



# Admissions Policy

## 2025 – 2026

**Approved by:** SLT **Date:** Sept 25

**Approved by:** Governing Body **Date:**

**Last reviewed :** Sept 25

**Next review :** Sept 26

## Introduction

Flamstead Village School is responsible for admission to our Nursery class. Hertfordshire County Council is responsible for managing all admissions into Flamstead Village School, from Reception to Year Six.

Flamstead Village School admits children in accordance with the Hertfordshire Council Council's admission policy and Flamstead Village School 's admission policy.

The QR codes below link to more information and the application forms:

**Flamstead Village School**

**Starting Primary School**

**In year admissions**



## Early Years Foundation Stage admissions

We operate one intake into both Nursery and Reception in September of each year. Children can enter Nursery from the age of three. We will occasionally admit children to Nursery at the start of the January term if they are three years old and we have space in the Nursery. This will mean these children are in Nursery for 5 terms before starting their Reception Year.

## Nursery Applications

Applications for our Nursery should be made directly to school. Responsibility for making decisions regarding nursery admissions to the school lies with the Headteacher and Governors of the school. The Headteacher is also responsible for the day to day administrative arrangements that need to be made to ensure the requirements of this policy are followed. The Headteacher and Governors have decided that the maximum number of pupils that will be admitted into the Nursery is 15 to ensure an efficient education and use of resource can be maintained.

Places will be allocated and offered by Flamstead Village School. Application forms for Nursery can be found on our school website underneath the admissions tabs or paper copies are available from our school office.

## Admissions into Nursery 2026

If your child was born between 1st September 2022 and 31st August 2023 Parents / Carers will be able to apply for a nursery place to start in September 2026.

## Nursery Timeline

Autumn Term 2025	Visits to our school will take place.
November 2025	Hertfordshire County Council send eligible child an 'Apply for Nursery School/Class Leaflet'
November 2025	Application system at Flamstead Village School opens
7 <sup>th</sup> March 2026	Application system closes
16 <sup>th</sup> April 2026	Schools makes offers via email and or letter
23 <sup>rd</sup> April 2026	Deadline for parents to accept / reject places

## Nursery Admissions List

- The Headteacher will keep a list of children's names and the names and addresses of the parents who have requested a nursery place.
- The Headteacher / Governors will allocate according to the criteria below.
- Copies of supporting documents must be submitted with the application form for criteria 1 and 2.
- Failure to submit supporting evidence will result in the criteria not being considered.
- Parents and carers will receive a letter via email on 16th March 2026 if they have been allocated a place.
- Parents/carers are obliged to accept the place in writing by Wednesday 23<sup>rd</sup> April 2026 or the place will be withdrawn automatically and offered to the first child on the waiting list.
- Failure to accept the place by 23<sup>rd</sup> April 2026 may mean a place is no longer available.

## Admission Criteria

Admission to Nursery is based on the expression of parent/carer preference. If there are more applications than places available, the following criteria will be applied (in order of priority):

1. Children looked after by the local authority, including children who were previously looked after but were then adopted or became subject to a child arrangements order or a special guardianship order. (Evidence must be submitted with the application in order to be considered).
2. Children with exceptional social, educational or medical needs which can only be met by Flamstead Village School, as identified by professionals; such as a

child protection plan or education health care plan. (Evidence must be submitted with the application in order to be considered).

3. Children with siblings in the school who will still be on roll in September 2025.
4. All other children in order of distance (as measured using the distance calculator on Herts Direct).

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. If more children qualify under criterion 3 than there are places available, priority will be given to those who live nearest to the school as identified by the distance calculator on Herts Direct. Where there is a need for a tie breaker where two addresses measure the same distance from the school, for example in the case of a block of flats, the lower number shall be deemed closer. If there are two equidistant addresses of separate applicants, the tie break will be random.

### **Waiting List**

If there are more applications than the number of places available, parents/carers may request for their child's name to be added to the waiting list. Any places which become available will be allocated according to the criteria above.

### **Right of Appeal**

As nursery provision is non-statutory, the school's decision will be final and there is no formal right of appeal.

### **Data Security**

We take our data security responsibilities very seriously. We will only communicate with the first parent/carer named on the application form. Application forms for successful applicants will be stored in hard copy in the child's educational record. Applications from unsuccessful parents/carers who wish to be on the waiting list will be kept for a maximum of 12 months or until a place becomes available.

Any personal data collected will be treated as confidential under the principles of the current Data Protection Act. We will not use the data for any other purpose, nor will we share data with any third party other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send parents/carers advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or benefits a child, and our local children's centre who support the local authority by assisting families to access the services that children are entitled to.

Once the Nursery place has been confirmed by Flamstead Village School staff from the EYFS will make a home visit to meet with the parents / carers and child. Admissions packs and information about Nursery will also be given to the parent / carer before their child is admitted.

Parents and carers may use 15 of their 30 hours' entitlement for their Nursery place at Flamstead Village School. Further information about other providers in the local area can be found on:

[www.hertfordshire.gov.uk/nurseryadmissions](http://www.hertfordshire.gov.uk/nurseryadmissions)

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

## Reception Applications

To apply for a place at our school for Reception age upwards you should contact Hertfordshire County Council.

Places will be offered directly by Hertfordshire.

You can apply online at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

It is the responsibility of parents/carers to apply for their child's Reception place.

When the application is made online the applicant will receive instant confirmation by email and applicants can view school offer places before you receive your letter.

Important dates for Reception admissions.

3rd November 2025	Online system opens
15th January 2026	Deadline for applications
16th April 2026	National Allocation Day

**Places in Reception are not guaranteed because your child is in a school Nursery and a separate application must be made.**

Once places have been offered a place parents / carers will be invited to an induction meeting in the summer term before the child starts in the Autumn term. will Admission pack containing admission forms and a booklet explaining daily life in the Nursery and Reception classes will also be given to families.

## Key Stage One and Key Stage Two

Applications from Year One to Year Six also have to be made to Hertfordshire County Council. Hertfordshire will then offer a place if one is available. Once an offer has been made parents / carers will be invited to a meeting at Flamstead Village School.

Children transferring from other local schools will be admitted at the start of a new term or half term. Children new to the area will be admitted immediately.

Applications for children wishing to join the school at other times can be made at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

## New Joiners Booklet

This booklet explains daily life in the Early Years Foundation Stage, Key Stage One and Key Stage Two. This is given to all new children joining Flamstead Village School in Years One to Year Six.

## Open Days

Every Autumn Term we have Open Mornings. Prospective parents and pupils are invited to attend Open Days and view our school. Please contact the school for

further details and to book onto one of these dates. The school website also contains admission information.

### **ADMISSION APPEALS**

If the Local Authority (LA) does not offer a child a place at this school, this will be because to do so would prejudice the education of the other pupils by allowing the oversubscribed number of children to be disadvantageous.

If parents and carers wish to appeal against this decision, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom a place had been denied, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school.

### **THE STANDARD NUMBER**

The PAN (published admissions number) is the number of children the LA considers the school can accommodate. The standard number for our school is 120 pupils. That is 15 pupils per year group.

### **CLASS SIZES FOR KS1 and the EARLY YEARS FOUNDATION STAGE**

We teach Key Stage One children (aged five to seven) in one class that has a maximum number of 30 children, 15 per year group. Likewise, the Early Years Foundation Unit (aged 3 -5) is also taught in one class with a maximum number of 30, i.e. 15 per year group.

### **MONITORING AND REVIEW**

This policy will be monitored by the Governing Board and reviewed annually, or earlier in the light of any changed circumstances, either in our school or in the local area.