

St Peter's Church of England Voluntary Aided Primary School

THE DIOCESE OF ST ALBANS



St Peter's Church of England Primary School

**Title: Admissions Policy
September 2027/2028**

Committee Responsible: CCSS

ST PETER'S CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

ADMISSIONS POLICY YEAR OF ENTRY 2027/2028 RECEPTION YEAR

INTRODUCTION.

St Peter'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 Governing Body 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, unless one of the permitted exceptions applies.

The Local Authority or LA, (Hertfordshire CC) operates an agreed coordinated admissions scheme in line with government legislation. The LA 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. However, offers will be made by the home LA.

The closing date for admission application forms to be received by the home Local Authority is 15th January 2027. Information on completing the 'online' application and notification dates of admission decisions are published in the LA admissions literature which is also available from their website. Hertfordshire residents can access the online application form by visiting the website www.hertfordshire.gov.uk/admissions or contact the Customer Service Centre on 0300 123 4043 to request a paper application form.

All applications **must** be made on the **home** LA common application form online. Parents/Carers who wish their application to be considered under criteria 2, 4, 5 or 6 below are requested to complete our supplementary information form (SIF) and return it to the school office by the date given above. If a SIF is not completed the Governing Body will apply its admission arrangements using the information submitted on the LA form only, which may result in your application being given a lower priority. The SIF is available from the school office and via the school's website [St Peter's SIF](#) and the Hertfordshire County Council website.

All successful applicants who have reached their 4th birthday by the 1st September 2027 are entitled to a full-time place from the start of the autumn term in 2027. However please note the following:

- a. These arrangements do not apply to our nursery intake.
- 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
- d. 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 (or the start of the summer term if earlier). All children must join the school by the start of the summer term of the

Reception year or a new application will need to be made for a Year 1 place (further information for parents of summer-born children can be found on page 9)

- e. If parents wish, a child may attend on a part time basis until the child reaches compulsory school age.

HOW PLACES ARE OFFERED:

Children who have an Education, Health and Care Plan which names the school will be admitted to the school, before any oversubscription criteria are applied.

All applicants will be admitted if there are sufficient places. In the event of there being more applications than available places, the following oversubscription criteria will be applied, in order.

- 1) Children looked after and children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or a special guardianship order) 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.
- 2) Children with exceptional social or medical needs which only St Peter's School can meet.
- 3) Children who have a sibling on the roll of the school
- 4) Children of a parent or carer who is a regular worshipper at one of the three Anglican churches of the Parish of Mill End and Heronsgate with West Hyde. "Regular worshipper" means that at least one of the child's parents or carers has attended a service of public worship at least twice a month on average for a period of at least two years immediately before the date of application. The churches are St Peter's of Mill End, St Thomas' of West Hyde and St John's of Heronsgate and West Hyde. Proof of attendance must be supplied with the school's supplementary information form.*
- 5) Children of permanent staff employed by the school
 - a) where the member of 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 and/ or
 - b) the member of staff is recruited to fill a vacant post which there is a demonstrable skill shortage.
- 6) Children whose home address is within the Parish of Mill End and Heronsgate with West Hyde and whose parent or carer is a regular worshipper at any Christian Church. "Regular worshipper" means that at least one of the child's parents or carers has attended a service of public worship at least twice a month on average for a period of at least two years immediately before the date of application. Proof of attendance must be supplied with the school's supplementary information form.*

*Parish boundaries can be checked online at www.achurchnearyou.com. For a paper copy of the Parish map, please contact the School office on 01923 773240.

- 7) Any other children. Priority will be given to those children whose home address is closest to the school

Where the application of the above criteria results in a situation where there are more

children with an equal right to admission to the school than the number of available places, priority will be given to those children whose home address is nearest to the school. Hertfordshire County Council's 'straight line' distance measurement system is used for 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.

Where this distance measurement results in more than one child having an identical claim to the last available place in any category:

- 1) If the two applicants live in the same block of flats, priority will be given to the lowest flat number.
- 2) In all other cases, the place will be allocated by means of an independently supervised random draw.

Twins and multiple births

Where a single twin or multiple birth child is allocated a place, the Governors will admit the other twin/multiple birth child(ren), even if this means admitting over the published admission number as an exception to the infant class size rule.

DEFINITIONS

Category 1 "Children looked after and previously looked after and children adopted from state care outside of England"

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)

Children, who are of compulsory school age, who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order are eligible to be considered under this criterion.

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 this criteria.

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 prioritized under Category 1. Applications for these children, with suitable supporting professional evidence, can be considered under Category 2.

Child arrangements order

Under the provision of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangement orders which settle the arrangements to be made as to the person with whom the child is to live with.

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 adopted from state care outside of England will be prioritized under category 1 if the child's previously looked after status and adoption is confirmed by Hertfordshire "Virtual School".

A child is considered to have been in "state care" 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.

Category 2 "Children with exceptional social or medical grounds which only St Peter's School can meet"

"Very exceptional" social or medical grounds refers to cases where there are **exceptional** reasons which make it **essential** that a child should attend St Peter's School and where it is the **only** school locally that could meet the child's needs. Governors will consider the following when deciding whether an applicant meets this criterion:

- i. Specific professional evidence (e.g. from a consultant doctor or senior social worker) that justifies why only St Peter's School can meet the child's needs or which explains the exceptional family circumstances which clearly show that only St Peter's School can meet the child's needs.
- ii. If St Peter's school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- iii. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at St Peter's School essential.
- iv. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent, brother or sister or other relative/childminder.

