

 <p>Offley Endowed Primary School &amp; Nursery</p>	<h1>Offley Endowed Primary School and Nursery</h1>	<p>Reviewed: Sep 2025</p> <p>Next Review: Sep 2026</p>
<p><b>Policy Title:</b></p>	<h2>Admissions Policy 2027 - 2028</h2>	<p>Users: Staff, Governors, Parents</p>

By agreement, and in co-operation with the Local Education Authority, the governors will apply their admissions policy criteria to all applications equally in accordance with the ranking system known as 'categories' below.

### Delegation of Authority

The governors delegate to the Headteacher the authority to oversee the implementation of the admissions policy, but the GB remains responsible for all decisions regarding applications for a place at the school.

### Reception

Admission to Offley Endowed Primary School and Nursery is the responsibility of the Governors and they will consider applications for children to be admitted to the school from the September of the academic year in which their fifth birthday occurs. The Governors are able to admit up to 20 children to the reception class. All children, wherever they reside, are welcome to apply to Offley School. Please note that admissions to our Nursery class are covered by separate admission arrangements.

### EHCP Children

Section 324 of the Education Act 1996 requires the governing body of all maintained schools to admit a child with an EHCP (Education Health and Care Plan) that names the school. These children will be admitted before any oversubscription criteria are applied.

Places will be allocated in the following order:

1. Children 'looked after' and children who were previously 'looked after', including those 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. Previously looked after children are those who were looked after but ceased to be so because of being adopted or becoming subject to a 'child arrangements' order or special guardianship order.
2. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school
3. Children living in the parishes of Offley, Lilley and Hexton
4. Children who will have a sibling in the school at the time of admission



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5. Children whose parents or guardians worship at the parish churches of Offley, Lilley or Hexton on at least one occasion every month, and have done so for the year prior to application.
6. Children whose parents or guardians worship at an Anglican church on at least one occasion every month, and have done so for the year prior to application.
7. Children whose parents or guardians worship at a non-Anglican Christian church on a least one occasion every month.
8. Any other children - distance from the school

### Additional Information

Offley Endowed School co-operates fully with the LA's Fair Access Protocol for children who are hard to place. The Governors will admit children under the Fair Access Protocol before those on continuing interest, and above the Published Admission Number (PAN) if required.

In the event of over-subscription in any one of the above categories, the tie-break will be distance from the child's home address to the school, measured using the computerised, 'straight line', mapping system operated by Hertfordshire County Council as described below.

#### Rule 1

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.

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 arrangements 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.



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### <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 status and adoption is confirmed by Hertfordshire's "Virtual School".

The child's previously looked 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. [Applicants under this category must complete the school's supplementary information form and enclose the evidence described below].

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.



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

- a) Specific recent professional evidence that justifies why only Offley Endowed Primary School and Nursery can meet the child's individual needs, and/or
- b) Professional evidence that outlines exceptional family circumstances making clear why only Offley Endowed Primary School and Nursery can meet the child's needs.
- c) If Offley Endowed Primary School and Nursery 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 Offley Endowed Primary School and Nursery essential.

Evidence should make clear why only Offley Endowed Primary School and Nursery is appropriate. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child's need.

In exceptional cases relating to a disability, where more than one school can meet the child's specific needs, a clear and compelling case can be made for Offley Endowed Primary School and Nursery if it is the nearest maintained school with the relevant facilities, environment or location. You must clearly explain why attendance at the nearest school with these facilities is essential.

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 Offley Endowed Primary School and Nursery 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 4:

### 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 and in every case living permanently<sup>1</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 our roll 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.



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<sup>1</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.  
If an applicant 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.

Rules 5, 6, 7      If applying under these categories please ask the priest or minister to sign the supplementary form verifying the required level of attendance. By 'non-Anglican Christian church' the governors mean a church which is a member or is eligible for membership of Churches Together in England or the Evangelical Alliance

### **Tie-break (all categories)**

A 'straight line' distance measurement is used in all home to school distance measurements for Voluntary Aided schools like Offley. 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 of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences

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 Herts County Council 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

### **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.



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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 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 1st February 2027 (the late deadline). If the amended joint application is received after 1st February, it will be treated as "late".

