



Admissions Policy

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Chair of Governors:	Date: 27/11/24
Headteacher:	Date: 27/11/24

Weston CE Primary School follows the county admission rules for Voluntary Controlled Schools for Primary School

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.

At Weston Primary & Nursery School, there is a one term entry of pupils. They are admitted in the September of the academic year when they turn 5.

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.

All applications for a Reception to Year 6 place at Weston Primary & Nursery School are made via Herts County Council website -

<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-admissions-and-transport.aspx>

Places for Nursery are allocated directly by the school. Details can be found on the school website <https://www.weston.herts.sch.uk/admissions/> Admission criteria below are not applicable to Nursery applications, although priority will be given to siblings.

Oversubscription criteria

Rule 1: Children looked after and children who were previously looked after, including those 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 or became subject to a child arrangements order or a special guardianship order. 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 or a special guardianship order.

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 this rule.

Evidence needed (Rule 1)

Include a letter or document from your child's social worker, advisory teacher or other professional as evidence.

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.

All Hertfordshire schools can support children with a wide range of additional needs and are expected to accommodate severe medical needs.

An application made under Rule 2 should clearly demonstrate why the school applied for is the **only one** that can meet your child's need in a way that no other school can.

You may wish to [complete the Rule 2 application form](#) if you're making an application for a school or academy whose social / medical arrangements are considered by us. Check the rules of [the school you're applying to](#) for clarification on how to apply under Rule 2.

Evidence needed (Rule 2)

Recent independent objective evidence, for example from a doctor, psychologist, social worker or other professional involved with your child.

Professional evidence that outlines exceptional family circumstances making clear why only one school can meet your child's needs.

If the requested school is not the nearest school to your child's home address, give specific reasons why closer schools will not meet your child's needs.

Evidence must relate specifically to the school being applied for under Rule 2.

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.*) We are not a linked school.

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. Please view this link for further information on siblings [Sibling Rule](#)

Rule 5: Nearest School

Children for whom it is their nearest school or academy.

Rule 6: Distance

Children who live closest to the school are given priority. Children not considered under Rule 5 will be considered under Rule 6.

These rules are applied in order. If more children qualify under a particular rule than there are places available, children will be prioritised using the next rule (for rules 2-5).

Explanatory notes can be found at <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-admissions-and-transport.aspx>

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.

For example, if 2 applications had identical home to school distance measurements, a random tiebreak would be used to decide which applicant is offered a place.

Every applicant is given a unique random number for each of their school preferences. When a random tiebreak is needed, this random number is used to allocate the place – the lowest number is given priority.

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 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.

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. For more information on the Fair Access Protocol please click on this link [Fair Access Protocol](#)

