St Andrew's
Church of England (VA) Primary School & Nursery

Benslow Lane, Hitchin,
Hertfordshire, SG4 9RD
Tel: 01462 459160
email: admin@standrews.herts.sch.uk
www.standrews.herts.sch.uk
Headteacher: Mr R Varnam

ST. ANDREW'S CHURCH OF ENGLAND (VA) PRIMARY SCHOOL, HITCHIN.
ADMISSIONS POLICY YEAR OF ENTRY 2027-2028

St. Andrew's 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 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. This admission number has been agreed by the Governing Body and applies to the year 2027-2028.

The Local Authority (LA), (Hertfordshire County Council) operates an agreed co-ordinated admissions scheme for the normal admission round, in line with government legislation. The LA 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. However, offers will be made by the LA.

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. The school is, on a tiered site with the majority of accommodation on one floor. There are some areas accessible by ramps and there is a lift to the school hall. There are also ramps at the main entrance and at the entrance to the playground. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

The closing date for admission application forms to be received by the home LA is Friday 15th January2027. Information on completing the 'online' application and notification dates of admission decisions are published in the LA admissions literature, which is available on line for Hertfordshire residents at www.hertfordshire.gov.uk/admissions. All applications **must** be made on the **home** Local Authority Common Application Form (CAF).

Parents/carers applying under criterion 3 (Foundation Places) are requested to complete our Clergy Form / Supplementary Information Form (SIF) and to return to the school office by the closing date for applications. If a SIF is **not** completed the Governing Body will apply their admission arrangements using the information submitted on the LA form only, which will result in your application **not** being considered for a Foundation Place.

All successful applicants who have reached their 4th birthday before the first day of September 2027 are entitled to a full-time place. However, please note the following:

(a) These arrangements **do not** apply to our Nursery intake.

(b) Parents of children currently in our Nursery **must** re-apply for a place in the Reception class.

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(c) Attendance at our Nursery **does not** guarantee a place in Reception.

(d) Where parents so wish, a child may attend part-time until the child reaches compulsory school age.

(e) Parents offered a Reception place for their child 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). **Summer born children (born 1 April – 31 August)** do not reach compulsory school age until 31st August following their 5th birthday **but must still take up an offer of a Reception place by the start of the summer term**

(f) If parents do not take up the offered place by the deadline described in paragraph (e) then a new, in-year application will be required for a place in year 1.

Education of children outside normal age group

Children are normally educated within their chronological age group, with the curriculum differentiated as necessary to meet their needs. However, parents may request that a child should be admitted outside their normal age group. Such applications should be made in writing, by letter addressed to the governors, c/o the school office, enclosing any supporting evidence the parents wish the Governors to consider in support of their application. The governors will consider the request and will make a decision based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views, the child's academic, social and emotional development; (where relevant) their medical history and the views of a medical professional; whether the child has previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The governors will also take into account the views of the head teacher. The governors will set out the reasons for their decision when informing parents of their decision as to the year group the child should be admitted to.

If the governors agree to the request for out-of-year-group education then an application must still be made for a place for the child in the school. For reception places, parents are advised to submit their request at the same time as making an application for a reception place in their child's normal age group as outlined in the process for summer born children below. Approval of an out-of-year-group education request does not automatically mean that a place will be available in the preferred year group.

There is no right of appeal where a child is offered a place at the school but not in their parent's/carer's preferred age group.

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Deferred entry to Reception for summer-born children

A parent of a summer-born child who wishes their child to start school in the autumn term following their 5th birthday and to be educated 'out of year group' (i.e. in the Reception Year rather than Year 1) should contact the school to discuss their situation at the earliest possible opportunity.

All such parents are advised to apply for a Reception place in their child's normal age group at the usual time and submit a request for admission out of the normal age group at the same time. However all applications will be considered. The Governors will consider each application, taking account of the factors described above.

Where the recommended process is followed, the governors will respond to the request prior to an offer of a Reception place being 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 but the child is offered a place at the school in their normal age group, parents may decide whether or not to accept the offer of that place or refuse it and make an in-year application for admission into Y1 for the September following the child's 5th birthday.

