



Long Marston VA C of E Primary School Admission Policy Year of Entry 2026-2027 Reception Year

INTRODUCTION

Long Marston School is a Voluntary Aided Church of England School within the Diocese of St Albans. Our Christian values of service, compassion and respect are reflected in our children as we are rooted in God's love, rejoice to learn and respond to challenge. Our school is a village school together with the church and community at its heart and a strong ethos of inclusion.

The governing body of the school is the admission authority. The Governors will admit up to the admission number of 15 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), ie 30 pupils per class.

The Local Authority or LA, (Hertfordshire CC) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will coordinate 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. However, offers will be made by the home LA. All applications **must** be made on the common application form of the child's **home** LA (the authority in whose area the child lives).

The closing date for admission application forms to be received by the home Local Authority is 15 January 2026. Information on completing the 'on line' application and notification dates of admission decisions are published in the home LA's admissions literature, which for Hertfordshire residents is also available from their website www.hertfordshire.gov.uk/admissions.

Children attending the school's nursery have no priority for reception places and a new application must be made for a place in the reception class.

HOW PLACES ARE OFFERED

Children who have an Education, Health and Care plan, which names the school, will be admitted to the school and before any oversubscription criteria are applied.

In the event of there being more applications than available places, the following oversubscription criteria will be applied, in order.

Rule 1 Children looked after and children who were previously looked after, including those who appear (to the governing body) to have been in state care outside of England, and ceased to be in state care as a result of being adopted.

- Rule 2** Children who at the time of application have their home address within the area edged in blue on the map attached to this policy (Appendix 1). Any addresses which run on the blue line boundary are included within this rule.
- 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 5.
In Year admissions: the sibling may be in the school's final year as long as they will still attend at the time of admission
- Rule 4** Children whose parents attend the Christian churches of Long Marston, Wilstone or Puttenham regularly. 'Regularly' means at least once per month for the six months prior to application. Written verification must be supplied to the school from the vicar or other clergy using the school's Supplementary Information Form (SIF).
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.
- Rule 5** Children whose home address is nearest to the school.

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 tiebreak will be used by applying the next rule to those children. Where there is a need for a tie-breaker where two different addresses measure 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 allocation.

Random allocation will be undertaken independently of the school by Hertfordshire County Council. Every child entered onto the county council's 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 this random number is used to allocate the place, with the lowest number given priority.

Long Marston School will use the same definitions and measuring system as Hertfordshire County Council's as outlined in the 'Definitions' section below.

Continuing interest (waiting) list for admission to reception

After places have been offered, Hertfordshire County Council will maintain the school's continuing interest (waiting) list. A child's position on a CI list will be determined by the oversubscription 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.

Note: Any late application for a Reception place for September 2026 made after the end of the summer term 2026 must be made directly to the school.

In Year Admissions

The school accepts In Year applications directly and maintains continuing interest lists for all year groups for the In Year application process. The school's in year admission form is available via the school's website. Parents applying under Rule 4 should also submit a completed SIF. The school will write to you with the outcome of your application and, if you have been unsuccessful, the county council will write to you with registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals. Continuing interest lists are held for each age group until *the end of each academic year, after which a new in-year application must be made if parents wish their child's name to remain on the list.*

Fair Access

The school participates in the county council's Fair Access protocol and will admit children under this protocol before children on continuing interest. Parents whose children are entitled to be considered under the Fair Access protocol may also make an in year application to the school.

Appeals

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 detail, log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".

For In Year appeals, the school will write to you with the outcome of your application and, if you have been unsuccessful, the county council will write to you with registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals.

DEFINITIONS and EXPLANATORY NOTES

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

Rule 1:

Priority will be given to children looked after and children who were previously looked after, including those children who appear (to the Governing Body) 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 order¹ or a special guardianship order².

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 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.

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 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:

- to have been in state care in a place ... because he or she would not otherwise have been cared for adequately, and
- 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 public authority,
- a religious organisation, or
- any other organisation the sole or main purpose of which is to benefit society.

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 address 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 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 2nd February 2026 (the late deadline). If the amended joint application is received after 2nd February, it will be treated as "late".

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 after and in every case living permanently* 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. 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.

*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.

Christian Church:

The governors define a 'Christian' church to be one which is a member of Churches Together in England or the Evangelical Alliance.

Home to school distance measurement for purposes of admissions:

A 'straight line' distance measurement is used for all home to school distance measurements for admission allocation purposes. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the Address

Base Premium address point of your child's house to the address point of the school. Address Base Premium data is a nationally recognised method of identifying the location of schools and individual residences.

Multiple births:

The school will admit over the published admission number when a single twin/multiple birth child is allocated the last place at the school.

Age of Admission and Deferral of Places

The school's policy is that children born on and between 1 September 2021 and 31 August 2022 would normally commence primary school in Reception in the academic year beginning in September 2026. The school provides for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. If a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can defer the date their child is admitted to school until later in the same academic year or until the term in which the child reaches compulsory school age. Summer born children are only able to "defer" entry to Reception class until the beginning of the final term of the school year for which the offer was made.

Where parents wish, children can attend part-time until they reach compulsory school age. Any parents wishing to take up a part-time place or deferred entry should contact the school to discuss their child's requirements.

Reception Intake and Summer Born Children

If a parent of a "summer-born" child (1 April – 31 August) does not wish their child to start school until the autumn term after the child turns 5, then they must normally make an in-year application for a place in year 1.

However, if parents wish such a child to be admitted "out-of year group" i.e. in the Reception Year rather than Y1 they should discuss it with the school as soon as possible before making an application in writing (by letter addressed to the Governing Board c/o the school office) for the child to be admitted out of year group. Applications should include evidence to explain why education out of year group would be in the best interests of the child. Such applications will be considered by the governors on a case by case basis. Consideration will be given first and foremost to what is in the child's best interests. This will include taking account of the factors set out in the section below.

All applications for admission out of year group will be considered however parents are advised to apply for their child's normal age group at the usual time and may submit a request for admission out of the normal age group at the same time.

Where this recommended process is followed, the governors will respond to this request before any offer of a place is made. If the request is agreed the application can be withdrawn for that year before the place is offered.

If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group, or refuse it and make an in-year application for admission into Y1 for the September following the child's fifth birthday.

Where a parent's request has been agreed, they must make a new application as part of the main admissions round the following year. This will be processed in exactly the same way as all other Reception applications received at that time; there is no guarantee that a place will be offered at the school.

Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

Children Out of Year Group

Children are normally educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children.

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, make an application in writing (by letter addressed to the Governing Body, c/o the school office) for their child to be admitted out of year group. Applications should include evidence to demonstrate why education out of year group would be in the best interests of the child.

The school's governing body, as the relevant admission authority, will decide whether the application will be accepted on the basis of the circumstances of each case and in the best interests of the child. This will include taking account of the views of the child's parents, the view of the headteacher, the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether the child has previously been educated out of year group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. There is no guarantee that an application will be accepted on this basis but the Governing Body will give reasons for its decision when notifying parents whether the request has been successful or not. 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.

Appendix 1 – Boundary of school catchment area for how places are offered (Rule 2).

