ASHTREE PRIMARY ACADEMY

DETERMINED ADMISSIONS ARRANGEMENTS 2027/2028

Ashtree Primary Academy has a published admission number of 30 pupils.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit children with an EHC (Education, Health and Care) Plan that names the school.

If there are fewer applications than places available at a school, all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

Oversubscription criteria

Rule 1: 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 order[1] or a special guardianship order[2].

Rule 2: Medical or Social
Children for whom it can be demonstrated have a particular medical or social need to go to the school.

The school will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to Ashtree Primary Academy and must clearly demonstrate why Ashtree Primary Academy is the only school that can meet the child's needs.

Rule 3: Sibling
Children who have a sibling on the roll of the school or linked school at the time of application. *This applies to reception through to Year 5.*

Rule 4: Nearest School
Children for whom it is their nearest school or academy.
This includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location.

Rule 5: Distance
Children who live nearest to the school.

Children not considered under rule 5 will be considered under rule 4.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, the next rule will be used to further prioritise children.

Tie Break

When there is a need for a tie break where two different addresses are 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. Every child entered onto the HCC 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 the random number is used to allocate the place, with the lowest number given priority.

Continuing Interest

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

Continuing interest lists will be maintained for every year group until the summer term (date to be confirmed). To remain on the CI (waiting) list after this time, parents must confirm they are still interested in a place by completing an In Year application form.

Appeals

If you have not been offered a place following a Reception application, the law entitles you to appeal to an **Independent Appeal Panel**. This panel is completely independent of the school and the Local Authority. In accordance with the 2022 School Admission Appeals Code Appeals, the admission authority and appeal panels have elected for all admissions appeals to be held online.

If you wish to appeal, please use the links below to complete your appeal online.

Reception http://www.edap.link/myinfantschoolappeal

All appeals will be dealt with strictly in accordance with the School Admission Appeals Code 2022 (as revised and republished from time to time). The Academy will publish an admission appeal timetable for appeals against refusals in the 'normal admission round' on or before **28 February 2027**.

If you wish to appeal, please use this link to complete your appeal via Education Appeals. Please do NOT use ANY other appeal form or send your form to your local authority. It is **highly recommended** that you download the explanatory booklet about appeals which

you should read **before** you complete the appeal form (Booklet Link). Please contact clerk@educationappeals.com for further information or they can be contacted via **020 3151 0400 option 1.**

Fair Access

The school will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

In Year Admissions

Where possible applications will be processed, and offers made, within **15 school days** of receipt of the in-year form. If the year group applied for has a place available, the school/academy will offer a place to the child. If the year group applied for does not have a place available, your child's name will be added to the waiting list. You will also have a right to appeal the decision.

In Year Appeals

If you have not been offered a place following an in-year application, the law entitles you to appeal to an **Independent Appeal Panel**. This panel is completely independent of the school and the Local Authority. In accordance with the 2022 School Admission Appeals Code Appeals, the admission authority and appeal panels have elected for all admissions appeals to be held online.

If you wish to appeal, please use the links below to complete your appeal online.

Years Reception, Year 1 and year 2 Link Years
3, 4, 5 and 6 Link

Please do NOT use ANY other appeal form or send your form to your local authority. It is **highly recommended** that you download the explanatory booklet about appeals which you should read **before** you complete the appeal form. Booklet Link

If your appeal is for years Reception, year 1 or year 2, you are strongly advised to read the section on Key Stage 1 appeals on page 18.

Explanatory notes and definitions

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

Rule 1: 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 order[1] or a special guardianship order[2].

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. 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 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.

Rule 2: Children for whom it can be demonstrated have a particular medical or social need to go to the school

Rule 2 applications will only be considered at the time of the initial application unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However, in a few very exceptional cases, there are reasons why a child has to go to one specific school. Few applications under Rule 2 are agreed.

All applications are considered individually but a successful application should include the following:

a) Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
b) Professional evidence that outlines exceptional family circumstances making clear why only one school can meet he child's needs.
c) If the requested school is not the nearest school to the child's home address, clear reasons why the nearest school is not appropriate.
d) For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.
Evidence should make clear why only one school is appropriate. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child's need.

In exceptional cases relating to a disability, where more than one school in the county can meet the child's specific needs, a clear and compelling case can be made for the "nearest" school with the relevant facilities, environment or location. You must clearly explain why attendance at the "nearest" school with these facilities is essential. Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child. The school will decide on Rule 2 claims.

Applications for children who were not "looked after" immediately before being adopted or made the subject of a child arrangement order or special guardianship order may be made under this rule.

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[2] 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 or has been offered and accepted a place.

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.

[2]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

Multiple births

The school 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

Home address

The child/external applicant's home address is the residential (not business) address at which they will normally live and sleep for more than 50% of their time from Sunday to Thursday night each week during term time, at the time of their application. The home address will usually (but not always) be the address at which the child/external applicant is registered with their GP, hospital, dentist and/or optician, at the time of application.

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.

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.

We may ask for proof of your address at any time. If, following an initial investigation and/or any investigation by with the Shared Anti-Fraud Service, the county council concludes that, a fraudulent address has been used, correspondence confirming this decision will be sent to the applicant. We will explain the decision-making process and the action that will be taken with the application. We will also confirm which address will be used as the child's permanent home address for admission allocation purposes.

If we receive more than one application with different address details **parents don't agree,** 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 two different applications are received for the same child from the same address but contain 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.

If duplicate applications are made to different LAs for the same child, those LAs will liaise and share information. The child's home LA will determine if the application will be processed.

For the transfer application rounds, if the initial differing applications (one or both) were received "on-time", an amended joint application will also be considered "ontime" 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 2027/28 transfer application process is 1 February 2027 for primary, junior and middle applications. If these dates change, amendments will be published on the HCC admissions web pages at the start of the 2027/28 application process in September 2026.

