

Diocese of St Albans
St. Bartholomew's Church of England Primary School

ADMISSIONS POLICY

**YEAR OF ENTRY 2025
RECEPTION YEAR**

INTRODUCTION

St. Bartholomew's School ("The 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 Governors will admit up to the published admission number 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 or LA, Hertfordshire, 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.

The closing date for admission application forms to be received by the home Local Authority is as advertised by that authority. The application closing date is 15th January (or the nearest working day) and the allocation date is 16th April (or the nearest working day) on the year of application. 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. [Click here for the link to the Hertfordshire Admissions website.](#)

All applications **must** be made on the **home** LA common application form. Parents/carers are requested to complete our supplementary information form (SIF) only if they are applying under the Category 3 criteria.

Age of admission and deferral of places

Hertfordshire County Council's policy is that children born on and between 1 September 2020 and 31 August 2021* would normally commence primary school in Reception in the academic year beginning in September 2025. The school provides for the full-time admission of all children offered a place in the Reception year group from the September following their 4th birthday. If a parent wants a full-time place for their child from September (at the school at which a place has 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 individual school(s) to discuss their child's requirements.

Reception intake and summer born children

The school allows parents to make a delayed Reception application for their summer-born child, where they believe it is in their child's best interests to do so.

Parents who do not wish their summer born child (born 1st April 2021 to 31st August 2021) to start school until the September after their child turns 5 must normally make an in-year application for a place for their child in Year 1. However if parents wish their summer-born child to be educated out of year group instead, i.e. in the Reception class starting in September 2026, they may make a request to the Governing Body for their child to be educated out of year group. Parents are advised to make an on-time application for a Reception place in their child's normal age group and to make a written request to the Governing Body for education out of year group at the same time, enclosing any evidence in support of their request. These requests should be addressed to the Headteacher via the school office. The Governing Body will make its decision based on the individual circumstances of the case but all such requests will be accepted unless the Governing Body believes that this would not be in the best interests of the child. If the request for education out of year group is accepted, the application for a place in the child's normal age group can be withdrawn and a new application made as part of the following year's main admission round. Please note that there is no guarantee that a place will be available in the parents' desired year group.

In Year Admissions

The school is part of HCC's scheme of in year co-ordination and parents apply for a place online at [Hertfordshire County Council's In Year website](#). The oversubscription criteria outlined below are used to prioritise In Year applications.

Children out of year group (except applications for Reception summer born)

For children in other year groups, St. Bartholomew's School follows Hertfordshire's policy on children out of year group. This is published as part of the county's scheme of coordination.

'Hertfordshire County Council'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 best interests of the child and the circumstances of each case including the view of parents, the head teacher(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 Head teacher and senior leadership of the school.

This policy is available at [Hertfordshire School Admissions website](#).

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

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

If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

- Category 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. 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 arrangements¹ order or a special guardianship order². 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 this category.
- Category 2 Children who have a sibling in the school at the time of application.
- Category 3 Children for whom it can be demonstrated have a particular medical or social need to go to the school.
- Category 4 Children who at the time of the application have their home address either within the Ecclesiastical Parish of Wigginton or Osborne Way or the extension to Highfield Road known as "Upper Tring Park Road" (as marked on the plan available at the school). The Ecclesiastical Parish can also be checked via [The Church of England website](#) and also see map below.
- Category 5 Children for whom it is their nearest school.

Category 6 Any other children

Tie Break

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 from the school**.

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 house number given priority.

A 'straight line' distance measurement is used for all home to school measurements in Hertfordshire. 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.

The governors cooperate with HCC's Fair Access Protocol. FAP children will be admitted above those on the school's continuing interest list, and over the Published Admission Number (PAN) if required.

The governors will admit over the 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.

DEFINITIONS

In respect of all categories the governors use the same definitions as the LA, set out in their admissions literature and website.

Category 1

Category 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. 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 arrangements order¹ or a special guardianship order².

