

# Hormead CE (VA) First & Nursery School



## Admissions Policy – 2027-2028

*"I have come that they may have life, and have it to the full." John 10:10*

Last updated	Sept 2025
Author	L Tompkins
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Next Review Due	Sept 2026
Headteacher	Mrs. Lynda Cowler
Chair of Governors	Mr. Michael Johnson

***This policy has been written and adapted in accordance with our School Vision***

***"Love of Learning, Love of Life itself, and Love of God"***

## OUR SCHOOL VISION

### *Love of Learning, Love of Life itself, and Love of God"*

"A natural home for all children and adults to have the opportunity to flourish within the community, in a unique and happy school rooted in Christian values."

## ADMISSION PROCESS

The Governing Body is responsible for the admission of pupils to the school. We are a fully inclusive church school and welcome children of all faiths and cultures. The school's Published Admission Number (PAN) is 30. This number has been agreed between the Governing Body and the Local Authority and applies to the year 2027/28. Admission numbers and policies for future years may be different.

Hertfordshire County Council (HCC) operates an agreed co-ordinated admissions scheme in line with government legislation. HCC will manage the process of Reception allocations 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 applications and notification dates of admission decisions are published in HCC's admissions booklet, which is also available on its website [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) Parents of children not living in Hertfordshire must make an application to their home local authority.

If parents wish their application to be considered under category 5 or 6 they should complete our Supplementary Information form (SIF) in addition to the CAF. If a SIF is not completed the Governing Body will apply the school's admission arrangements using only the information supplied on the HCC CAF, which may result in the application being given a lower priority.

Section 324 of the Education Act 1996 requires the Governing Bodies of all maintained schools to admit a child with an Education Health and Care Plan that names our school. These children will be admitted as part of the school's PAN, before oversubscription criteria are used.

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

## OVERSUBSCRIBED CRITERIA (refer to the Explanatory notes and definitions beginning on page 6)

Rule 1	Children looked after and children who were previously looked after, including those 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 or became subject to a child arrangement order <sup>1</sup> or a special guardianship order. (Definition 1)
Rule 2	Children who will have a sibling on roll at Hormead First School at the time of admission. (Definition 2)
Rule 3	Children living in the catchment area of the school i.e.: within the ecclesiastical parish of Hormead with Wyddial. (This area includes the villages of Great Hormead, Little Hormead, Hare Street and Wyddial). (Definition 3).
Rule 4	Children living in any of the following parishes which are part of the same overall benefice: Anstey, Brent Pelham and Meesden. (Definition 4).
Rule 5	Children living outside the areas defined in categories 3 and 4 where at least one of those parents/guardians has, at the time of application, and for a period of one year previously attended public worship at a Church of England Church, at least once in each calendar month. (Definition 5 and 6).
Rule 6	Children living outside the areas defined in categories 3 and 4 where at least one of those parents/guardians has, at the time of application, and for a period of one year previously, attended public worship at a Christian Church of any denomination, at least once in each calendar month for at least one year prior to application being made. (Definition 5 and 6).
Rule 7	Any other children. (Definition 7).

These criteria are applied in the order they are printed above. If more children qualify under a particular criterion than there are places available, the available places will be allocated to those children whose home address is nearest to the school.

### **Home to school distance measurement for purposes of admissions**

A 'straight line' distance measurement is used in 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.

### **Tie Break**

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 Hertfordshire County Council 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 number given priority.

### **Multiple births**

The Governing Body, as the admission authority, will admit over the school's published admission number when a single twin/multiple birth child is allocated a place at the school and the other twin/multiple birth child has applied but not been allocated a place.

### **Continuing Interest**

For admission into Reception (other than In Year admissions), after places have been offered, Hertfordshire County Council will maintain a Continuing Interest list (waiting list). These and late applications will be positioned according to the priority order listed above and a child's place on the list can change as other children join and leave it. Hertfordshire County Council will contact parents/carers if a vacancy becomes available and it can be offered to a child.