Evidence should make clear why only St Peter's School can meet the child's needs and parents wishing their child's application to be considered under this heading must complete and return the school's SIF. Applications under this category will generally not be upheld in cases where more than one school could meet the child's need.

Category 3 "Sibling"

A sibling must be on the roll of St Peter's School, at the time the younger child starts. For normal admission round applications to Reception, this means the sibling must be in Reception to Year 5 at the closing date for applications (or the date of application, for late applications). Children in the school's Nursery will not be counted as "siblings".

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 means a sister, brother, half brother or sister, adopted brother or sister, children

One Family, Aiming High, Learning Together with God

looked after or previously looked after, or the child of the parent/carer or their partner, and in every case living permanently in the same house as part of the family household from Monday to Friday at the time of application.

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.

Categories 4, and 6, "Regular worship"

Evidence in the form of a letter from the priest or minister verifying that the required level of attendance has been met must be provided.

The governors define a 'Christian' Church to be one which is a member of Churches Together in England, Churches Together in Britain and Ireland, the Evangelical Alliance and/or Affinity.

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

Category 5 "Children of staff at the school"

Priority is given in the school's oversubscription to children of staff in either both of the following circumstances.

- a) where the member of 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 and/ or
- b) The member of staff is recruited to fill a vacant post which there is a demonstrable skill shortage.

The member of staff must have a permanent contract of employment with the school and have parental responsibility for the child.

The child must live with the member of staff for the majority of his/her time

Staff members will have been notified on appointment if their role is one for which there is a demonstrable skill shortage and can obtain a list of roles for which there is a demonstrable skill shortage from the school's business manager.

"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 are processed by Hertfordshire County Council ("HCC") on behalf of the Governing Body, in accordance with HCC's published coordinated admission scheme.

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 2027, it will be treated as "late".

Children of UK service personnel and crown servants

The Governors will consider applications made in advance of such families moving to the local area if the application is accompanied by an official letter that declares a relocation date and an HCC Unit postal address or quartering address (which will be used when applying the oversubscription criteria to the application). If the official letter does not specify a quartering or unit address because the family will be living in private accommodation, the Governors will use the military base or alternative "work" address in Hertfordshire for admission purposes, unless the parent can provide evidence of an established alternative private address at which the parent and the child will live.

Admission out of year group

Parents may request that their child is admitted out of year group. Such requests should be made at the time of application, by letter addressed to the Chair of the Governors CCSS Committee c/o the school office and should enclose any supporting evidence which the parents wish the Governors to consider in support of their request. The Governors will consider all the information provided and make their decision based on the best interests of the child and all the circumstances of the case. This will include taking account of the parents' views and the view of the headteacher; 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 year group; and whether the child may naturally have fallen into a lower age group if not for being born prematurely. Reasons will be given for the Governors' decision but there is no statutory right of appeal if a child is offered a place at the school but not in the parents' preferred age group.

Reception intake and summer born Children

A 'summer-born' child (1 April – 31 August) does not reach compulsory school age until the start of the autumn term following their fifth birthday.

If parents do not wish their summer-born child to start school until they have reached compulsory school age, then they would normally have to make an in year application for a place in Year 1.

However, if parents wish such a child to be admitted "out-of year group" i.e. in the Reception Year rather than Y1 they should discuss it with the school as soon as possible and make an application to the Governors in writing (by letter addressed to the Chair of Governors' CCSS Committee c/o the school office). Such applications will be considered by the Governors in the best interests of the child, taking account of the child's individual circumstances and any evidence provided in support of the application which explains why the child's needs cannot be met in the chronological year group.

All such parents are advised to make an on-time application for a Reception place in their child's normal age group at the usual time and submit the request for admission out of the normal age group at the same time.

If the recommended process is followed, the governors will respond to this request before any offer of a place is made. If the request is agreed to the application can be withdrawn for that year before a place is offered.

If the request is refused, parents may decide whether to accept any offer of a place for the normal age group, or refuse it and make an in-year application for admission into Y1 for the September following the child's fifth birthday.

Where a parent's request has been agreed, they must make a new application as part of the main admissions round the following year.

Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

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 on line should log into their 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".

For in-year applications:

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

Continuing interest (waiting) list and 'in-year' applications.

In the event of more applications than available places the governors will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the oversubscription criteria. The list will be re-ranked each time a new name is added to the list and a child's place on the list can change as other children join or leave it. If a place becomes available in the school it will be offered to the child that best meets the published admission rules.

A child's name will remain on the continuing interest list unless the school is instructed by a parent/carer to remove it; when the child becomes too old for entrance to the school, or, when the school writes to parents to ask if they wish their child's name to remain on the list and no response is received within the prescribed time.

In Year Applications

To make an application for an in year admission, parents must apply directly to the school using the application form available from the school's website [St Peter's Church of England \(VA\) Primary School - In-Year](#)

Fair Access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. The Governors will admit any child allocated a place at the school under the locally-agreed Fair Access Protocol, above any children on the continuing interest list and over PAN if necessary. Parents of children entitled to be considered under the Fair Access Protocol may also make an in year application to the school.