



# Park Street C of E Primary School



**POLICY:**

ADMISSIONS FOR 27/28

**Date of approval:**

SEPTEMBER 2025

**Date of review:**

SEPTEMBER 2026

In our school our Christian vision shapes all we do.

**Flourish and**  
**"Let your light shine."**  
**Matthew 5:16**

At Park Street, we are committed to creating a school community of happy and confident lifelong learners equipped with the skills and knowledge needed to FLOURISH and lead successful lives.

## **ADMISSIONS POLICY FOR ENTRY INTO THE MAIN SCHOOL IN 2027/2028**

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### **General information**

Park Street School is here to serve the local community and is open to children of any faith or none. The school has close links with Holy Trinity Church, has a Christian character and promotes Christian values through the experience it offers to all its pupils. Each child is a member of a caring school community, with an emphasis on enabling each child to achieve their full personal and academic potential.

Park Street School is a Voluntary Aided Primary School within the Diocese of St Albans. The Governing Body of the school is the admissions authority, and they will admit up to the Published Admission Number (PAN) of 30 children to the Reception Class in each academic year.

### **Procedure for Applications**

Hertfordshire County Council (HCC) operates an agreed co-ordinated admissions scheme in line with government legislation. HCC will co-ordinate the process on behalf of the school according to the scheme published by HCC each year.

The closing date for applications is **15th January 2027**.

Applications must be made via the LA website: [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or by completing the Common Application Form from the LA-Hertfordshire.

If parents/carers wish for their application to be considered under the Church criteria (category 4 & 5), they are asked to complete a Supplementary Information Form (SIF). This can be found on the school's

website or from the school office. It should be returned to the school office by 15th January 2027. For all other criteria, a SIF is not necessary.

Parents of children in the Nursery Class must apply for a place in Reception. The school will admit any child with an Education, Health and Care Plan that names Park Street School. The school will also admit children under HCC's Fair Access protocol before those on the school's continuing interest list, and, if necessary, above the Published Admission Number.

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

### **Oversubscription Criteria**

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 order<sup>1</sup> or a special guardianship order<sup>2</sup>. 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 rule. (See Note 1)
2. Children with a sibling who will be enrolled in the school at the time of admission. (See Note 2)
3. Children who live in the ecclesiastical parish of Frogmore which includes Park Street, How Wood, Frogmore and Colney Street. Priority will be given to those who live nearest to the school.
4. Children who live in one of the surrounding parishes of St Stephens, St Peters, London Colney, Shenley, Radlett, Bricket Wood or Aldenham (A map showing the parish boundary is available at [www.achurchnearyou.com](http://www.achurchnearyou.com)) and whose parents regularly worship at Holy Trinity Church and whose Supplementary Information Form (SIF) has been signed by the Vicar (see note 3)
5. Children who live in one of the surrounding parishes of St Stephens, St Peters, London Colney, Shenley, Radlett, Bricket Wood or Aldenham (A map showing the parish boundary is available at [www.achurchnearyou.com](http://www.achurchnearyou.com)) and whose parents regularly worship at any other Christian Church and whose Supplementary Information Form (SIF) has been signed by the Vicar (see note 3)
6. All other children.

**Note 1** Places are allocated to children in public care according to Chapter 2, Section 7 of the School Admissions Regulations 2012.

A "child looked after" is a child who is

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

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not "looked after" immediately before being adopted or made the subject of a child arrangements order or special guardianship order, will not be prioritised under rule 1.

<sup>1</sup> Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children

Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

<sup>2</sup> Special guardianship order

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child's previously looked status and adoption is confirmed by Hertfordshire's "Virtual School". The child's previously looked status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and
- ii. to have ceased to be in that state care as a result of being adopted.

A child is in "state care" if he or she is in the care of, or accommodated by – 2 (a) a public authority, (b) a religious organisation, or (c) any other organisation the sole or main purpose of which is to benefit society.

**Note 2** A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner. The child should be living permanently in the family home from Monday to Friday at the time of the application. In Year Admissions: the sibling may be in the school's final year as long as they will still be in attendance at the time of admission.

**Note 3** 'Regular Worship' is intended to signify membership or commitment to Holy Trinity Church, Frogmore or another Christian Church. Parents are deemed to be 'regular worshippers' if they have attended services at least once a month for the 12 months before the closing date for applications.

In the event that during the period specified for attendance at worship, the church, or relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church, or relevant place of worship, has been open for worship.

### **Tie-Break**

If, when the above criteria have been applied, 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, using Hertfordshire County Council's 'straight line' distance measurement.

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 two different addresses are the same distance from a school (for example, where they are in the same block of flats), the lower door number is deemed nearest to the school. If two applicants have identical addresses, 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. Where there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

### **Home address**

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

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

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

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 February 2027 (the late deadline). If the amended joint application is received after 3rd February, it will be treated as "late".

## **Twins and Multiple Births**

When the last available place is offered to a twin or multiple birth child the other twin or sibling(s) will also be admitted.

## **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). A SIF is required for applications under Categories 4 and 5. The County Council will contact you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)

## **Continuing Interest. (Waiting List).**

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.

## **Part-Time and Deferred Entry**

Parents offered a place may defer the date of their child's admission until later in the year or until the child reaches the compulsory school age. Summer-born children (1st April-31st August) may only have admission deferred until the beginning of the Summer Term. If parents so wish, children can attend on a part time basis until they reach compulsory school age.

## **Summer-born children**

If a parent wishes their child to start school in the Autumn Term following their fifth birthday, then an in-year application must be made for a place in Year 1. If however, a parent wishes their summer-born child to be educated Out-of-Year Group, i.e. in the Reception Year rather than Year 1, they may request this and should discuss it with the school as soon as possible. Such applications will be considered by the governors on a case by-case basis, taking into account the views of the headteacher, the parents and the best interests of the child. To admit out of year group would require extenuating circumstances and professional evidence (if available, explaining why) may be sought to explain why the child's needs cannot be met in their chronological year group. These parents should apply for their child's normal age group at the usual time and may submit a request for out of the normal age group at the same time. The governors will respond to this request prior to the offer of a place being made. If the request is agreed to the application can be withdrawn for that year before a place is offered. These parents must then make a new application as part of the main admissions round the following year.

If the request is refused parents may decide whether or not to accept the offer of a place in the normal age group, or to refuse it and make an "In-Year" application for Year 1 for the September following the child's fifth birthday.

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

## **Other out of year group education requests**

All other requests for education out of year group should be made in writing to the governors at the time of application for a place at the school. Such applications will be considered on an individual basis and in the best interests of the child but must be supported by evidence from relevant professionals working with the child and family which demonstrates why the child must be educated outside the child's normal year group. If the request is accepted, please note that there is no guarantee that a place will be available in the desired year group. There is no right of appeal where the out of year group request is unsuccessful, but the child is offered a place in the child's normal age-appropriate year group.

## **Right of Appeal**

All unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child. Hertfordshire parents who applied on-line should log onto their on-line school application and click on the link "register an appeal". Out of county applicants and paper applicants should contact the Customer Service Centre (0300 123 4043) to request an appeal pack. A repeat application within the same academic year will not be considered by the governors unless there has been a significant change in circumstances.

## **Disseminating the policy**

We ensure that this policy is known to all staff and governors, parents and carers and, as appropriate, to all pupils. This policy is available on our school website.