case of Reception) and before any children on the continued interest list. Parents of children entitled to be considered under the Fair Access Protocol may also make an in year application to the school.

Children who have an Education Health and Care Plan (EHCP) which names St Andrew's CE Primary School and Nursery, Much Hadham will be admitted to school.

Once a place has been offered it must be taken up within a reasonable timeframe (i.e. 2 school weeks and after receiving a reminder) or it will be reallocated to the child who ranks next highest on the Continued Interest List (see page 5).

If a place becomes available in a particular year group and there are more children on the Continued Interest List (or more In Year applications under consideration) than available places, the following oversubscription criteria will be applied, in order:

Criteria 1

Looked After Children and all Previously Looked After Children, who ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order), including children who appear to the Governors to have been in state care outside of England and ceased to be in state care as a result of being adopted

A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to the school.

Children Previously Looked After outside of England and subsequently adopted will be prioritised under this Criterion 1 if the child's previously Looked After status and adoption is confirmed by Hertfordshire's "Virtual School".

A child is regarded as having been in "state care" outside of England if he or she was in the care of, or accommodated by:
(a) a public authority,
(b) a religious organisation, or
(c) any other organisation the sole or main purpose of which is to benefit society.

Criteria 2

Children whose parent/carer (who has parental responsibility) is a permanent member of the teaching staff (see Note f).

Criteria 3

Children who at the time of ***application*** have their home address within the ecclesiastical parish of Much Hadham as indicated on the map at the end of this policy.

Criteria 4

Children who will have a sibling (see Note d for definition of sibling) in the school at the time of ***Admission*** ie Year Nursery – Year 6.

Criteria 5

Children, one or more of whose parents/guardians have, at the time of application attended at least once every calendar month and for a period of twelve months previously, Anglican worship at St Andrew's Church, Much Hadham and/or St Thomas' Church, Perry Green. A letter from the Rector is required verifying that this level of attendance has been met. (The Governors anticipate that parents given a place for their child under the Church Membership category will satisfy the requirements of that category at the

time of admission.) Applicants in this category will need to complete the relevant section of the In-year Application Form.

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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Criteria 6
Any other children, with priority to those living closest to the School.

Where the application of the above criteria (6) results in a situation where there are more children with an equal right to admission to the class than the number of available places, the tie-break will be **distance from the School**. This will be a distance measurement provided by Hertfordshire County Council's "Find a school" service on the hertfordshire.gov.uk website.

Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be an independently-supervised random draw.

Notes

a. We apply these rules in the order they are printed. If more children qualify under a particular rule than there are places available we use a tie-break by applying the next rule to those children. **Residence within the area defined in criteria 3 does not give an automatic right to a place in the school.**

b. The Children's Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

   An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. Section 14A of the Children's Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

c. **Home address**

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

   - "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 and the child must be resident in the property at the time of application. Where the tenancy agreement does not include a fixed term, or where additional evidence is required to confirm that the address is the child's normal place of residence, we (or the local authority on our behalf) may request further proof of address and verify this through the Shared Anti-Fraud Service where necessary.

   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 school week. If a child lives at two addresses 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.

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.

d. A sibling means the sister/brother, half brother/sister, adopted brother/sister, a child of the parent/carer/partner or a child looked after or previously looked after who lives permanently in a placement* within the home as part of the family household from Monday to Friday at the time of this application

A sibling must be on the roll of the school or has been offered and accepted a place at the time the younger child starts.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

* A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved, or a looked after child in a respite placement, or very short term or bridging foster placement.
If an applicant has 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.

e. Multiple births (HCC Definition)

St Andrew's CE Primary School, 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 a school and the other twin/multiple birth child has applied but not been allocated.

To maximise the chances of your children being allocated places at the same school, it is recommended that you list the same schools in the same order across all applications. However, the order of preferences will not be shared with the school.

f. Children of teaching staff (QTS) will be prioritised in the following circumstances:

1. where the member of teaching staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
2. the member of teaching staff is recruited to fill a vacant teaching post for which there is demonstrable skill shortage. Prospective applicants would be told that they are being recruited under this category during the recruitment process.

UNSUCCESSFUL APPLICATIONS

Appeals

Parents who have not been allocated a place for their child have the right of appeal to an independent panel.

We will write to you with the outcome of your application and, if you have been unsuccessful, the County Council will write to you with registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals

There is no right of appeal against non admission to the Nursery class.

CONTINUED INTEREST (WAITING) LIST

In the event of more applications than available places in any class the governors will maintain a Continued Interest list (waiting list). Names will be added to the list in the order of the oversubscription criteria set out above and the list will be re-ranked each time a new name is added to the list. If a place becomes available in the school it will be offered to the child that best meets the published admission rules at that time.

Parents are requested to inform the governors if they wish their child's name to be removed from the Continued Interest list.

Much Hadham Parish Map

