ST GILES' C OF E PRIMARY SCHOOL DETERMINED ADMISSIONS POLICY

YEAR OF ENTRY 2028-2029

St Giles' C of E Primary School is a Voluntary Aided Church of England School within the Diocese of St Albans. As a Church of England School, all of our policies take into consideration and reflect the Christian ethos of our school. The Governing Body of the school is the admission authority. The Governors will admit up to the published admission number (PAN) of 15 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 Local Authority (LA) Hertfordshire County Council (HCC) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will co-ordinate 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 County Application Forms to be received by the home LA is 15th January, 2028. Information on completing the 'on line' application and notification dates of admission decisions are published in the Hertfordshire admissions booklet, which is also available from the LA website.

All applications **must** be made on the Local Authority's common application form. Parents/carers are requested to complete our Supplementary Information Form (SIF) and return it to the school office by the same date as the County Application. The St Giles' SIF can be obtained from the school office and is also available 'on line' from the school website at www.stgiles.herts.sch.uk If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the Common Application Form only, which may result in your application being given a lower priority.

The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2028. However please note the following:

a. Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age. In the case of summer born children (1st April – 31st August) entry may only be deferred till the start of the Summer term. All children must join the school in the Reception year or a new application will need to be made for a Year 1 place.

b. Parents can request part time attendance until the child reaches compulsory school age.

c. Where a parent of a summer born child (1st April – 31st August) wishes their child to start school in the term following their fifth birthday, they will normally need to make an in-year application for a Y1 place. Parents should discuss this with the school as soon as possible. If parents wish such child to be educated "out of year group" i.e. in the Reception Year rather than Y1 they should discuss this with the school. Such applications will be considered on a case by case basis. Parents do not have the right of appeal against a decision not to accept this request

HOW PLACES ARE OFFERED

Children who have an Education, Health and Care Plan on which this school is named will be offered a place at the school.

In the event of there being more applications than available places, the following oversubscription criteria will be applied, in order;

Category 1 Children in public care (Children Looked After).
All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement or special guardianship order (see definitions)

Written supporting evidence should be supplied at the time of application, from the relevant LA

Category 2 Children who have a sibling who will be attending the school at the time of entry.

Category 3 Children who at the time of application have their home address within the ecclesiastical parish of South Mimms and Ridge, (a map is available from the school office or by going to www.achurchnearyou.com and entering EN6 3PE).

Category 4 Children whose home address is outside the area as defined in Category 3 above, one or more of whose parents/guardians have, at the time of application shown commitment to St Giles' or St Margaret's Churches or another Christian Church by attending a service at least once a month for the year prior to an application being made. Applicants in this category will need to ask their priest or minister to complete the Supplementary Information Form available from the school.

Category 5 On very exceptional social or medical grounds.

Category 6 Any other children.

Tie Break

When there is a need for a tie break where two different addresses are 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. Every child entered onto the HCC 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, the random number is used to allocate the place, with the lowest number given priority.

Continuing Interest (waiting) List
In the event of more applications than available places the Governors will maintain a Continuing Interest List (waiting list) for one academic year. These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school, it will be offered to the child who best meets the published admission rules.

Parents are requested to inform the Governors if they wish their child's name to be removed. The Governors will review and maintain the list for one year. 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.

UNSUCCESSFUL APPLICATIONS

Appeals
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 and log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".

Fair Access
The school will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

IN YEAR ADMISSIONS

The School will remain part of HCC's coordinated admissions scheme. You can make an in-year application online via www.hertfordshire.gov.uk/inyear or request a paper copy from the In-year team. Parents/carers should return the application form direct to the County Council (address on the form).

IN YEAR APPEALS

HCC 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.u./schoolappeals

Explanatory notes and definitions

Category 1 Children looked after and children who were previously looked after.
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. Previously looked after children are those who were looked after but ceased to be so because of being adopted or became subject to a child arrangement order or a special guardianship order. Children who were not looked after immediately before being adopted or made subject of a child arrangement order or special guardianship order, will not be prioritised under this rule.

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.
[1] 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.

Special guardianship order

Under section 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.

Category 2 "Sibling"
A sibling is defined as: the brother or sister, half brother or sister, adopted brother or sister, child of the parent/carer's or partner or a child looked after or previously looked after, and in every case, living 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 named school at the time the younger child starts or has 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

Categories 3 "Living in Parish"
Children who at the time of application have their home address within the ecclesiastical parish of South Mimms and Ridge

Categories 4 "Christian Church"
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.

