# Nash Mills CofE Primary School

**Headteacher:**
Mr A Maher MA Ed, BSc (Hons), NPQH

Belswains Lane
Hemel Hempstead
Hertfordshire
HP3 9XB
**Tel:** 01442 252972
**email:** admin@nashmills.herts.sch.uk
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**Determined Admissions Arrangements**
**Year of Entry 2026-2027**

**Reception year**

**Introduction**
Nash Mills Primary School is a Voluntary Aided Church of England School within the Diocese of St Albans. The Governing Body of the school is the admission authority. The Governors will admit up to the published admission number of 30 children into the Reception year. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class.

The Local Authority (LA) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will manage the process 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 Governors co-operate with the Hertfordshire's Fair Access Protocol for children who are hard to place, whereby children may be admitted before those on Continuing Interest lists and over PAN if necessary.

The closing date for admission application forms to be received by the home LA is as advertised by that authority. Information on completing the 'online' application and notification dates of admission decisions are published in the Local Authority Admissions booklet, which is also available from their website.

All applications **must** be made on the **home** Local Authority Common Application Form.

Parents/carers are requested to complete our Church Attendance Form if they wish their application to be considered under Category 3 and return it to the school office by the date given. If this is not completed, the Governing Body will apply their admission arrangements using the information submitted on the LA Application Form only, which may result in your application being given a lower priority.

The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2026. However, please note the following:

a) These arrangements do not apply to our Nursery intake.
b) Parents of children currently in our Nursery must re-apply for a place in the Reception class.
c) Attendance at our Nursery does not guarantee a place in Reception.
d) The child's parents **can** defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.
e) Where parents **wish**, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

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f) Where a parent of a 'summer-born' child (1 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday an application for a place in Y1 would need to be made. This would be dealt with an as in-year application.
g) If parents wish such a child to be educated "out-of year group" i.e. in the Reception Year rather than Y1 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 to ensure that any decision is made in the best interest of the child. Governors will respond to any request, in writing, with the reasons for their decision.

Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group.

An application would need to be made in the normal admissions round for Reception in the year they wish their child to join where this application will be considered alongside all other applications.

The statutory right to appeal does not apply if parents are offered a place at the school but not in their preferred age group

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

**How places are offered**
Children who have an Education, Health and Care Plan in which this school is named, will be offered a place at the school.

After the closing date for applications, in the event of there being more applications than available places, the following oversubscription criteria will be applied, by the Admission Committee of the Governing Body, in the following order:

**Category 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 arrangements order[1] or a special guardianship order[2]. Please refer to Definitions on the following page.

**Category 2** Children who, at the time of admission, have a sibling permanently residing at the same address who attends Nash Mills C of E School. In the event of joint custody being awarded, the address should be the child's current permanent address at the time of application. See Definitions.

**Category 3** Children whose parents/guardians have, at the time of application, shown commitment to the Church of England or another Christian Church by attending a service at least once per calendar month for the year prior to the

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application being made **and** who live within 1.5 km of the school. Applicants in this category will need to complete part 1 of the Church Attendance Form and ask their priest or minister to complete part 2 of the form. This form must then be returned directly to the school. See Definitions.

**Category 4** Any other children. See Definitions.

If any category is oversubscribed after all factors have been considered, the places will be determined in that category according to the proximity of the child's permanent home address to the school, measured as described below.

**Distance Measurements**
Hertfordshire County Council's 'straight line' distance measurement system is used for 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 using a computerised mapping system.

**Tie Break**
In the event of a need for a tie-breaker where two different addresses measure the same distance from the school, in the case of a block of flats for example, the lower door number will be deemed to be nearest. In other scenarios where the home-school distance is the same, Hertfordshire County Council's random allocation method will be used.

**Twins/Multiple Births**
Every effort will be made to accommodate twins and other "multiple birth" applications. Where the 30th child admitted is a twin or multiple birth, the other twin or sibling will be admitted as an exception to the infant class size rule.

**Definitions**
In respect of the following categories, the Governors use the same definitions as Hertfordshire, set out in their admissions literature and website.

**Category 1** **Children in public care** (Children Looked After).
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

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

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**Category 2**

**Sibling**

A sibling is defined as a sister/brother, half-sister/brother, adopted brother or sister, looked after or previously looked after child, or a child of the parent/carer or partner, who lives in the same house (as the child for whom the application is being made) from Monday to Friday at the time of this application. To obtain a school place under the 'sibling rule', the older sibling must still attend the school at the time the younger child joins the school.

**Category 3**

**Christian Church**

The Governors define a Christian Church to be one which is a member of Churches Together in England, the Evangelical Alliance or Affinity.

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.

**Category 4**

**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.

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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 the published 'late' deadline. If the amended joint application is received after the deadline, it will be treated as "late".

**Continued Interest**
In the event of more applications than available places, the Governors will maintain and manage a continuing interest list (waiting list). Continuing interest lists will be maintained for every year group until the end of the summer term. 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.

**In Year applications**
Parents can make an online in year application via the Hertfordshire County Council website www.hertfordshire.gov.uk/inyear or contact the Customer Service Centre on 0300 123 4043 for a paper application form. Parents should return the application form direct to the County Council.

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**Unsuccessful applications - Appeals**

Parents who have not been allocated a place for their child in the Reception class have the right of appeal to an independent panel. Parents wishing to appeal who applied through Hertfordshire's online system should log into 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 and click on the link "log into the appeals system".

For In Year appeals, 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/schoolappeals.

**Primary Timescale Dates**

| | |
|---|---|
| Closing date for online applications to be submitted to the LA | TBC |
| Statutory deadline for receipt of paper applications | TBC |
| Allocation information despatched to parents | TBC |
| Date by which parents/carers may accept or reject place offered | TBC |
| Date by which parents/carers return appeal forms | TBC |