



The Governing Body of Broxbourne CE Primary School

Mill Lane Broxbourne Herts EN10 7AY Tel: 01992 462419

IN YEAR ADMISSIONS 2026/27: **INFORMATION AND PROCEDURE**

Introductory Note

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 parents so wish, a child may attend on a part-time basis until they reach compulsory school age (the exact pattern of attendance must be agreed with the School).
- Parents can, if they wish, delay their child's starting date in Reception until later in the school year. Children must however take up their Reception place once they reach compulsory school age (summer-born children born between 1st April and 31st August must take up their Reception place by the start of the summer term of the Reception year, at the latest).
- If parents want their summer-born child to start school in the term following their fifth birthday, they will normally need to make an in-year application for a Year 1 place.
- If parents want their child to start school in the term after they turn five and be educated "out of year group" i.e. in the Reception year rather than Year 1, then they must make an application in writing to the Governors for admission out of year group. Parents are advised to discuss their reasons with the School at an early stage and to submit their application for admission out of year group at the same time as making an on-time application for admission to Reception in the child's chronological age group. Applications for education out of year group will be considered by the governors on a case-by-case basis and in the best interests of the child. Parents do not have a right of appeal against a decision not to accept this request. If the request is accepted by the Governors then the parents must make a new Reception application in the following year's main Reception admissions round. Allocation of a place is not guaranteed.

Every effort will be made to accommodate twins and multiple births. Where the last available place is offered to a twin or multiple birth, places will also be offered to the other twin or sibling(s) as exceptions to the Infant Class Size rule.

If there are more than 30 applicants, the Governors will offer places according to the list of criteria, detailed below, that have been agreed in co-operation with the Diocese of St Albans and Hertfordshire County Council (HCC).

The school operates a **Continued Interest List** (waiting list) for all age groups in which there are no vacancies. In-year applications are made by completing and returning the School's in-year application form which is available from the school website or the 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 read the School website for more information about the School and for an insight into its life.

BROXBOURNE CE PRIMARY SCHOOL
IN-YEAR 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.

Broxbourne CE Primary School
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](#)

Broxbourne CE Primary School

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

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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.

- "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.

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.

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 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.

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

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 and 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).
 - 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.

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 SCHOL
HOW TO APPLY FOR AN IN-YEAR PLACE AT THE SCHOOL

1. Complete the School's In-Year Application Form.
2. Return the School's In-Year Application Form, including clergy signature if appropriate, and original utilities bill dated within the last 3 months (for proof of address).

General Notes

- a. 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.
- b. A place for one sibling does not automatically mean there will be a place for any other siblings.
- c. Anyone who wishes to apply for an in-year place at Broxbourne CE Primary school should complete the application form which is available on the website (or can be requested by phoning 01992 462419) and return it along with a recent (within the last 3 months) utilities bill or equivalent. Once the school has received this form, the child's name will be added to the Continued Interest List if there are no places available. We will write to you with the outcome of your application.
- d. If a place becomes available in the school, looked after children, previously looked after children, and those allocated a place at the school in accordance with the Hertfordshire Fair Access Protocol will take precedence over those on the Continued Interest list. If governors are in a position to offer the place to a child on the Continued Interest List, governors will look at all the children's applications on the list, place them in order of priority according to the admissions criteria and offer the place to the child with the highest priority. Parents of all children on the Continued Interest List will be contacted annually to see if they wish their child's name to remain on the Continued Interest List.
- e. Parents who have not been allocated a place have the right of appeal to an independent panel. Parents wishing to appeal should log in to the Hertfordshire website and click on the link "register an appeal" www.hertfordshire.gov.uk/schoolappeals
- f. 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.

CHECKLIST FOR PARENTS APPLYING FOR AN IN-YEAR PLACE

I/We have:

- ☐ completed and signed the School's In-Year Application Form and enclosed an original utilities bill dated within the last 3 months.