Where a parent's request for out-of-year-group education for their summer-born child has been agreed, they must make a new application for a Reception place at the school 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.

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

HOW PLACES ARE OFFERED

The Governors will admit any pupil with an Education, Health and Care plan (EHCP) which names the school before any oversubscription criteria are applied.

All applicants will be admitted if there are sufficient places available. When there are more applications than there are available places, the Governors will admit pupils according to the following criteria in order of priority.

Category 1. Looked after children and those who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order, including those who appear (to the Governors) to have been in state care outside England, but have ceased to be in state care as a result of being adopted.

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Category 2. Children with a sibling on roll at the school at the time of application and admission.

Category 3. Up to 14 places will be allocated as foundation places each year to children who have their home address in the Parishes of Holy Saviour Hitchin, St. Faith's Hitchin, St. Mark's Hitchin and St. Mary's Hitchin. Foundation places will not be allocated to children living in the surrounding villages or towns even though they may worship in Hitchin churches. Foundation places will be allocated to children whose families have been frequent worshippers (see below) for at least 18 months prior to the date of application at Holy Saviour Hitchin, St. Faith's Hitchin, St. Mark's Hitchin, St. Mary's Hitchin or The Hub Church Hitchin. Applicants under this category must complete and submit a Clergy Form / Supplementary Information Form (SIF) confirming their attendance and have this counter-signed by their priest or minister.

'Frequent' shall mean attending a service, which must be an act of public worship, on average at least twice a month.

For the purposes of Category 3, a 'family' will consist of at least one parent or carer and the child for whom the application is being made.

For families who have moved into Hitchin within the last 18 months, previous certified attendance at another Christian Church, as defined below, can be taken into account, providing details are included in the completed SIF form.

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.

Category 4. Children whose parent

(a) is a member of staff who 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) is a member of staff employed at the school who has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Category 5. Children who at the time of application have their home address within the Parish of Holy Saviour Hitchin as detailed in Appendix 1 (Holy Saviour Parish)

Category 6. Any other children

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Tie-breaker

If any category is **over-subscribed,** the places will be determined in that category by the proximity of the child's permanent home address to the school. 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 individual residences. This is an objective method of measuring home to school distances consistently when applying admission rules. It does not take into account the actual or expected route a child will travel to school.

If there are two identical home to school distance measurements for the final place to be allocated, then the Governors will use random allocation in front of an independent witness in order to allocate it except that, if two applications are received from the same block of flats, the applicant with the lower door number will be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school.

The governors cooperate with the fair access policies of the LA for children who are hard to place and such children will be given priority for admittance over those on the school's continuing interest list and over the Published Admission Number (PAN) if required.

Twins and multiple births

Where a twin or multiple birth sibling is offered a place at the school, then the other twin or multiple birth sibling(s) will also be offered a place, even if this means that the school's published admission number is exceeded.

Definitions and further explanations

Category 1 Looked after children

Looked After Children, including those who appear (to the Governors) to have been in state care outside England, and who ceased to be in state care as a result of being adopted.

A 'Looked After Child' is a child who is:

a) in the care of a local authority, ***or***
b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under Category 1. Children in the process of being placed for adoption are classified by law as

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children looked after providing there is a Placement Order and the application would be prioritised under Category 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 Category 1.

A 'child arrangements order' is an order regulating the arrangements for where, when and with whom a child is to live (section 8 of the Children Act 1989 (as amended by the Children and Families Act 2014)).

A 'special guardianship order' is an order made under section 14A of The Children Act 1989, appointing one or more individuals to be a child's 'special guardian' (or guardians)'.

Children adopted who but appear (to the Governors) to have been in state care outside England. A child is regarded as having been in state care outside of England if they were in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
The Local Authority's 'Virtual School Head' will be asked to verify all such applications. All applications are considered individually but a successful application should include evidence that the child was previously cared for by the state outside England because he or she would not otherwise have been cared for adequately and has been subsequently adopted.