A Continuing Interest list for Reception admissions will be maintained by Hertfordshire County Council on behalf of the school until the summer term (date to be specified and confirmed to parents at the time of allocation), when the Governing Body will become responsible for the administration of the list. To remain on the Continuing Interest (waiting) list after this time, parents must confirm they are still interested in a place by completing an In- Year application form. The Governing Body will then maintain the Continuing Interest list for Reception until *the* end of the summer term 2028. For in-year applications, see below.

### **Fair Access**

The Governing Body will admit children in accordance with Hertfordshire County Council's Fair Access Protocol before those on the Continuing Interest list, and over the Published Admission Number (PAN) if required.

### **Starting Reception**

The Governing Body will admit all successful applicants who have reached their 4th birthday by 1st September 2027. Hormead First School operates a single intake policy, and all successful applicants will be offered a full-time place from that date.

However, please note the following:

- These admission arrangements do not apply to our Nursery intake.
- Parents of children currently in the school's Nursery must reapply for a place in Reception.
- Attending Nursery does not give your child priority for a place in our reception class.
- Parents offered a place in Reception may defer the date of their child's admission until the **earlier** of (i) the date at which the child reaches compulsory school age (the start of the term after their fifth birthday) and (ii) the start of the summer term 2028
- If parents so wish, a child may attend on a part-time basis until later in the school year but not beyond the date on which the child reaches compulsory school age. Exact pattern to be agreed by the school.
- If parents do not take up an offer of a place in Reception by the start of the summer term of the school's academic year of entry, they must re-apply for a place for their child in Year 1.

### **Summer Born Children**

Where the parents of a "summer-born" child (1 April – 31st August) wish their child to start school in the autumn term following their fifth birthday and to be educated "out of year group" (i.e. in the Reception Year rather than Year 1) they may make a request to the Governing Body. Any request for education out of year group should be discussed with the school as soon as possible and will be considered by the Governing Body on a case-by-case basis. Each case will be judged on its individual merit; however, any request must be supported by evidence explaining why the child's needs cannot be met in their chronological year group. Parents applying for a delayed start outside their child's normal age group, may submit a request at the same time as applying for a place at this school.

The Governing Body will respond to the request before an offer of a place is made. If the request is accepted, the original application will be withdrawn for that academic year, but the child's parents must make a new application as part of the main Reception admissions round the following year.

If the request is refused but an offer is made for a place in the child's normal age group, parents must then decide whether to accept that offer or to refuse it. If they refuse, parents will need to make an in-year application to the Governing Body on the school's in-year application form for a Year 1 place to start the September following the child's fifth birthday.

There is no right of appeal against a decision to not place a child in a year group outside their normal age group.

### **Children out of Year Group (except application for Reception summer born)**

The Governing Body'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 Hertfordshire County Council's policy and 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 Governing Body, as the admissions authority, will decide whether the application will be accepted based on 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.

## **In-Year Admissions**

In-Year applications are considered by Hormead School Governing Body for admission into all other age groups and at other times of the school year. Our In-Year Admissions form is available on line from both the school's website <https://www.hormead.herts.sch.uk/admissions/> and from [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions). You can also contact the school by emailing [admin@hormead.herts.sch.uk](mailto:admin@hormead.herts.sch.uk) to request a copy and/or make an appointment for a *tour* of the school.

Applicants should complete the In Year Admissions Form and return it to the school. Admission will depend on whether there are any vacancies at the proposed time of entry in the relevant year group. The school will inform you within 15 school days of the outcome of your In-Year application. Any offer of a place must be accepted in writing within ten school days. If you have been unsuccessful, Hertfordshire County Council will contact you with registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals).

If a parent/carer wishes their application to be considered under criteria 5 and/or 6 above – they should complete the school's Supplementary Information Form (SIF) and return it to the school office with the application form and other documentation requested. If a SIF is not completed at the time the application form is submitted, the governors will apply their admission arrangements using the information submitted on the In-Year Application Form only, which may result in your application being given a lower priority.

## **Appeals**

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. 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

## **Nursery Provision**

Hormead First School has a Nursery provision.

