



# Admissions Policy

**Reviewed**

Autumn 2025

**Next review date**

Autumn 2026

The admission policy of Yewtree Primary School is to follow that as laid down by Hertfordshire County Council and the Government.

The school will admit to its current admission limit of 60 pupils for all year groups, except Nursery, where the limit is 26. Applications should be made in accordance with Hertfordshire County Council procedures for Reception class intake (and all other year groups) and parents will need to apply through Herts County Council - [Hertfordshire County Council Admissions](#)

However, Nursery applications must be made directly to the school – please see separate Nursery Admissions Application link on school website or contact the school office (01442 424920).

If the school is at any time over-subscribed, the following guidelines are laid down in order.

**Criteria 1: SEN Need:** Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs or EHC (Education, Health, and Care) plan, which names their school.

**Criteria 2: Children looked after:** By the local authority, including children who were previously looked after but were then adopted or became subject to child arrangements order or a special guardianship order.

**Criteria 3: Medical or Social:** Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under these criteria and must clearly demonstrate why it is the only school that can meet the child's needs. In the case of Nursery Applications, the panel will consist of the Headteacher and at least two members of the Governing Body.

**Criteria 4: Sibling:** Children who have a sibling on the roll of the school at the time of application. This applies to siblings who are currently in reception through to Year 5. A sibling is defined as a sister/brother, half-sister/brother, adopted brother or sister, looked after or previously looked after child, or a child of the parent/carer or partner, who lives in the same house (as the child for whom the application is being made) from Monday to Friday at the time of this application. To obtain a school place under the 'sibling rule,' the older sibling must still attend the school at the time the younger child joins the school.

**Criteria 5: Nearest School:** Children for whom it is their nearest community or voluntary controlled school. For infant class entry if more children qualify under Criteria 5 than places available, priority will be given first to twins/multiple births and then to those who live nearest to the school. For all other years (not subject to KS1 legislation) it will be those nearest to the school.

**Criteria 6: Distance:** If any category is oversubscribed after all factors have been considered, the places will be determined in that category according to whether a child will have a sibling at the school at the time of admission, and then any available places offered will be by the proximity of the child's permanent home address to the school.

Hertfordshire County Council's 'straight line' distance measurement system is used for all home to school distance measurements. Distances are measured using a computerised mapping system. 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 using a computerised mapping system.

These rules are applied in the order that they are printed above. If more children qualify under a particular rule than there are places available, a tie break will be used by applying the next rule to those children. If more children qualify under criteria 5 than there are places available, priority will be given to those who live nearer to the school. Where there is a need for a tiebreaker where two different addresses measure the same distance from a school, in the case of a block of flats for example the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random.

**Twins/Multiple Births:** Every effort will be made to accommodate twins and other “multiple birth” applications whenever possible.

**Continuing Interest:** After all places have been offered, parents may wish to register their child for the ‘continuing interest’ (waiting) list. This will be maintained by Yewtree for nursery applications, and by Herts County Council for all other Year groups. A child’s position on a continuing interest 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.

**Definitions:** In respect of the above categories, the Governors use the same definitions as Hertfordshire, set out in their admissions literature and website.

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

**Rule 2:** Children looked after and children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or a special guardianship order).

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under rule 2.

Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to child arrangements order or a special guardianship order.

A “child looked after” is a child who is:

- a) in the care of a local authority,
- b) or b) being provided with accommodation by a local authority in the exercise of their social services function (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 2.

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 2.

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 2.

Applications made for these children, with suitable supporting professional evidence, can be considered under rule 3.

<sup>1</sup> 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 order which settle the arrangements to be made as to the person with whom the child is to live.

<sup>2</sup> 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.

<sup>3</sup> This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.

**Definition of sibling:** For applications to schools using Hertfordshire County Council's admission criteria, 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(1) or previously looked after (2) and, in every case, living permanently in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts. If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

1. Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

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 short term or bridging foster placement.

**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 and/or the family own the property or have a tenancy agreement for a minimum of 12 months. 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 which the child lives at most of the time.

If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence. If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

**Fraudulent applications:** Herts County Council and Yewtree Primary School will do as much as possible to prevent applications being made from fraudulent addresses. Address evidence is frequently requested, monitored, and checked and school places will be withdrawn when false information is deliberately provided.

In the case of Nursery applications Yewtree Primary School will act 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.
  - Council tax information shows a different residence at the time of application.
- When a child starts at the allocated school and their address is different from the address used at the time of application.

**Age of Admission and Deferral of Places:** Hertfordshire County Council’s policy is that children born on and between 1 September 2020 and 31 August 2021 would normally commence primary school in Reception in the academic year beginning in September 2025.

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 (5 years of 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 accept a part-time place or deferred entry should contact Yewtree Primary directly 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. Following guidance issued by the Department for Education on 8 September 2015 the county council has amended its policy for summer born children.

An example: Children born between 1 April 2021 and 31 August 2021 are categorised as “summer born” and if parents/carers do not believe that their summer born child is ready to join Reception in 2025 they may delay their application until September 2026. These applications will be processed in 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 Nursery admission deadline date of the 31<sup>st</sup> March.