



The Governing Body of Broxbourne CE Primary School

Mill Lane Broxbourne Herts EN10 7AY Tel: 01992 462419

IN YEAR ADMISSIONS 2025/26: 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.

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IN-YEAR ADMISSIONS CRITERIA 2025/26

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.

In the event of over-subscription the Governors will offer places according to the following order of priority: *See note 1*

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| Category A | Children in public care (children looked after) and children who were looked after, after but ceased to be so because they were adopted (or became subject to a child arrangement order or a special guardianship order) including children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. | <i>See note 5</i> |
| Category B | Brothers and sisters of pupils at the School (not including the Nursery) at the time of admission. | <i>See note 4</i> |
| Category C | Children of those parents of the main Christian denominations who live and/or worship regularly within the Broxbourne district of the Parish of Broxbourne with Wormley (a map is available on the website) and who at the closing date of applications have attended church for a period of at least two years previously and at least 30 times in that period*. | <i>See note 2</i>
<i>See note 3</i> |
| Category D | Not more than two places will be allocated to children of parents of the main Christian Denominations who are regular worshippers and do not live or worship in the area described in Category C and who at the closing date of applications have attended church for a period of at least two years previously and at least 30 times in that period*. | <i>See note 2</i>
<i>See note 3</i> |
| Category E | Any other children. | <i>See note 2</i> |

**VARIATION TO THE CHURCH ATTENDANCE FOR ADMISSIONS as agreed by the Office of the schools Adjudicator (OSA) 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.*

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Notes on the Criteria

The Governing Body, as the Admission Authority, administers our own In-Year Admissions.

1. If any category is **oversubscribed** the places will be determined in that category by using the Herts County Council ‘measuring home to school’ distance rule. 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.
2. 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.
- 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.
- If Broxbourne CE Primary School receives two different main admission round 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.
3. For applications in Categories C and D (church applications) parents are requested to return the In-Year Application Form to the School signed by themselves and their clergy. 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 clergy of regular attendance at previous churches. The main Christian Denominations are defined by membership of Churches Together in England, the Evangelical Alliance or Affinity. If a Church is considered not to be recognised, an official of the St Albans Diocese will be consulted and their decision will be final
4. ‘Brothers and sisters’ include half brothers or half sisters, adopted brothers or sisters or children 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 for the majority of the school week at the time of this application.

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.

5. 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 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 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.

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 Category A.

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 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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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).

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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.