

Hertfordshire County Council's oversubscription criteria for community and voluntary controlled, first, infant, primary, junior and middle schools for the school year 2017/18

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 that names their school. Schools must also 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 looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order)*.

Rule 2: 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 Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

Rule 3: Linked School (*This rule only applies to pupils who are currently attending an infant school which has a linked junior school¹.*)

In the case of junior schools, children who attend the linked infant school at the time of their application.

Rule 4: 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 in infant, junior and primary schools; and from reception through to Year 3 in first schools; and from Year 5 to Year 7 in middle schools.

Rule 5: Nearest School

Children for whom it is their nearest community or voluntary-controlled school or an own admitting school or academy² using Hertfordshire County Council's admission rules.

Rule 6: Distance

Children who live nearest to the school.

Children not considered under rule 5 will be considered under rule 6.

These rules are applied in the order 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.

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.

*Please see the 'Explanatory notes and definitions 2017/18' document for a full explanation/definition.

Continuing Interest

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. 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 end of the summer term. To retain a CI application after this time, parents must make an In Year application.

Fair Access

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

¹ Linked infant and junior schools

The table below shows the community and voluntary controlled infant schools and academies which are “linked” for allocations to junior schools under Rule 3.

Infant school	School type	Town	Linked Junior school	School type
St Mary’s Church of England (VC) Infant School	VC	Baldock	St Mary’s CofE (VC) Junior School	VC
Bushey and Oxhey Infant School	C	Bushey	Bushey Manor Junior School	C
Merry Hill Infant School and Nursery	C	Bushey	Ashfield Junior School	VC
Brookland Infant and Nursery School	C	Cheshunt	Brookland Junior School	C
Malvern Way Infant and Nursery School	C	Croxley	Little Green Junior School	C
Kingsway Infant School	C	Garston	Kingsway Junior School	C
Crabtree Infants’ School	A	Harpenden	Crabtree Junior School	A
The Grove Infant and Nursery School	C	Harpenden	The Grove Junior School	C
Chaulden Infants’ and Nursery School	C	Hemel Hempstead	Chaulden Junior School	A
Hobletts Manor Infants’ and Nursery School	C	Hemel Hempstead	Hobletts Manor Junior School	C
Holtsmere End Infant and Nursery School	C	Hemel Hempstead	Holtsmere End Junior School	C
Highbury Infant School and Nursery	C	Hitchin	Whitehill Junior School	C
Strathmore Infant and Nursery School	C	Hitchin	Wilshere-Dacre Junior School	C
Hillshott Infant School and Nursery	C	Letchworth	Pixmore Junior School	C
Icknield Infant and Nursery School	C	Letchworth	Wilbury Junior School	C
Northfields Infant and Nursery School	C	Letchworth	Grange Junior School	C
St John’s C of E Infant and Nursery School	VC	Radlett	Fair Field Junior School	A
Redbourn Infant and Nursery School	C	Redbourn	Redbourn Junior School	C
Fawbert and Barnard Infants’ School	C	Sawbridgeworth	Reedings Junior School	C
Bernards Heath Infant School	C	St Albans	Bernards Heath Junior School	C
Cunningham Hill Infant School	C	St Albans	Cunningham Hill Junior School	C
Fleetville Infant and Nursery School	A	St Albans	Fleetville Junior School	A
Wheatfields Infants’ and Nursery School	C	St Albans	Wheatfields Junior School	C
Giles Nursery and Infant’s School	C	Stevenage	Giles Junior School	C
Letchmore Infants’ and Nursery School	C	Stevenage	Almond Hill Junior School	C
Woolenwick Infant and Nursery School	C	Stevenage	Woolenwick Junior School	C
Goldfield Infants’ and Nursery School	C	Tring	Bishop Wood C of E Junior School	VA
Kingshill Infant School	C	Ware	St Mary’s (VC) C of E Junior School	VC
Cassiobury Infant and Nursery School	C	Watford	Cassiobury Junior School	C
Chater Infant School	C	Watford	Chater Junior School	C
Nascot Wood Infant and Nursery School	C	Watford	Nascot Wood Junior School	C
Parkgate Infants and Nursery School	C	Watford	Parkgate Junior School	C
Watford Field School Infant & Nursery	C	Watford	Field Junior School	C

C = Community

VC = Voluntary Controlled

A = Academy

F = Foundation

VA = Voluntary Aided

² Academies included in the definition of nearest school for the purposes of Rule 5

Academies (A) and foundation schools (F) included in the definition of Rule 5 above, are:

Infant/First/Primary school	School type	Town
Northgate Primary School	A	Bishop's Stortford
Summercroft Primary School	A	Bishop's Stortford
Windhill21	A	Bishop's Stortford
Parkside Community Primary School	F	Borehamwood
Bovingdon Primary School	A	Bovingdon
Little Reddings Primary School	A	Bushey
Highwood Primary School	A	Bushey
Flamstead End School	A	Cheshunt
Crabtree Infants' School	A	Harpenden
Hatfield Community Free School	A	Hatfield
Hammond Academy	A	Hemel Hempstead
Jupiter Community Free School	A	Hemel Hempstead
Simon Balle School	A	Hertford
Roselands Primary School	A	Hoddeson
Cranbourne Primary School	A	Hoddeson
Garden City Academy	A	Letchworth
Alban City School	A	St Albans
Fleetville Infant & Nursery School	A	St Albans
Mandeville School	A	St Albans
Samuel Ryder Academy	A	St Albans
Peartree Spring Primary School	F	Stevenage
Ascot Road Community Free School	A	Watford
Grove Academy (The)	A	Watford
Lanchester Community Free School	A	Watford
Laurence Haines	A	Watford
Applecroft School	A	Welwyn Garden City

Junior school	School type	Town
Crabtree Junior School	A	Harpenden
Chaulden Junior School	A	Hemel Hempstead
Wilshere-Dacre Junior Academy	A	Hitchin
Fleetville Junior School	A	St Albans

Middle school	School type	Town
Ralph Sadlier Middle School	A	Puckeridge
Greneway Middle School	A	Royston
Roysia Middle School	A	Royston

New academies will be included in the definition of Rule 5 for 2017 allocations if the academy adopts the county council's oversubscription criteria and/or definition of "nearest school".