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 this category.

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 category 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 Category 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 Category 1. Applications made for these children, with suitable supporting professional evidence, can be considered under Category 3.

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.

² 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 outside England and subsequently adopted will be prioritised under Category 1 if the child’s previously looked 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 ... 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 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 permanently¹ 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 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.

¹ 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.

- Category 3** Category 3 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. 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 Category 3 are agreed. All applications are considered individually but a successful application should include the following:
- a) Specific recent professional evidence that justifies why the school is the only school that can meet a child's individual needs, and/or
 - b) Professional evidence that outlines exceptional family circumstances making clear why the school is the only school that can meet the child's needs.
 - c) If the school 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 the school essential.

Evidence should make clear why only the school is appropriate. A Category 3 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 in the county can meet the child's specific needs, a clear and compelling case can be made for the school where it is the "nearest" 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 Category 3 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 the school 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 category.

A Governors' admission panel will decide whether the evidence provided is enough to meet the requirements for this category. All evidence must be sent to the school at the time of application to be considered.

Category 4 Children who at the time of the application have their home address either within the Ecclesiastical Parish of Wigginton or Osborne Way or the extension to Highfield Road known as “Upper Tring Park Road” (as marked on the plan available at the school). The Ecclesiastical Parish can also be checked via [The Church of England website](#) and also see map below.

Category 5 Children for whom it is their nearest school.
The definition of “nearest school” includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location.

Category 6 Any other children.

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.

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 3rd March 2025 (the late deadline). If the amended joint application is received after 3rd March 2025, it will be treated as “late”.

Fraudulent applications

The governors, in partnership with Hertfordshire County Council, will do as much as possible to prevent applications 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. The governors 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 child starts at the allocated school and their address is different from the address used at the time of application
- When a family move 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 year) over the application period
 - Official/public records show an alternative address at the time of the 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.

NEW: Applications from children* from overseas

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

For the Primary transfer process, 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, a place can be allocated in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a 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.

The governors 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 (3rd March 2025) cannot be considered before National Allocation Day.

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.

Children from overseas, other than those mentioned above, 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. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12-month rental agreement.

**Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode and normally have unrestricted entry to the UK. Freedom of movement into the UK for European Economic Area and Swiss citizens ended at the end of 2020. EEA (Irish citizens aside) and Swiss national children entering the UK after the end of 2020 are now treated the same as other foreign nationals. This means they will no longer have the right to enter the country to access a state-funded school unless they fall within certain immigration categories. Find out more about visas and immigration and the EU Settlement Scheme for European Economic Area and Swiss citizens.*

<https://www.gov.uk/browse/visas-immigration/eu-eea-swiss>

UNSUCCESSFUL APPLICATIONS

Appeals

Parents who have not been allocated a place for their child have the right of appeal to an independent panel.

- **For the Reception intake:** 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 the [Appeals System on the Hertfordshire County Council website](#) by clicking on the link “log into the appeals system”.

- **For In Year Admissions:** 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 the [In Year appeals page on the Hertfordshire County Council website](#).

Continuing interest (waiting) list

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 application). 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.

Determined by the Full Governing Body on 27th February 2024.