Categories 5 "On very exceptional social or medical grounds"
"Very exceptional" social or medical grounds refers to cases where there are **exceptional** reasons which make it **essential** that a child should attend St Giles' C of E Primary School and where it is the **only** school locally that could meet the child's needs. Governors will consider the following:
 Specific professional evidence (e.g. from a consultant doctor or senior social worker) that justifies why only St Giles' C of E Primary School can meet the child's needs or which explains the exceptional family circumstances which clearly show that only St Giles' C of E Primary School can meet the child's needs.

Admission on medical grounds cannot be considered where the medical condition relates to that of a parent, brother or sister or other relative/childminder.

Twins and Multiple births
Every effort will be made to accommodate twins and multiple births. Where the last place offered is a twin or multiple birth places will be offered to the other twin or sibling(s) as exceptions to the Infant Class Size rule.
Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

Home address
The address provided 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, they must be able to demonstrate that they own the property or have a tenancy agreement for 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 time. 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.

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 and/or different preferences, 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 "on-time", an amended joint application will also be considered "on-time" if received before 1st February 2028 (the late deadline). If the amended joint application is received after 1st February, it will be treated as "late".

Fraudulent applications

HCC on behalf of the school will do as much as possible to prevent application being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. HCC will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school.
- When a child lives at a different address to the applicant.
- When the applicant does not have parental responsibility.
- When a family moves shortly after the closing date of applications when one or more of the following applies:

  -the family has moved to a property from which their application was less likely to be successful.
  -the family has returned to an existing property.
  -the family lived in rented accommodation for a short period of time (anything less than a year) over the application period.
  -Official/public records show an alternative address at the time of the application.
- When a child starts at the allocated school and their address is different from the address used at the time of application.

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.

Address Visits

Where suspicions lie as to the validity of an address, the Admissions & Transport Team may make unannounced visits to the applicant's claimed address or any other address suspected to be the normal residence of the child's primary carer or the address where the child resides for the majority of the week. The aim of these visits is to verify that the address information provided on the application form is accurate. All visits will be made by two members of the Admissions & Transport Team.

If an address appears to be unoccupied at the time of a visit, a letter will be left confirming that an attempted visit took place. The letter will ask the occupant to contact the Admissions & Transport Team within 24 hours to confirm receipt of the letter and details of the occupant. It is reasonable to expect that an applicant living at the address stated on the application form can respond within 24 hours. If contact takes longer than 24 hours, the applicant will be asked to explain why and provide evidence why they did not respond within the specified time.

If, following the initial investigation or any further investigation, the Admissions & Transport Team concludes that, on the balance of probability, a fraudulent address has been used on an application, correspondence will be sent to the applicant confirming this decision. This will outline the factors taken into account in making the decision as well as the action which will be taken with the application. It will also set out which address will be considered to be the child's permanent home address for the purpose of their application for admission to school.

Home to school distance measurement for purposes of admissions

A "straight line" distance measurement is used in all home to school distance measurements. 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.

Applications from children * from overseas

All children of compulsory school age (5 to 16 years) in England have a right to 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.

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, HCC 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 an 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 as long as the parents provide evidence of the address and that the child will be living there.

St Giles CofE Primary 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 (1st February 2028 for the under 11 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 six 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.

Age of Admission and Deferral of Places

The school's policy is that children born on and between 1 September 2023 and 31 August 2024* would normally commence primary school in Reception in the academic year beginning in September 2028. 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 had 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 2024 and 31 August 2024 are categorised as "summer born" and if parents/carers do not believe that their summer born child is ready to join Reception in 2028 they should contact the school for guidance before making an application.

Governors will decide on these applications on a case to case basis, in the best interests of the child. there is no guarantee that a place will be offered at the school.

If parents wish to delay their application for a Reception place, they are advised to also 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 2027 (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, in the best interests of the child. The Governors' decision will be based upon the circumstances of each case including the view of parents, the Headteacher, 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

PROCEDURES

- Applications can only be made via HCC's website www.hertfordshire.gov.uk.
- Parents who are considering applying for a place for their child are invited to contact the Head Teacher, by telephone, to make an appointment to see the school.
- The Governors anticipate that parents given a place for their child under the Church Membership category will still satisfy the requirements of that category at the time of admission.