The admission arrangements detailed in this document do not apply for those being admitted into the Nursery. A separate Admissions Policy for the Nursery is available on our website. The Governing Body is the admission authority.

Parents of children who are admitted to Nursery provision at the school must apply in the normal way for a place at the school if they want their child to transfer to the reception class. Attendance at the Nursery does not guarantee admission to the school.

## **Definitions**

1. 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 function (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 after 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.

2. A sibling is defined as the brother, sister, 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 the child must be living permanently in a placement within the home as part of the family household from Monday to Friday. 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 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.
- 3/4. Children living in the Ecclesiastical Parish and children living in the Benefice. Parish boundaries can be viewed by typing the name of the relevant parish into the search box of the website [www.achurchnearyou.com](http://www.achurchnearyou.com). Please contact the school office for assistance if necessary.
- 5/6. Parents applying under any church category (5 or 6) must provide written evidence of their own attendance from the relevant minister/parish priest and complete the school’s SIF, which must be signed by the relevant minister. 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.
7. Any other children
8. 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 are processed by Hertfordshire County Council (“HCC”) on behalf of the Governing Body, in accordance with HCC’s published coordinated admission scheme.

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 main admission round 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 1 February 2027 (the late deadline). If the amended joint application is received after 1 February, it will be treated as “late”.

## **REVIEW OF THIS POLICY**

This policy is correct for the dates listed in its title. Future and past policies may differ. The Admissions Policy for our school is reviewed annually by the Governing Body.



**Hormead First and Nursery School**  
Reception School Supplementary Information Form (SIF)



The purpose of the Supplementary Information Form is to verify the Christian commitment of the parent(s) applying for a place at a voluntary aided Church of England school. This form should be completed if you want your application to be considered using the Christian commitment oversubscription criteria (5 and 6) of the school admissions policy. Failure to complete this form may affect the oversubscription category into which your child is placed.

**Your Child's Details**

Name of Child (in full) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Male/Female (delete as appropriate)

**Applicant Details**

Mr/Mrs/Miss/Ms/Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Relationship to child \_\_\_\_\_

Please state under which category of the Admissions Policy you are making this application.

Categories:

- |  |     |
|--|-----|
| 1. Children Look After                           | [ ] |
| 2. Siblings                                      | [ ] |
| 3. Living within the Ecclesiastical Parish       | [ ] |
| 4. Living in the Benefice                        | [ ] |
| 5. Attend public worship at any CofE church      | [ ] |
| 6. Attend public worship at any Christian Church | [ ] |
| 7. Any other children                            | [ ] |

**Further Information**

I confirm that the information I have given on this form is correct

Signed \_\_\_\_\_

(signature not required if returning by e-mail)

Full Name \_\_\_\_\_

Date \_\_\_\_\_

**Please note that the commitment to a Christian Place of Worship form needs to be completed if applying under categories 5 and 6, return it to school.**



**Applying under Category 5 and 6**  
**Hormehead First and Nursery School**  
Commitment to a Christian Place of Worship



Name of applicant for a place at Hormehead First School \_\_\_\_\_

Name of Church attended by parents/carers \_\_\_\_\_

Address of Church \_\_\_\_\_

I confirm that \_\_\_\_\_ has attended regularly (at least once a month for the past year) at \_\_\_\_\_

Signed \_\_\_\_\_ Priest/Minister

Name \_\_\_\_\_ Address \_\_\_\_\_

Date \_\_\_\_\_ Contact telephone number \_\_\_\_\_

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**Further statement if more than one church attended in the past year.**

Name of Church attended by parents/carers \_\_\_\_\_

Address of Church \_\_\_\_\_

I confirm that \_\_\_\_\_ has attended regularly (at least once a month for the past year) at \_\_\_\_\_

Signed \_\_\_\_\_ Priest/Minister

Name \_\_\_\_\_ Address \_\_\_\_\_

Date \_\_\_\_\_ Contact telephone number \_\_\_\_\_

*Please refer to policy wording if church has been closed during period of attendance.*