Category 2 Sibling

A sibling includes a brother or sister, half-brother or sister, adopted brother or sister, or the child of the parent /carer 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 application.

A sibling must be on the roll of St. Andrew's VA School, Hitchin at the time of application (or have been offered and accepted a place) and be expected to still be on roll at the time of admission.

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.

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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Category 3 'Christian Church' definition

For the purposes of Category 3, a 'Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at:- https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf

Category 4 Children of staff

This category is for children of members of staff employed directly by the school and does not include contract or agency staff. Staff must have been continuously employed at St. Andrew's VA School, Hitchin for two or more years when they apply for a school place under Category 4(a). If a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, then their child will be ranked under category 4(b) from the time of appointment (or application, if later). Members of staff can obtain a list of posts for which the Governors have determined there is a demonstrable skills shortage [*e.g. from the school business manager/clerk to the governors*].

Staff members applying under this category must provide:

- evidence of their relationship with the child;
- a letter from the headteacher of St. Andrew's VA School Hitchin confirming they have been employed at the school for a minimum of two years at the time of application or have been recruited to fill a vacant post at the school for which there was a demonstrable skill shortage.

The child must be:

- the staff member's natural or adopted child who lives with them;
- the staff member's stepchild or child of a cohabiting partner who lives at the same address;
- a refugee child living with the staff member.

To avoid doubt, a stepchild or child of a cohabiting partner who lives at another address will not be eligible for a school place under this category.

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Home Address

The home address provided on the application form must be the child's current permanent address at the time of application

- "At the time of application" means the closing date for applications
- "Permanent" means that the child has lived at that address for at least a year

Where a family has not lived at an address for a year at the time of application, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months **and** the child must be resident in the property at the time of application. If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested.

It is for the Governing Body (as the admission authority) to determine the address to be used for admission purposes.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

We may ask for proof of your address at any time. If, following an initial investigation and/or any investigation by /with the Shared Anti-Fraud Service, the county council concludes that, a fraudulent address has been used, correspondence confirming this decision will be sent to the applicant. We will explain the decision-making process and the action that will be taken with the application. We will also confirm which address will be used as the child's permanent home address for admission allocation purposes.

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

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

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".

For in year appeals, see below.

Continuing interest (waiting) list

After places have been offered and in the event of more applications than available places Hertfordshire County Council (HCC) will maintain a continuing interest (waiting) list. These and late applications will go onto this list in a position determined by the oversubscription categories outlined above and a child's place on the list can change as other children join or leave it.

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 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.

In year applications All in-year applications must be made to HCC (details are available at **www.hertfordshire.gov.uk/admissions)** but a Clergy/SIF is also required for all applications under Category 3 and this must be returned direct to the school.

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 log in and appeal online at www.hertfordshire.gov.uk/schoolappeals"

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APPENDIX 1 **– HOLY SAVIOUR PARISH**

NAME OF ROAD	DESCRIPTION OF 'PART OF'
Alexandra Road	
Benslow Lane	
Benslow Rise	
Bowmans Avenue	
Burton Gardens	
Chiltern Road	
Convent Close	
Dacre Road	
Florence Street	
Forge Close	
Garden Row	
Girons Close	
Halsey Drive	
Hazel Court	
Hensley Close	
Highbury Road - part of	From the junction with Walsworth Road to the junction with Wymondley Road
Holdbrook	
Ibberson Way	
Kingsdown	
Kings Road	
Midlands Cottages	
Nightingale Court	
Nightingale Road - part of	From the railway bridge to the roundabout at the junction with Verulam Road
Radcliffe Road	
Rose Cottage Gardens	
Sorrel Garth	
Spinney Close	
Spurrs Close	

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St Anne's Road	
Station Approach	
Stuart Drive	
The Avenue	
The Finches	
Trevor Road	
Verulam Road	
Walsworth Road - part of	From the railway bridge to the roundabout with the junction of Verulam Road.
Wymondley Close	
Wymondley Road - part of	From the junction with Highbury Road to the Railway Bridge