



Broxbourne CE Primary School

**Mill Lane
Broxbourne
Herts
EN10 7AY**

Admissions Policy 2026/27



**The Governing Body of
Broxbourne CE Primary School**

Mill Lane Broxbourne Herts EN10 7AY
Tel: 01992 462419

BROXBOURNE CE PRIMARY SCHOOL

ADMISSIONS ARRANGEMENTS 2026/27:

At Broxbourne CE Primary School, we are committed to children being at the heart of all our decisions; to excel in all aspects of our educational provision and to achieve this aim within a safe, nurturing and loving Christian community.

Broxbourne CE Primary School exists to serve the needs of the Church of England and other Christian churches as well as the wider community in the Broxbourne area.

As a one-form entry Voluntary Aided school the Governing Body, who is responsible for establishing the school's aims and admitting the children, will admit **30 children** to the Reception class each September. If there are more than 30 applicants, the Governors will offer places according to the list of criteria, detailed below.

The application process for entry to **Reception in September 2026** is set out on page 11 of this policy.

The school operates a **Continued Interest List** (waiting list) for all year groups which are full. In-year applications are made directly to the school by completing and returning the school's in-year application form which is available from our website or school office. Whenever a place becomes available, it will be offered in accordance with the published criteria as they apply **at the time of the vacancy**. (NB Length of time on the Continued Interest List or previous priority on the list will not apply.) Please see further information on page 12.

Please read the school website for more information about the school and for an insight into its life www.broxbourne-pri.herts.sch.uk/

Children in the school's Nursery **must** make a separate application for a place in the Reception class.

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ADMISSIONS ARRANGEMENTS 2026/27 contd:

OVERSUBSCRIPTION CRITERIA 2026/27

Section 324 of the Education Act 1996 requires the Governing Body to admit a child with an EHC (Education, Health and Care) Plan that names the school. Such children will be admitted before any oversubscription criteria are applied. All applicants will be admitted if there are sufficient places.

In the event of oversubscription, the Governors will offer places according to the following order of priority:

- Category A -** Children looked after and children who were previously looked after, including those children who have been in state care outside of England.
- Category B -** Siblings of pupils at the main school (Reception class to Year 6) at the time of admission.
- Category C -** Children of parents who regularly worship in a church, which belongs to one of the main Christian denominations, within the Broxbourne district of the Parish of Broxbourne with Wormley.
OR, with equal priority,
Children of parents who live within the Broxbourne district of the Parish of Broxbourne with Wormley and regularly worship in a church outside that district, which belongs to one of the main Christian denominations.
“Regularly worship” means that, at the closing date of applications, one or both of the child’s parents must have attended an act of public worship at the relevant church for two years immediately preceding the date of application and at least 30 times in that period*.
- Category D -** Not more than two places will be allocated to children of parents who regularly worship in a church belonging to one of the main Christian Denominations but do not live or worship in the area described in Category C.
“Regularly worship” means that, at the closing date of applications, one or both of the child’s parents must have attended an act of public worship at the relevant church for two years immediately preceding the date of application and at least 30 times in that period*.
- Category E -** Any other children.

**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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

BROXBOURNE CE PRIMARY SCHOOL
NOTES ON THE OVERSUBSCRIPTION CRITERIA

Category A

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 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 Category A.

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 Category A.

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.

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 Category A 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...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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Notes on the Oversubscription Criteria cont'd:

Category B

Siblings of pupils at the main School (Reception class to Year 6) at the time of admission.

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 school at the date of application (or have been offered and accepted a place) and be expected to be on roll at the date of the applicant child's admission.

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 school will verify the sibling's address.

Multiple births

Broxbourne CE Primary School, as the admission authority, will admit over a school's published admission number when a single twin/multiple birth child is allocated a place at a school and the other twin/multiple birth child has applied but not been allocated.

To maximise the chances of your children being allocated places at our school, it is recommended that you list our school in the same order of priority on each child's application form. Please note that the order of parental preferences will not be shared with the school.

