

Hertfordshire County Council's oversubscription criteria for community and voluntary controlled, first, infant, primary, junior and middle schools for the school year 2022/23

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education, Health and Care Plan (EHCP) that names their 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, 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, ***which includes children previously from abroad who were cared for by the state because he or she would not otherwise have been cared for adequately and subsequently adopted.***

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 school'.*)

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 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 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 2022/23 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 summer term (date to be confirmed). To retain a CI application after this time, parents must make an In Year application.

In Year Admissions

Hertfordshire County Council co-ordinate In Year Admissions for all community and voluntary controlled schools. Information about how to apply and the online application form can be found at www.hertfordshire.gov.uk/inyear The oversubscription criteria outlined above is used to prioritise all In Year applications to community and voluntary controlled schools.

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.

¹Linked 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 C of E (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 Academy | A |
| Hillshott Infant School and Nursery | C | Letchworth | Pixmore Junior School | C |
| Icknield Infant and Nursery School | C | Letchworth | Wilbury Junior School | A |
| Northfields Infant and Nursery School | C | Letchworth | The Grange Academy | A |
| St John’s C of E Infant and Nursery School | A | Radlett | Fair Field Junior School | A |
| 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 | A | St Albans | Wheatfields Junior School | A |
| 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

VA = Voluntary Aided