



Chess Valley
Primary
Learning
Trust



Sarratt Church of England Primary School
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Courage, Compassion, Creativity

In Year Admissions Arrangements 2025/2026 (DETERMINED)

Sarratt Church of England School is situated just off The Green in the thriving village of Sarratt, set in the midst of an area of outstanding natural beauty. We are a small Primary school with a strong community ethos. We provide a caring and supportive environment where our children can feel happy and safe from Reception all the way through to Year 6.

Our aim is to allow every child to be the best that they can be. The curriculum, which is creative and diverse, enables all our children to flourish. We encourage them to take an active part in their own education and develop the skills that they need for independent learning and life in the 21st Century.

Admissions

Section 324 of the Education Act 1996 requires the local governing body to admit a child with an EHC Plan (Education, Health and Care Plan) that names the school. 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.

Oversubscription criteria

Rule 1: Looked After Children (LAC) and all **Previously Looked After Children (PLAC)**, including those who appear (to the admissions authority) to have been in state care outside of England, who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement or special guardianship order.

Rule 2: Medical or Social

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. A panel of governors will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to Sarratt C of E Primary School and must clearly demonstrate why Sarratt is the only school that can meet the child's needs.

Rule 3: Sibling

Children who have a sibling on the roll of the school at the time of application.
This applies to reception through to Year 6.

Rule 4: Nearest School

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Children for whom it is their nearest school or academy. This includes all schools except those which allocate places based on faith (membership or practice) before allocating based on distance.

Rule 5: Children of Staff

Children whose parent/carer is a permanent member of the staff employed in the school with a permanent contract and is permanently living with the child for the majority of his/her time.

Rule 6: Any other children

Any other children not accounted for in the first five (5) criteria.

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. In the case of applicants under Rule 6, priority will be given to those whose home address is closest to the school.

IN-YEAR ADMISSIONS PROCEDURE AND ADDITIONAL GUIDANCE

Completing the application

- The parent/carer must complete and return the school's In-Year Application Form (*available on request from the admissions officer at the school or via the school's website*).
- In year applications will be processed and a decision made and communicated to the parent/carer in writing within 15 school days after receipt of the completed application.
- A completed application includes the application form, proof of address and any other documentation requested by the school.
- Unsuccessful applications have the right to appeal. Details for appeals are set out below.

Over-Subscription Criteria

- In the case of children with special educational needs or a disability, but no Education, Health & Care Plan (EHCP), the oversubscription criteria will be applied as fairly to them as to other applicants.
- Twins/Multiple Births: The governors will admit over the published admissions number (PAN) when a single twin/multiple birth child is allocated a place at the school, as an exception to the infant class size rule.

Out of Age Cohort Applications

- A parent/carer may apply for their child to be admitted outside of their normal age-appropriate cohort. Any application of this kind should be accompanied by supporting evidence from relevant professionals who know & have worked with the child. This supporting evidence must state why the child should be admitted outside of their normal age group. This additional information is provided to support the decision-making process. Without it, the governors would be unable to make an informed decision. Any decision must be made in the best interests of the child and the governors will consider the child's individual circumstances and any other professional evidence submitted or provided.

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

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number given priority.

Appeals

- The statutory right to appeal does not apply if the child is offered a place at the school but not in their preferred age group.
- A repeat application for admission within the same academic year will not be considered by the governors unless, in their opinion, there has been a significant change of circumstances.
- It is the responsibility of the parent/carer, whose child is on the continuing interest list, to keep the school advised of any change in circumstances.
- A parent/carer who has not been allocated a place for their child has the right of appeal to an independent panel.
- Once the school has informed the local authority of the application, the parent/carer should receive a letter with registration information for making an appeal. If this is not received, then a parent/carer should call the Customer Service Centre on 0300 123 4043 to request registration details to log into [HCC appeals](#) and click on the link 'log into the appeals system'.

Fair Access Protocol

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

Explanatory notes and definitions

The following definitions apply to terms used in the admissions criteria:

Rule 1: Looked After Children (LAC) and all **Previously Looked After Children (PLAC)**, including those who appear (to the admissions authority) to have been in state care outside of England, who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement or special guardianship order.

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under rule 1.

Highest priority will also be given to children who were previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order.

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 arrangement order or special guardianship order, *will not* be prioritised under rule 1.

Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

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

A child is in "state care" if he or she is in the care of, or accommodated by any of the following:

- a) a public authority,
- b) a religious organisation, or
- c) any other organisation the sole or main purpose of which is to benefit society.

Rule 2: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school

Rule 2 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 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 must go to one specific school.

For In-Year applications, a panel of governors consider Rule 2 applications. Few applications under Rule 2 are agreed.

All applications are considered individually but a successful application should include the following:

- a) Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
- b) Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.
- c) If the requested 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 only a specific school essential. Evidence should make clear why only one school is appropriate.

A Rule 2 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

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child's specific needs, a clear and compelling case can be made for 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 Rule 2 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 one named 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 rule.

Definition of 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 after¹ and in every case living permanently² 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 or have 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 Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

² 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.

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 Local 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

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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.
- 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 the school 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.

Rule 5: Children of Staff

Children whose parent/carer is a permanent member of the staff employed in the school with a permanent contract and is permanently living with the child for the majority of his/her time.

- a) Parent/carer shall mean and include any person or persons with parental responsibility for the child.
- b) Children of staff will be considered in the following circumstances:
 - i) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
 - ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Fraudulent applications

Sarratt C of E Primary School will do as much as possible to prevent applications being made from fraudulent addresses. Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided.

The school 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 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 a year) over the application period;
 - Council tax information shows a different residence at the time of application.
- When a child starts at the allocated school and their address is different from the address used at the time of application.

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

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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.

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 such 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, junior and middle transfer processes; 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, the school will allocate a place 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 Hertfordshire Unit postal address or quartering area address, for consideration of the application against oversubscription criteria. If the family already has an established alternative private address, that address will be used for admission purposes.

Sarratt C of E Primary School 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. 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.

Other children, than those mentioned above, from overseas 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, e.g 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 or are European Economic Area nationals normally have unrestricted entry to the UK.

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