Category C

Children of parents who regularly worship in a church, which belongs to one of the main Christian denominations, within the Broxbourne district of the Parish of Broxbourne with Wormley.

OR, with equal priority,

Children of parents who live within the Broxbourne district of the Parish of Broxbourne with Wormley and regularly worship in a church outside that district, which belongs to one of the main Christian denominations. "Regularly worship" means that, at the closing date of applications, one or both of the child's parents must have attended an act of public worship at the relevant church for two years immediately preceding the date of application and at least 30 times in that period*.

A map outlining the Broxbourne district of the Parish of Broxbourne with Wormley is on the school website** and a copy is available from the school office. The western edge of the boundary is the western edge of Wormley Woods.

**[Map on Website](#)

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Notes on the Oversubscription Criteria cont'd:

Category D

Not more than two places will be allocated to children of parents who regularly worship in a church belonging to one of the main Christian Denominations but do not live or worship in the area described in Category C. "Regularly worship" means that, at the closing date of applications, one or both of the child's parents must have attended an act of public worship at the relevant church for two years immediately preceding the date of application and at least 30 times in that period*.

Note For Category C & D

Parents must return the Supplementary Information Form to the School signed by themselves and their clergy, to confirm this level of attendance. Applicants who have attended more than one church in the previous two years (e.g. owing to relocation) will need to provide written evidence from the clergy of both or all the churches attended within the required period of attendance.

Christian church is defined as follows:

All churches which are members of one or more of the following bodies are included in this definition:

- Churches Together in England;
- The Evangelical Alliance;
- Affinity;
- Worldwide Anglican Communion;
- World Council of Churches;
- Churches that are in full communion with the See of Rome.

The Governors will also consider the definition to include other Trinitarian churches where the church in question has a published statement of faith that is Trinitarian in nature. For the purposes of this policy a Trinitarian church is one that believes that there is one God who is Father, Son and Holy Spirit. If the church in question has no published statement of faith, then alternative evidence of the church's Trinitarian character must be provided at the time of application.

It is the responsibility of the applicant to ensure that all the evidence required by Categories C and D of the Criteria is provided to the Governors' Admissions Committee before the application deadline, otherwise the application will be considered only based on the evidence provided by that date, which may mean your application being given lower priority.

**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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

Category E

Any other children

BROXBOURNE CE PRIMARY SCHOOL FURTHER NOTES ON THE OVERSUBSCRIPTION CRITERIA

Oversubscription

In the event of over-subscription, the Governors will offer places according to the Category order detailed above.

*If any category is **oversubscribed** the available places will be allocated to those children whose home address is closest to the school, using the Herts County Council 'straight line measuring home to school' distance rule 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. In the case of a block of flats the lowest number will be considered to be the shortest distance. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences. If two addresses are identical distances from the school, priority will be decided by drawing lots, which will be supervised by an independent witness.*

Home Address

The address provided 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, 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.

It is for the school's 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 week living at a different address, you must provide evidence of the new permanent address.

Applications made as part of the main Reception admissions round are processed by Hertfordshire County Council on behalf of the Governors, in accordance with HCC's published coordinated admission scheme. In-year applications must be made direct to the school. A Supplementary Information Form or In-year Application must be accompanied by proof of address in the form of a utilities bill dated within the last 3 months. Following an initial investigation, addresses may be verified as necessary with the Hertfordshire Shared Anti-Fraud Service. If Herts County Council (HCC) on behalf of the school concludes that a fraudulent address has been used, correspondence confirming this decision will be sent to the applicant. HCC on behalf of the school will explain the decision-making process and the action that will be taken with the application. HCC on behalf of the school will also confirm which address will be used as the child's permanent home address for admission allocation purposes.

If a child's permanent address 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 main admission round applications are received 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.

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Further Notes on the Oversubscription Criteria cont'd: Over-Subscription cont'd:

If the initial differing applications (one or both) were received “on-time”, an amended joint application will also be considered “on-time” if received before the “late deadline”. If the amended joint application is received after the late date, it will be treated as “late”. The late deadline for the 2026/27 transfer application process is 2 February 2026. If these dates change, amendments will be published on the HCC admissions web pages at the start of the 2026/27 application process in September 2025.

