



**ST MARY'S CHURCH OF  
ENGLAND PRIMARY SCHOOL  
DETERMINED ADMISSIONS  
ARRANGEMENTS POLICY  
2024-2025**

Date: **November 2022**

Review: **October 2023**

Headteacher – Mr Adrian Petty

Chair of Governors – Mrs Sheila Hoile

**We are a welcoming Christian community where every child has the chance to flourish. We bring and share joy, inspire daily and creatively equip children for the future. We're thankful for all that God has provide; proud of where He has placed us; and excited about the potential to come.**

# **St Mary's Church of England (VA) Primary School**

## **ADMISSIONS ARRANGEMENTS FOR YEAR OF ENTRY 2024-2025**

### **INTRODUCTION**

St Mary's School is a Voluntary Aided Church of England School within the Diocese of St Albans. The Governing Body of the school is the admission authority. The governors will admit up to the published 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), i.e. 30 pupils per class.

### **THE ADMISSIONS PROCESS**

Hertfordshire County Council operates an agreed co-ordinated admissions scheme in line with government legislation. It will manage 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.

The closing date for admission application forms to be received by Hertfordshire County Council is 15 January every year. The date for admission allocations is 16 April every year. Information on completing the 'on line' application and notification dates of admission decisions, are published in the Hertfordshire Admission Literature which is also available from the HCC website. [School admissions and transport | Hertfordshire County Council](#)

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

### **THE RECEPTION YEAR AND DEFERRAL OF PLACES**

The school's policy is that children born on and between 1 September 2019 and 31 August 2020\* would normally commence primary school in Reception in the academic year beginning in September 2024. All Hertfordshire infant, first and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. If a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can defer the date their child is admitted to school until later in the same academic year or until the term in which the child reaches compulsory school age. Summer born children are only able to "defer" entry to Reception class until the beginning of the final term of the school year for which the offer was made.

Where parents wish, children can attend part-time until they reach compulsory school age. Any parents wishing to take up a part-time place or deferred entry should contact the school to discuss their child's requirements.

## **\*SUMMER BORN CHILDREN (1ST APRIL- 31ST AUGUST) – ENTRY TO RECEPTION**

Legally, a child does not have to start school until the start of the term following their fifth birthday. Children born between 1 April 2020 and 31 August 2020 are categorised as “summer born” and if parents/carers do not believe that their summer born child is ready to join Reception in 2024 they should contact the home Local Authority, and any own admission authority schools, for guidance before making an application. Summer born applications that are delayed for a year (for entry in September 2025) will be considered on a case by case basis; there is no guarantee that a place will be offered at a child’s preferred school.

If parents wish to delay their application for a Reception place they are advised to discuss their child’s needs /development with their current early years or nursery provider. If parents wish their child to remain in their existing nursery school or class for a further year (rather than moving into the Reception year group) they must let their current school know before the end of the Spring term in 2024 (before the Easter break).

## **CHILDREN OUT OF YEAR GROUP**

**(except applications for Reception from summer born)**

The school’s policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that “in general, children should be educated in their normal age group”.

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that “it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case”.

The school’s governing body, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The governors’ decision will be based upon the circumstances of each case including the view of parents, the relevant headteacher/s, the child’s social, academic and emotional development and whether the child has been previously educated out of year group.

There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of the school.

The governing body of schools responsible for their own admissions including voluntary aided schools are ultimately responsible for making this decision for applications made to their school.

## **NURSERY PROVISION**

Parents of children who attend Sunshine Pre-School must apply in the normal way for a place at St Mary's School if they want their child to attend Reception class. Attendance at 'Sunshine' does not guarantee admission to the school.

## **HOW PLACES ARE OFFERED**

All schools must admit children with an Education, Health and Care Plan (EHCP) that names the school. The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities.

**If there are fewer applications than places available, all applicants will be offered a place. If there are more applications than places available, the rules outlined below will be used to allocate places.**

- Rule 1.** Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or a special guardianship order.  
Written evidence should be supplied, at the time of application, from the relevant Local Authority.
- Rule 2** Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. A panel of governors will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to St Mary's School and must clearly demonstrate why this is the only school that can meet the child's needs.
- Rule 3** Children who have a sibling on the school roll at the time of application. This applies to Reception through to Year 5.  
**In-Year admissions:** the sibling may be in the school's final year as long as they will still be in attendance at the time of admission.
- Rule 4** Children who live in the parish of North Mymms. A map defining the ecclesiastical parish boundary is available on the school website and from the school.
- Rule 5** Children whose home address is outside the area as defined in Rule 4 above, one or more of whose parents/guardians have, at the time of application shown commitment to the Church of England or another Christian Church by attending a service at least once in each calendar

month for the year prior to an application being made. Applicants should ask the priest or vicar to complete the statement on the second page of the Supplementary Information Form endorsing this commitment. The governors define a 'Christian' Church to be one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance. 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.

**Rule 6** Any other children.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. 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 random allocation

Random allocation will be undertaken independently of the school by Hertfordshire County Council. Every child entered onto the county council's admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break this random number is used to allocate the place, with the lowest number given priority.

