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# Great Gaddesden C.E. (VA) Primary School



**'Treat others exactly as you would want to be treated yourself'. (Luke 6:31)**

# Admissions Policy

## Year of Entry 2025-26

Signature:

Headteacher

Reviewed : Annually

# Introduction

Great Gaddesden Primary School is a Voluntary Aided Church of England School within the Diocese of St Albans. Therefore, the governing body of the school is the admission authority.

Great Gaddesden is a Church of England Primary school and the Governors are committed to implementing policies that reflect our Christian Ethos. Within this ethos the school is committed to providing the best opportunities for *all* pupils including those in receipt of Pupil Premium or Special Educational Needs and/or Disabilities (SEND).

This policy outlines our admission arrangements for Nursery and Reception.

As a small, village school, all of our classes are taught in mixed aged groups. In Early Years, Reception and Nursery are taught together in the same classroom. The organisation of classes is reviewed annually by the Headteacher and Governing body based on our numbers on roll.

## Part A: Nursery admissions

Starting nursery is a very important milestone in every child's life. As a parent/carer, you have a vital role to play in helping your child take the first steps on their learning journey. We are keen to work with you to make sure that starting nursery is a positive experience for your child, and to help your child achieve their full potential in a warm and caring environment. Attending nursery provision within a primary school often supports the children to transition to school in a smooth, supportive and manageable way. In addition, our nursery class is taught by a qualified teacher.

Our Nursery operates a single intake to the nursery in September, enabling children to take up their nursery place in the September following their third birthday. Subject to availability, children may be invited to attend the nursery sooner than this date in the term after their third birthday.

Children are expected to attend a minimum of five morning sessions a week to ensure continuity in their learning, and access to the whole curriculum. A session lasts for three hours a day and 15 hours per week (5 sessions) between 8:45-11:45am, which is funded by the Government. Our nursery has one intake each year at the start of September, though in-year admissions will be considered on a case-by-case basis and is dependent on the number of children in the nursery class. We will endeavour to meet your preference however, there will be some occasions where this might not be possible.

The 30-hour provision is the wrap-around care provided by the school each day for Nursery aged children through the provision of a lunch club and afternoon nursery sessions. These sessions are available to all nursery children, whether funded (via the 30-hour scheme) or for a fee. Each term you can choose how many wrap-around sessions your child will attend. For parents with a 30-hour code these sessions are fixed for the term due to the funding process. However, privately paying parents can increase their sessions throughout the

term if we have space available. For lunch club, parents have the option of providing a healthy packed lunch from home for their child (please note our lunch box rules are as follows - a healthy balanced meal with no fizzy drinks; no glass bottles; no sweets; no chocolate; no foods containing nuts). Alternatively, parents can opt for a hot school meal which is available for an additional cost of £3.35 per day. School meals are provided by Hertfordshire Catering Limited, are cooked off-site and brought into school. If you choose this option for lunch, you will be invoiced separately by the main school office via Arbor Parent Portal or App. Parents who have opted for a hot school lunch, will be required to book their child's meal choice in advance via the Arbor Parent Portal or App. When your child is unwell and is not in school, if you notify the school as per the normal attendance processes you will not be charged for the school lunch. Any lunches already paid for will be transferred to the next half term as a credit. However, lunch club and afternoon nursery sessions will still be charged for if you are a fee-paying parent.

For children who attend the morning nursery sessions, parents can opt to extend their stay at nursery through lunch club and afternoon nursery. Lunch club runs from 11:45-1:00 at the price of £5 (school dinners are an additional charge on top of this)The afternoon nursery from 1:00pm to 3:10pm costs £20 per day.

For 30-Hour children funded by the government, the afternoon nursery finishes at 14:45 (as lunch provision is inclusive of the 30 hours). If parents wish to extend this to 15:15 and have already used their 30-hours throughout the week it can be increased through the payment of an additional fee of £3.50 per day to cover the half an hour (approx) between 14.45-15:15.

If you are eligible to access the additional free early education funding (30-hours) then you agree to provide the school with the 30-hours voucher code from the HMRC and complete the funding form and renew your code before the start of each term. Parents are responsible for monitoring their eligibility if their circumstances change and are required by the HMRC to renew their code every 3 months. If the funding code proves to be ineligible, the parents will be invoiced by the school for the sessions used.

Sessions are allocated on a first come first served basis. Allocation of Nursery places will be decided by the Headteacher. Priority will be given to those who are taking up their full entitlement of funded hours. In the event of spaces becoming available, they will be offered to the next applicant on the waiting list. Parents of children with a 30 hour place must confirm their eligibility by going on to the HMRC website. It is the parents' responsibility to obtain a valid code prior to their child's first term. They must then ensure that they reconfirm their eligibility when required. Where a family is no longer eligible, the extended hours will be withdrawn unless parents choose to pay for the additional hours. For up-to-date information on eligibility please visit [www.hertfordshire.gov.uk/parents](http://www.hertfordshire.gov.uk/parents).