*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.

Fraudulent applications

Broxbourne CE Primary School will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Hertfordshire Shared Anti-Fraud service for further investigation, as necessary.

Address evidence is requested in the form of an up-to-date utilities bill dated within the last 3 months, monitored, and checked and school places will be withdrawn when false information is deliberately provided. Action will be taken in the following circumstances:

- 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.
 - Official/public records show an alternative address at the time of the application.
- When a child starts at our school and their address is different from the address used at the time of application

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren), are permanently residing at the address given on the application form.

Address Visits

Where suspicions lie as to the validity of an address, HCC on behalf of the school may make unannounced visits to the applicant's claimed address, or any other address suspected to be the normal permanent residence of the child's primary carer or the address where the child resides for the majority of the week. The aim of these visits is to verify that the address information provided on the application form is accurate. All visits will be made by two HCC representatives.

If an address appears to be unoccupied at the time of a visit, a letter will be left confirming that an attempted visit took place. This letter will ask the occupant to contact HCC on behalf of the school within 24 hours to confirm receipt of the letter and details of the occupant. It is reasonable to expect that an applicant living at the address stated on the application form can respond within 24 hours. If contact takes longer than 24 hours, the applicant will be asked to explain why and provide evidence why they did not respond within the specified time.

Age of Admission and Deferral of Places

Broxbourne CE Primary School's policy is that children born on and between 1 September 2021 and 31 August 2022* will commence primary school in Reception in the academic year beginning in September 2026. We provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday.

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 us to discuss their child's requirements.

***Summer born children (1st April – 31st August) – Entry to Reception**

Legally, a child does not have to start school until the start of the term following their fifth birthday. Children born between 1 April 2022 and 31 August 2022 are categorised as "summer born". If parents/carers do not believe that their summer born child is ready to join Reception in the 2026/27 academic year they should contact the school for guidance before making an application.

Parents of summer born children who do not wish their child to start school until the term after their 5th birthday would normally need to make an in-year application for a place in year 1. However, they may instead make a request to the Governors that their child is admitted out of year group, to Reception rather than year 1. Such parents are advised to make an on-time application for a Reception place in their child's normal age group and at the same time to submit a request to the Governors for admission out of year group (please see further information in the next section). However, all applications will be considered. If the recommended process is followed, the Governors will respond to the request for admission out of year group before any places are offered. If the request is accepted, the parents may then withdraw their application for a place in the child's normal age group and must make a new application for a Reception place as part of the following year's main Reception admissions round. There is no guarantee that a place will be available in that year group. If the request is refused, then the parents must decide whether to accept any offer of a place in the child's normal age group or to refuse it and make an in-year application for a place in year 1.

If parents wish to delay their application for a Reception place, they should discuss their child's needs/development with the school. If parents wish their child to remain in their existing nursery school or class for a further year (rather than moving into the Reception year group) they must let their child's nursery school or class know at the earliest opportunity to secure a place.

Children Out of Year Group

Children are usually educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".

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) enclosing any evidence they wish the Governors to consider in support of their application. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

The Governors' Admissions Committee, as the relevant admission authority, will decide whether the application will be accepted based on the information submitted. The Committee will decide based upon the circumstances of each case and in the best interests of the child. This will include taking account of the view of parents; the view of the headteacher; the child's social, academic and emotional development; where relevant, the child's medical history and the view of a medical professional; whether the child has been previously educated out of year group; and whether the child may naturally have fallen into a lower age group if not for being born prematurely. There is no guarantee that an application will be accepted on this basis. 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. However, reasons will be given for the Governors' decision.

There is no right of appeal for a place in a specific year group. The placement of children, once admitted to the school, is a matter for the Headteacher.