## **DEFINITIONS AND EXPLANATORY NOTES**

St Mary's School will use the same definitions and measuring system as Hertfordshire County Council's as outlined in the "Definitions" section below.

**Rule 1: Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>.**

Places are allocated to children in public care according to Chapter 2, Section 7 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under rule 1.

Highest priority will also be given to children who were previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order.

A "child looked after" 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 (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not “looked after” **immediately** before being adopted or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

#### <sup>1</sup> 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.

#### <sup>2</sup> 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.

Children previously looked after abroad and subsequently adopted will be prioritised under Rule 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.

A child is in “state care” if he or she is 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.

### **Rule 2: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school**

Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However, in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed.

All applications are considered individually but a successful application should include the following:

- a) Specific recent professional evidence that justifies why North Mymms St Mary's School can meet a child's individual needs, and/or
- b) Professional evidence that outlines exceptional family circumstances making clear why North Mymms St Mary's School can meet the child's needs.
- c) If the North Mymms St Mary's School is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- d) For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at North Mymms St Mary's School essential.

Evidence should make clear why North Mymms St Mary's School is appropriate. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child's need.

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only North Mymms St Mary's School can meet the social/medical needs of the child.

Applications for children who were not "looked after" immediately before being adopted or made the subject of a child arrangement order or special guardianship order may be made under this rule.

### **Rule 3: Definition of a sibling:**

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after<sup>1</sup> and in every case living permanently<sup>2</sup> 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 named school at the time the younger child starts or have been offered and accepted a place.

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.

*<sup>1</sup> Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.*

*<sup>2</sup> 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.*

### **Multiple births:**

The school will admit over the published admission number when a single twin/multiple birth child is allocated the last place at the school.

## **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 and verified as necessary with Hertfordshire County Council's Shared Anti-Fraud Service.

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 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.

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 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 1<sup>st</sup> February 2024 (the late deadline). If the amended joint application is received after 1<sup>st</sup> February, it will be treated as "late".

## **Home to school distance measurement for purposes of admissions:**

A 'straight line' distance measurement is used for all home to school distance measurements for admission allocation purposes. 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.



## UNSUCCESSFUL APPLICATIONS

### Continuing Interest

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list on behalf of the governors. 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. Continuing interest 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.

**Parents are requested to inform the governors if they wish their child's name to be removed. The governors will maintain the list until the end of the academic year.**

### Fair Access

The school is part of the County-wide agreement to admit children who are considered 'hard to place' under the 'Fair Access Protocol'. These children will if necessary be admitted above the PAN, and also before any children on the continuing interest lists.

### Appeals

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

For the Reception intake:

Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details, 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 Admissions:

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 login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)

## IN-YEAR ADMISSIONS

Requests for In-Year Admission to the school should be made to the Local Authority. The school will remain part of the county council's coordinated In Year admissions scheme. Application forms can be accessed via [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or from the Customer Service Centre, 0300 123 4043. Parents should return the application form direct to the County Council (address on the form).

## APPLICATIONS FROM CHILDREN\* FROM OVERSEAS

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in

Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the Primary transfer process, applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases, the school will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria.

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative “work” address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes.

The school, in liaison with HCC, will also consider accepting applications from children\* whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (2 February 2024 for the Under 11s process) cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will not be accepted for the purposes of admission until the child is resident at that address. Other children than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

\*Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.



## St Mary's Church of England Primary School – Supplementary Information Form 2024-25

Please note that this is a Supplementary Information Form and parents/guardians also need to complete the Local Authority application form

Your child's details		Application criteria	
Name of child (in full)		Please state under which Rule(s) of the Admissions Policy you are making the application	
Date of Birth			
Applicant details		Rule	
Mr/Mrs/Miss/Ms/other		1	<input type="checkbox"/>
Name		2	<input type="checkbox"/>
Home Address		3	<input type="checkbox"/>
		4	<input type="checkbox"/>
		5	<input type="checkbox"/>
		6	<input type="checkbox"/>
Postcode			
Telephone no			
Email Address			
Relationship to child			

**Closing date for Applications: 15 January 2024**

### Further Information

- Applicants under **Rule 5** should ensure that the brief statement overleaf, **confirming regular church attendance at least once a month for the last year**, is completed by their Priest/Minister.

*I confirm that the information I have given on this form is correct.*

Signed: ..... Full Name: .....

Date: .....



## St Mary's Church of England Primary School – Supplementary Information Form 2024-25

### Rule 5 Only

### Commitment to a Christian place of worship

(confirmation of regular attendance by at least one parent/guardian over the last 12 months)

Name of applicant for a place at North Mymms St Mary's Church of England School

.....

Name/address of Church attended by parents/guardian:

.....

I confirm that .....have attended regularly (at least once a month for the past ..... months) at ..... Church.

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.

Signed: ..... (Priest/Minister) Name: .....

Address.....

Date: ..... Contact telephone number: .....

### Further statement if more than one Church attended in the last year

Name of applicant for a place at North Mymms St Mary's Church of England School

.....

Name/address of Church attended by parents/guardian:

.....

I confirm that .....have attended regularly (at least once a month for the past ..... months) at ..... Church.

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.

Signed: ..... (Priest/Minister) Name: .....

Address.....

Date: ..... Contact telephone number: .....