Owned by: SIMCE
Reviewed: Autumn 2025
Next Review: Autumn 2026

'Learn to love and love to learn; in God's love each one will shine'.

St. Andrew's Church of England (VC) Primary School

Policy for In Year Admissions

Rationale:
Our School Vision is led by the example of St Andrew; *"Come, follow me," Jesus said, "and I will send you out to fish for people." (**Matthew 4: 19**)*
Learn to Love- As Jesus showed Andrew how to be the very best of men, so we guide and support our children to become the best that they can be. We teach our children to care and have respect for themselves and others, physically, morally and culturally. Our curriculum is built around the fish symbol to show that the love of God and Jesus is at the very heart of all that we do.
Love to learn- Just as Jesus immediately saw the character and depth of Andrew at that first meeting on the shores of the Sea of Galilee calling him to be his disciple, so we see and encourage the strengths and interests of all our children. We help them become lifelong learners, encouraging and developing their sense of enquiry and aspiration.
In God's love each one will shine- Following Jesus' command; *"Come, follow me," Jesus said, "and I will send you out to fish for people." (**Matthew 4: 19**)* St Andrew brought people to meet, to love and to learn from Jesus. In a similar way we help our children to follow Christian values, to receive the love of God, and to shine that love to others in His grace.

In Year Admission 2026/27

St Andrew's School is a one-form entry Voluntary Controlled Church of England Primary School. Although we are affiliated to the Church of England, the denomination of children is not a factor for determining admission. **The school follows the current Admissions Policy operated by the Local Education Authority for its primary admissions and is controlled by Hertfordshire County Council (HCC).**

In Year Applications

We welcome children to our school in all year groups, where there is availability. All parents and children are invited to visit the school and meet with a senior staff member when they are considering applying for an available place.

St Andrew's Nursery In Year admissions
All applications are handled by St Andrew's Church of England VC Primary School. Applications forms are available from the School Office.

St Andrews Reception class – Year 6 In Year admissions
Applications for In Year admissions are directed to HCC, who is responsible for coordinating all the In Year admissions for Community and Voluntary Controlled schools. Information about how to apply and the online application form can be found at www.hertfordshire.gov.uk/inyear. Parents/carers are able to seek the use of the school's IT facilities, if required.

HCC will allocate In Year places to St Andrew's Primary in accordance with the County's published admission rules. The oversubscription criteria outlined below is used to prioritise all In Year applications to Community and Voluntary Controlled schools, when required.

Admissions Criteria for St. Andrew's Church of England (Voluntary Controlled) School
- as detailed by Hertfordshire County Council Admissions Arrangements 2026/27

IN-YEAR ADMISSIONS

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 (EHCP) that names their school.

Please note: If there are fewer applications than places available at St Andrew's Church of England VC Primary School **Nursery**, all applicants will be admitted. If there are more applications than places available (30), the criteria outlined below will be used to prioritise applications.

Oversubscription criteria

Rule 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* or a special guardianship order*.
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.

Rule 2: Medical or Social
Children for whom it can be demonstrated have a particular medical or social need to go to the school. A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Rule 3: Linked School (*This rule only applies to pupils who are currently attending an infant school which has a linked junior school[1].)*
In the case of junior schools, children who attend the linked infant school at the time of their application.

Rule 4: Sibling
Children who have a sibling on the roll of the school or linked school at the time of application*. *This applies to reception through to Year 5 in infant, junior and primary schools; and from reception through to Year 3 in first schools; and from Year 5 to Year 7 in middle schools.*

Rule 5: Nearest School
Children for whom it is their nearest school or academy.
This includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location.

Rule 6: Distance
Children who live nearest to the school.
Children not considered under rule 5 will be considered under rule 6.
These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tie break will be used by applying the next rule to those children.

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 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 number given priority.

Continuing Interest
After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. 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 confirmed). To remain on the CI (waiting) list after this time, parents must confirm they are still interested in a place by completing an In Year application form.

In Year Admissions
Hertfordshire County Council co-ordinate In Year Admissions for all community and voluntary controlled schools. Information about how to apply and the online application form can be found at www.hertfordshire.gov.uk/inyear. The oversubscription criteria outlined above are used to prioritise all In Year applications to community and voluntary controlled schools.

Continuing Interest
After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for all Community and Voluntary Controlled schools. 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 confirmed). To retain a CI application after this time, parents must confirm they are still interested in a place by completing an in-year application.

Continuing Interest in St Andrew's Nursery class
The school will maintain a continuing interest list for the Nursery class. 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 school will contact parents/carers if a vacancy becomes available and it can be offered to a child. The CI list will be maintained until the summer term (date to be confirmed).

Fair Access
Community and voluntary controlled schools will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

**Please see the 'Explanatory notes and definitions 2025/26 document for a full explanation/definition.*
https://www.hertfordshire.gov.uk/Media-library/Documents/Schools-and-education/Admissions/25-26-HCC-Arrangements/Primary-Combined-Arrangements-25.26.pdf

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