* 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

Hertfordshire County Council on behalf of the school will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school.
- 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 the allocated 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, the Admissions & Transport Team 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 members of the Admissions & Transport Team.

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 the Admissions & Transport Team 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.

If, following the initial investigation or any further investigation, the Admissions & Transport Team concludes that, on the balance of probability, a fraudulent address has been used on an application, correspondence will be sent to the applicant confirming this decision. This will outline the factors taken into account in making the decision as well as the action which will be taken with the application. It will also set out which address will be considered to be the child's permanent home address for the purpose of their application for admission to school.

Home to school distance measurement for purposes of admissions

A 'straight line' distance measurement is used in 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.

Definition of "nearest school" for primary/junior/middle admissions

The definition of "nearest school" includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location.

Applications from children* from overseas

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

Applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases, HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria.

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative “work” address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes as long as the parents provide evidence of the address and that the child will be living there.

Ashtree Primary Academy, in liaison with HCC will also consider accepting applications from children* whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (1 February 2027 for the Under 11s) cannot be considered before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will **not** be accepted for the purposes of admission until the child is resident at that address.

Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12-month rental agreement.

**Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports) or have a UK passport describing them as a British citizen or British subject with the right of abode and normally have unrestricted entry to the UK. Freedom of movement into the UK for European Economic Area and Swiss citizens ended at the end of*

2020. EEA (Irish citizens aside) and Swiss national children entering the UK after the end of 2020 are now treated the same as other foreign nationals. This means they will no longer have the right to enter the country to access a state-funded school unless they fall within certain immigration categories. Find out more about visas and immigration and the EU Settlement Scheme for European Economic Area and Swiss citizens.

Age of Admission and Deferral of Places

The school's policy is that children born on and between 1 September 2022 and 31 August 2023* would normally commence primary school in Reception in the academic year beginning in September 2027. All Hertfordshire infant, first and primary schools provide 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.

***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 2023 and 31 August 2023 are categorised as "summer born" and if parents/carers do not believe that their summer born child is ready to join Reception in 2027 they should contact the home LA, and any own admission authority schools, for guidance before making an application.

Summer born applications that are delayed for a year (for entry in September 2028) 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 a child's preferred school.

If parents wish to delay their application for a Reception place, they are advised to discuss their child's needs/development with their current early years or nursery provider. 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 current school know before the end of the Spring term in 2027 (before the Easter break).

Children Out of Year Group (except applications for reception from summer born)

The school's policy is for children to be 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, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age-appropriate cohort. Supporting evidence should be submitted to Ashtree Primary Academy's Admissions Committee. 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".

Ashtree Primary Academy's Admissions Committee will decide whether the application will be accepted on the basis of the information submitted. The panel make decisions based upon the circumstances of each case including the view of parents, the relevant headteacher(s), the child's social, academic and emotional development and whether the child has been previously educated out of year group.

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. 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 individual schools.

Nursery Provision

Ashtree Primary Academy has a nursery unit/deliver pre-school nursery education. However, the admission arrangements detailed in this document do not apply for those being admitted into any nursery or pre-school provision. The responsibility for admission into nursery provision lies with the governing body of the school which offers such provision. Parents of children who are admitted to a nursery provision at a school must apply in the normal way for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery or co-located children's centre does not guarantee admission to the school.

ASHTREE PRIMARY ACADEMY
IN-YEAR ADMISSION APPLICATION FORM

Please carefully read the School's published Admission Policy before completing this form to establish if any other forms or documentation need to be submitted.

Important: The School is prohibited from obtaining the details of more than one parent during the application process. This means that all forms submitted must only give details of the same parent only.

PART A - CHILD'S DETAILS:	
Child's full legal name:	
Child's date of birth:	
Child's home address: (as defined in the Admission Policy)	

PART B - PARENT'S DETAILS (one parent only):	
Parent's full name:	
Parent's address: (if different to the child's home address)	
Parent's email address:	
Parent's contact number:	

PART C - LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN		
Is the child looked after or previously looked after? (Please refer to the Admission Policy for the definition of 'looked after child', 'previously looked after child' and other requirements such as supporting documents before answering)	**Yes**	
	No	

PART D - CHILDREN WITH AN EXCEPTIONAL MEDICAL AND/OR SOCIAL NEED		
Does the child have an exceptional medical and/or social need which means that only Ashtree Primary Academy is suitable for them to attend, and no other local school would be suitable, because of that exceptional need? (Please refer to the Admission Policy for full details of the criteria before answering)	**Yes**	
	No	
If the answer is 'Yes', the application should be accompanied by a completed, signed, dated and stamped Exceptional Medical and/or Social Need Form, which can be downloaded from the Academy's website or obtained in hard copy format from the Academy's main office)		
PART E - CHILDREN WITH A SIBLING AT THE ACADEMY		
Does the child have a sibling at Ashtree Primary Academy at the time of application who will still be on the roll when the applicant child starts school? (Please refer to the Admission Policy for the definition of a 'sibling' and other requirements such as where the sibling must live before answering)	**Yes**	
	No	
If the answer is 'yes', please complete the sibling's details below:		

Sibling's full legal name:	
Sibling's date of birth:	

PART G - SIGNATURE AND DATE	
I certify that the information that I have provided in this form is true and accurate, to the best of my knowledge and belief:	
Signed:	
Dated:	

This completed form and any additional forms documents must be sent to:

Ashtree Primary Academy, Chertsey Rise, SG2 9JQ, or Email: enquires@ashtree.futureacademies.org, for the attention of the Admission Committee.

---END---