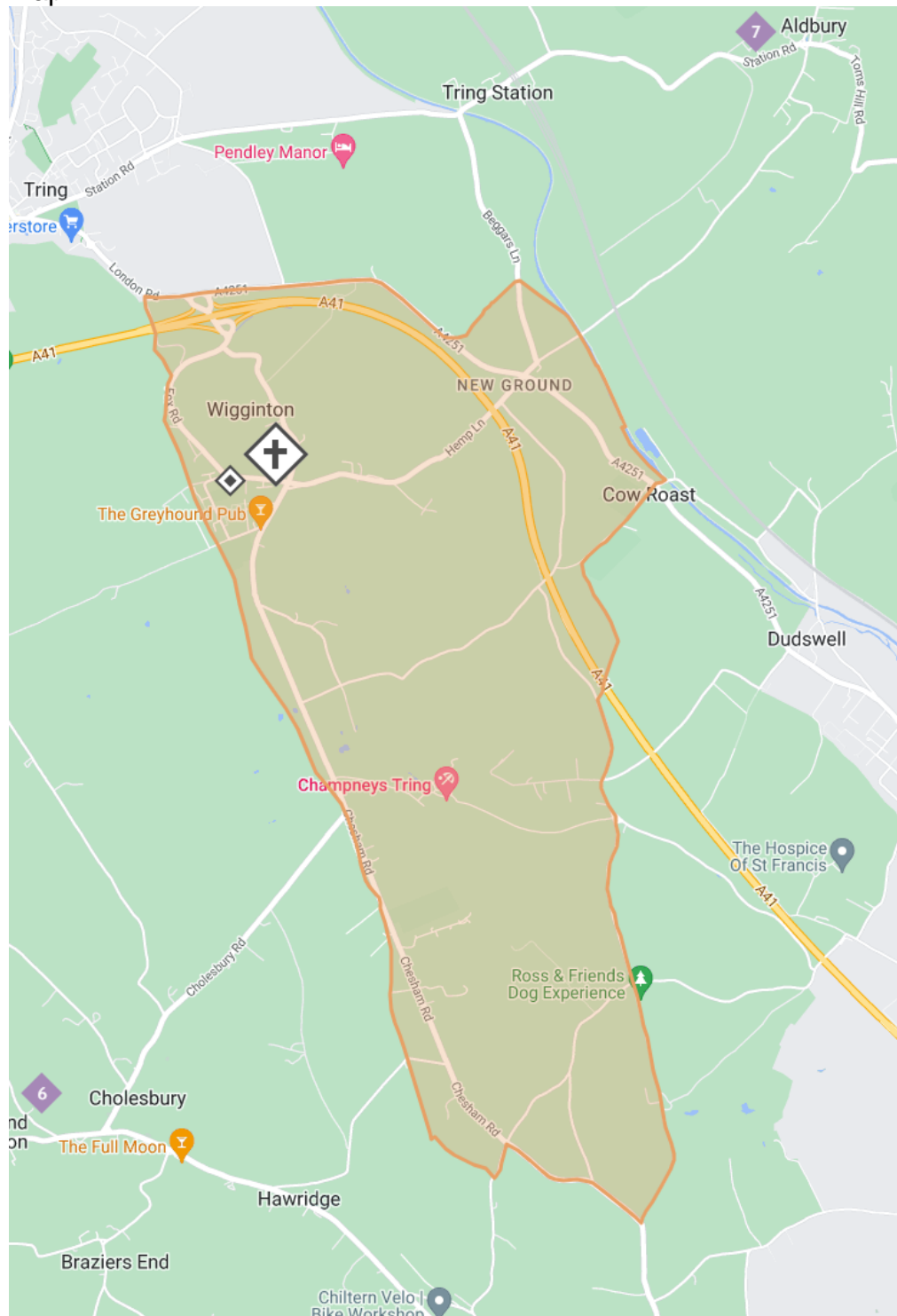
Timescales for 2025/26 - Under 11s Admissions Round

Closing date for on time applications to be submitted to the LA	15 Jan 2025
Statutory deadline for receipt of paper applications	15 Jan 2025
Offer letters/emails sent	16 April 2025
Date by which parents/carers may accept or reject place offered	2 May 2025
Date by which parents/carers return appeal forms	May 2025 (exact date TBC)

Map of the Ecclesiastical Parish of Wigginton

Category 4: Children who at the time of the application have their home address either within the Ecclesiastical Parish (shown in Map 1 below) of Wigginton or Osborne Way or the extension to Highfield Road known as “Upper Tring Park Road” (shown in Map 2 below):

Map 1:



Map 2:

