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

St Andrew's CE Primary School Much Hadham

RECEPTION ADMISSIONS POLICY Academic Year 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 of the school is the Admission Authority. The Governors will admit up to the Admission Number of 30 children into the Reception year. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie 30 pupils per class.

Hertfordshire County Council (HCC) operates an agreed co-ordinated admissions scheme in line with government legislation. HCC 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.

ADMISSIONS PROCEDURES

The closing date for Reception admission application forms to be received by HCC is Thursday 15th January 2026. Information on completing the 'on line' application and notification dates of admission decisions are published in the HCC Admissions literature which is also available from the HCC website www.hertfordshire.gov.uk/admissions.

It is essential that all those wishing to apply for a place at St Andrew's School complete the Hertfordshire County Council Admissions form (available online or in HCC literature). If applying from outside Hertfordshire applicants must apply through their home local authority.

Parents/carers are also requested to complete our Supplementary Information Form (SIF) if applying under criteria 2 or criteria 5. It can be downloaded from our website and should be returned to the School Office by the closing date of Thursday 15th January 2026. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the HCC Application Form only, which may result in the application being given a lower priority.

The Admission timetable for all schools is laid down by HCC and must be strictly adhered to. Parents will receive allocation information on or shortly after Thursday 16th April 2026 and will have until Thursday 30th April 2026 to accept or reject a place.

The school provides for the admission of all successful applicants who have reached their 4th birthday before 1 September 2026.

However please note the following:

- a These arrangements do not apply to our Nursery intake – see our separate Nursery Admissions Policy.

- b Parents of children currently in our Nursery must reapply for a place in Reception.
- c Attendance at our Nursery does not guarantee a place in Reception. Admission for Nursery class and Reception will be dealt with as two separate processes.
- d Parents offered a place can defer the date of their child's admission until later in the school 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 (summer term) for which the application was made.

- e However, for Summer-born children:

Parents of a summer-born (1 April - 31 August) child may choose not to send that child to school until the September following their fifth birthday. In that case, they may either make an in-year application for a place in Year 1 or may request that the child is admitted out of their normal age group to Reception rather than Year 1.

Parents are advised to make an application for a Reception place in their child's normal age group at the usual time, but submit a request for admission out of the normal age group at the same time. Parents can do this by completing the SIF downloadable from our website and attaching any supporting evidence they wish the Governors to consider.

The Governors, in consultation with the Headteacher, will consider the request on a case by case basis and in the best interests of the child. Each case will be judged on its individual merits but 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. If the recommended process is followed, the Governors will then ensure that the parent receives the response to their request before Primary National Offer Day.

If their request is agreed their application for the normal age group may be withdrawn by the parent, before a place is offered. The parent must make a new application as part of the main Reception admissions round the following year. There is no guarantee of a place and normal criteria would be applied.

If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an In Year Application for admission to Year 1 for the September following the child's 5th birthday. Normal criteria would apply and there is no guarantee of a place.

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

If the parent of a Reception applicant who is not a summer-born child wishes their child to be educated out of year group and to start Reception in September 2027, are advised to follow the same process i.e. to make an on-time application for a place in the child's normal age group and at the same time submit a request that the child is admitted out of their normal age group, by completing the SIF and attaching any supporting evidence. Each case will be judged on its own individual merits and in the best interests of the child, taking account of the factors described above.

- f All Reception aged children are entitled to a full-time Reception place from September 2025. However, if parents so wish, a child may attend part-time until they reach compulsory school age.

Parents must be aware that the order in which applications are received by the school has no bearing on the outcome, provided, of course, that the above deadline is met.

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

Please note that the information in this policy is correct for the year shown. Policies for future years may well 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 and before any children on the continued interest list. Please see our In Year Admission Policy for more information.

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 the Reception class.

In the event of there being more applications 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 Reception – 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 Supplementary Information Form (SIF).

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.

NB. 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 school than the number of available places, the tie-break will be **distance from the school**. This is measured using the computerised “straight line” mapping system operated by HCC as described in their admissions literature and website. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child’s house to the address point of the school.

AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences. 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).

“Adopted” refers to an ‘adoption 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

- “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 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.

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

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 main admission round 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 the late deadline Monday 2nd February 2026. If the amended joint application is received after the late deadline Monday 2nd February 2026, it will be treated as "late".

- 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. Please note, however, that 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.

At transfer time parents wishing to appeal who applied online should log into their online application and click on the link 'register an appeal'. For those who did not apply online please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.

CONTINUING INTEREST (WAITING) LIST AND 'IN YEAR' APPLICATIONS

After places in the Reception class have been offered as part of the main admissions round, HCC will maintain a continuing interest (CI list) on behalf of the school. HCC will contact parents/carers if a vacancy becomes available and it can be offered to a child. The CI list for Reception entry in September 2026 will be maintained by HCC until the end of the summer term 2026 (date to be specified and confirmed to parents at the time of allocation), after which time the list will become the responsibility of the Governing Body. To remain on the CI list after this time, parents must confirm that they are still interested in a place by completing an In Year application form and returning this to the school. The Governing Body will continue to maintain the CI list for reception. A child's position on a CI list will be determined by the oversubscription criteria outlined above and the list will be re-ranked each time a name is added to or removed from the list.

All 'in year' applications will be coordinated by St Andrew's School to whom all in year applications should be made. For more information please see our separate In-Year Admissions Policy which is available from the School Office or downloaded from the school website.

Parish Map