All Nursery applications are made directly to the school through completing the admissions booklet and supplementary information form (SIF) which is available on our website or from the school office.

## Part B: Reception

The Local Authority or LA, (Hertfordshire CC) operates an agreed co-ordinated 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 15 January 2025. Information on completing the 'on line' application and notification dates of admission decisions are published in the LA admissions literature which is also available from their website.

All applications must be made on the child's home LA common application form. Parents/carers 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 their admission arrangements using the information submitted on the LA 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 4<sup>th</sup> birthday by the beginning of September 2025. However, please note the following:

- Where parents so wish, a child may attend on a part-time basis until he or she reaches compulsory school age (the exact pattern of attendance must be agreed with the school).
- Parents can, if they wish, delay their child's starting date in Reception until later in the school year but not beyond the date at which they reach compulsory school age (summer-born children born between 1<sup>st</sup> April and 31<sup>st</sup> August must take up their Reception place by the start of the summer term of the Reception year at the latest).
- Where a parent of a summer-born child 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.
- If parents want their child to start school in the term after they turn five and be educated "out of year group" i.e. in the Reception year rather than Y1 then they must make an application in writing to the Governors for admission out of year group. Parents are advised to discuss their concerns with the school at an early stage and, wherever possible, to submit their application for admission out of year group at the same time as making an on-time application for admission to Reception in the child's normal age group. Such applications will be considered by the Governors on a case-by-case basis and in the best interests of the child. Parents do not have a right of appeal against a decision not to accept this request. If the request is accepted then a new application for admission to Reception in September 2026 must be made as part of the following year's main admissions round. Please note that this application for admission will be treated in the same way as all other applications and that there is no guarantee that a Reception place will be available in that year group.

Children in the school's nursery must re-apply for a place in the school's Reception class.

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

Children who have an Education, Health and Care Plan which names the school will be admitted to the school and before any oversubscription criteria are applied. All applicants will be admitted if there are enough places available.

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 previously looked after, including those children 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.

2. Children at the time of admission, who have a **sibling** attending Great Gaddesden Primary School.

3. Children who **live in the Parish** of Great Gaddesden and Nettleden

(see Appendix A for Parish of residence boundaries)

When this category is oversubscribed, priority will be given as follows:-

- a) parent(s)/guardian(s) have attended services at their parish church or place of worship at least once a month during the previous two years. (A letter verifying attendance will be sought from the church / place of worship attended.)
- b) geographic proximity.

4. Any other children.

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, the tie-break will be distance to the school, measured using the computerised, 'straight line', mapping system operated by the LA. 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 as a result of living in flats, priority will be given to the lowest house number.

Tiebreak decisions will be independently verified.

The governors cooperate with the LA's fair access protocol for children who are hard to place and children allocated a place at the school under the protocol will be admitted before other children on the continued interest list and over PAN if necessary.

## In Year Applications

The school will remain part of the county council's coordinated In Year admissions scheme. You can make an In Year application online via [www.hertfordshire.gov.uk/inyear](http://www.hertfordshire.gov.uk/inyear) or request a paper copy from the Customer Service Centre on 0300 123 4043. Parents/carers should return the application form direct to the County Council (address on the form) but a SIF is also requested.

## Unsuccessful Applications

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

### In-year appeals

If your application is unsuccessful, the county council will write to you with registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals). Parents do not have to contact the school.

## Continuing Interest (waiting list)

In the event of more applications than available places, Hertfordshire County Council will maintain a continuing interest list (waiting list) on behalf of the Governors. 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 that best meets the published admission rules. The County Council will contact parents if a place 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 confirmed at the time the application is determined).

Parents are requested to inform the governors if they wish their child's name to be removed. To retain a place on the CI list families must, at the end of the academic year, confirm their continuing interest by making a new In Year application.

### Definitions:-

**'Looked After'** : 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).

*Previously looked after children are those who were looked after but ceased to be so because of being adopted or because they became subject to a child arrangements order or a special guardianship 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.*

*An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special 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".*

*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.*

### **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\* 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. 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 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 has 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.*

### **Twins/multiple Births:**

*In the case of twins/multiple births, where one child is offered the last available place, the school will offer places to the remaining twin/children of the multiple birth. Such allocations are exceptions to infant class size legislation.*

### **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.*

*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, 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 3rd February 2025 (the late deadline). If the amended joint application is received after 3rd February, it will be treated as "late".*

**Children Out of Year Group:** (except applications for Reception from summer born)

*The school's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance\* which states that "in general, children should be educated in their normal age group". If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case". The school's governing body, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The governors' decision will be based upon the circumstances of each case including the view of parents, the 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 and senior leadership of the school.*



**Appendix A: Parish Boundaries** of the parishes of Great Gaddesden and Netteden (please note that a larger scale version of this map is available at [www.achurchnearyou.com](http://www.achurchnearyou.com))

