



Sarratt Church of England Primary School
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Courage, Compassion, Creativity

In Year Admissions Arrangements **2026/2027 (DRAFT)**

Sarratt Church of England School is situated just off The Green in the thriving village of Sarratt, set amid 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.

The admission authority for the school is Chess Valley Primary Learning Trust ("the Trust") but the school's local governing body has delegated authority to make decisions on admission to the school on behalf of the Trust.

Admissions

Section 324 of the Education Act 1996 requires the school 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: 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 3: 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 4: Nearest School

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 on the basis of distance.

Rule 5: Any other children

Any other children not accounted for in the first five (4) 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.

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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 or evidence required by the Local Governing Body to properly apply these admission arrangements.
- Unsuccessful applicants 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 place at the school, as an exception to the infant class size rule.

Out of Age Cohort Applications

- A parent/carer may apply to the Local Governing Body (by letter addressed to the governing body c/o the school office) for their child to be admitted outside of their normal age-appropriate cohort.
- Any application of this kind should be accompanied by supporting evidence explaining 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 views of the child's parents and the view of the Headteacher, as well as the child's individual circumstances and any evidence submitted or provided. This may include information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether the child has previously been educated out of year group; whether the child may naturally have fallen into a lower age group if not for being born prematurely.
- There is no right of appeal against a refusal to admit out of year group, but reasons will be given for the Local Governing Body's decision.

Tie Break

- When there is a need for a tie break where two different addresses are the same distance from the 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

- The Local Governing Body will maintain a continuing interest (waiting) list for unsuccessful applicants. A child's position on a CI list will be determined by the oversubscription criteria outlined above and the list will be re-ranked each time a child's name is added to or removed from the list.
- The school 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 end of the summer term. To remain on the CI (waiting) list after this time, a parent/carer must confirm they are still interested in a place and wish to remain on the CI list by completing an In-Year application form.

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.

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- 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 (in the case of Reception admissions). Parents of children entitled to be considered under the Fair Access Protocol may also make an in year application to the school.

Explanatory notes and definitions

The following definitions apply to terms used in the 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 arrangements or special guardianship order.

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. 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 arrangements 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.

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 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] because he or she would not otherwise have been cared for adequately,

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- 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.

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 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 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.

Home Address

- The address provided on the application form must be the child's current permanent address at the time of application.
 - "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 (on behalf of the Trust) 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.
- 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.

Rule 3: 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:

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- 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.

Staff can request information regarding their role and if it is to fill a post where there is a demonstrable skill shortage from the Headteacher prior to applying.

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:
 - o The family has moved to a property from which their application was less likely to be successful;
 - o The family has returned to an existing property;
 - o The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
 - o Official/public records show 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.

Parents will need to show that they have relinquished residency ties with their previous property and that they and their children are permanently residing at the address given on the application form.

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.

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.

Applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this 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.

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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 before taking up their school place. 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.

**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 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 that they will no longer have the right to enter the country to access a state-funded school unless they fall within certain immigration categories.*

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