### **Applying for a place**

To apply for a place at Offley School, please contact [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions), or the Customer Service Centre on 0300 123 4043. You can also contact the school office on 01462 768392 for an informal discussion about your child's place at Offley.

If you are applying under rules [2], 5, 6 and 7, please complete the Supplementary Information Form (SIF) available from the school office. If a SIF is not completed, the Governing Body will apply their admission arrangements using the information submitted on the County Application Form only, which may result in your application being given a lower priority.



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### Continuing Interest List and In-Year Admissions

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 allocation). To retain a CI application after this time, parents must confirm they are still interested in a place by completing an in-year application form.

### In Year Admissions

Hertfordshire County Council co-ordinate In Year Admissions on behalf of the Governing Body of the school. Information about how to apply and the online application form can be found at [www.hertfordshire.gov.uk/inyear](http://www.hertfordshire.gov.uk/inyear). The oversubscription criteria outlined above is used to prioritise all In Year applications. A SIF is still requested for applications under categories [2], 5, 6 and 7, which is available on line or from the Customer Service Centre on 0300 123 4043.

### In Year Appeals

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)

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

### Deferring A Place in Reception:

Offley Endowed School's Policy is that children born on and between 1<sup>st</sup> Sept 2022 and 31<sup>st</sup> August 2023 would normally start primary school in Reception in the academic year beginning 2027.

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

- a. Where parents wish, children can attend part-time until they reach compulsory school age.
- b. 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. All children offered a place at the school in the Reception Year must take up that place by the start of the summer term.
- c. Any parents wishing to take up a part-time place or deferred entry must contact the Head teacher, preferably before application, to discuss the child's requirements.



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- d. Summer-born children (1st April – 31st August) do not come of statutory school age until the September after their fifth birthday. If parents of these children wish to delay starting school until the beginning of the next school year they must make an in-year application for a place in Year 1. Alternatively, they may request admission outside the normal age group into Reception rather than Y1. If such an application is agreed with the governors and head teacher, the child's parents must make an application for a place at the school as part of the following year's main admissions round.

The governing body, through a panel process, will decide whether the application for education out of year group will be accepted on the basis of the information submitted. The panel make decisions in the best interests of the child based upon the circumstances of each case including the view of parents, the head teacher's views, 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 school.

### **Children Out of Year Group.**

Offley Endowed Primary School and Nursery agree with Hertfordshire County Council's policy 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 should 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 Governors through a panel process will decide whether the application will be accepted on the basis of the information submitted. The panel make decisions in the best interests of the child 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 individual schools.



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### **Making a Transfer Appeal**

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](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

### **Multiple Births**

Offley Endowed Primary School and Nursery follows Hertfordshire County Council (HCC), and will admit over a 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

Appendix 1:

**SUPPLEMENTARY INFORMATION SHEET**



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NAME OF CHILD: .....

DATE OF BIRTH: .....

NAME OF PARENT/CARER:.....

PERMANENT HOME ADDRESS:

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.....  
.....  
.....  
.....

HOME TEL.....

[If you wish your application to be considered under category 2 of the admissions policy, please set out your child's particular medical and social need to attend the school, in the space below and attach the written evidence required by our admission policy:]

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If you are applying under categories 5, 6 or 7 of the Admissions policy **only**, please complete this section and ask your priest or minister to countersign the form:



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NAME OF CHURCH: .....

NAMES OF PARENTS/GUARDIANS ATTENDING THIS CHURCH:.....

I ..... (Church official) in my role as ..... confirm that the above named persons have attended worship at this church at least once a month for the past year.

SIGNATURE OF CHURCH OFFICIAL: .....

\_\_\_\_\_

SIGNATURE OF PARENT/CARER

.....

DATE: .....