BROXBOURNE CE PRIMARY SCHOOL

HOW TO APPLY FOR A RECEPTION PLACE AT THE SCHOOL STARTING IN SEPTEMBER 2026

- 1. Complete your home local authority's common application Form. (Applications open on 1 November 2025) before the closing date of 15th January 2026.**

This form is available online from www.hertfordshire.gov.uk/admissions (for families that live in Hertfordshire). For families who live in Essex, a form is available from www.essex.gov.uk/admissions.

- 2. Complete the School's Supplementary Information Form.**

Parents/carers applying under Categories C or D based on church attendance are requested to complete our Supplementary Information Form and return it to the school office by the closing date for applications. If a Supplementary Information Form is not completed the Governing Body will apply their admission arrangements using the information submitted on the Common Application Form only, which may result in your application being given a lower priority.

- 3. Return the School's Supplementary Information form and an original utilities bill dated within the last three months (for proof of address) to the school by 15 January 2026.**

Please ensure this deadline is met. The local authority's common application form must be completed on-line or sent direct to the relevant Local Authority. Only the School form must be returned to the school.

- 4. The Governors' Admissions Committee will meet to consider all applications completed and received by the deadline. The Committee will liaise with Hertfordshire/Essex County Council in the allocation of places and will follow the Governors' published criteria in the stated order of priority.**

Applications received late by your home local authority be considered in accordance with the Governors' criteria, only after all on-time applications have been processed.

- 5. All applicants will be informed by your home local authority at the same time as they offer places for community and voluntary controlled schools, on 16 April 2026 whether or not a place has been offered and where appropriate requested to sign a form of acceptance.**

- 6. Applicants must accept a place by 1 May 2026. On-line applicants should accept the place on-line. Other applicants must return the response form to the Admissions & Transport team at their home local authority.**

- 7. 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 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 details and log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".**

- 8. Please note that the Governors will not consider a repeat application within the same academic year unless there has been a significant change in circumstances.**

- 9. A place in the Nursery does not automatically entitle any child to a place in the Reception class.**

BROXBOURNE CE PRIMARY SCHOOL

CONTINUING INTEREST LIST

1. After places in the reception class have been offered as part of the main admissions round, Hertfordshire County Council will maintain a continuing interest (CI list) on behalf of the school. Hertfordshire County Council will contact parents/carers if a vacancy becomes available, and it can be offered to a child. The CI list for reception entry in September 2026 will be maintained by Hertfordshire County Council until the summer term (date to be specified and confirmed to parents at the time of allocation).
2. The Continued Interest List is then maintained by the Governors and parents are contacted annually in September to reconfirm whether they wish their child to remain on the list. The Governors will then hold the CI list for reception and the CI list for all other year groups until the end of the academic year 2026-27. To remain on the CI list after this time, parents must confirm that they are still interested in a place.
3. 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 CI list will be ranked at the time a vacancy becomes available.

FAIR ACCESS PROTOCOL

The school participates in the County Council's Fair Access Protocol (FAP). **Where the Governors' Admission Committee has agreed to a formal request from the County Council for a child to be admitted to the school under the Fair Access Protocol, that child will be admitted ahead of any children on the school's Continuing Interest List and (in the case of an admission to Reception) above the PAN if necessary.**

Parents whose children are entitled to be considered under the FAP may also make an in-year application to the school.

HOW TO MAKE AN IN-YEAR APPLICATION TO THE SCHOOL

1. In-year applications must be made direct to the school. All applicants must complete the school's In-Year Application form and return this direct to the school, together with an original utilities bill dated within the last three months (for proof of address).
2. Applicants who wish their application to be considered under Categories C or D based on attendance at church should ensure their clergy completes their section before returning this direct to the school.
3. Whenever a place becomes available, it will be offered in accordance with the published oversubscription criteria as they apply ***at the time of the vacancy.***
4. We will write to applicants with the outcome of your application. Applicants who have been unsuccessful, will be provided with registration details to enable them to login and appeal online at www.hertfordshire.gov.uk/schoolappeals
5. The names of any unsuccessful applicants will be added to the school's Continuing Interest list.