Flamstead
VILLAGE SCHOOL

Admissions Policy

2026 – 2027

Approved by:	SLT	**Date:** September 2026
Approved by:	Governing Body	**Date:** October 2026
Last reviewed:	September 2026	
Next review:	September 2027	

INTRODUCTION

Flamstead Village School admits pupils in accordance with admission procedures outlined by Hertfordshire County Council for all Hertfordshire Primary Schools.

Flamstead Village School is a half form entry school admitting 15 pupils into each year group.

ADMISSIONS

Flamstead Village School is responsible for admission to our Nursery class.

Hertfordshire County Council is responsible for managing all admissions into Flamstead Village School, for pupils wishing to join in Reception to Year 6.

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

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 2027

If your child was born between 1st September 2023 and 31st August 2024 Parents / Carers will be able to apply for a nursery place to start in September 2027.

NURSERY TIMELINE

Autumn Term 2026	Visits to our school will take place.
November 2026	Hertfordshire County Council send eligible children an 'Apply for Nursery School / Class Leaflet'
November 2026	Application system at Flamstead Village School opens
22nd March 2027	Application system closes
19th April 2027	Schools makes offers via email and or letter
26th April 2027	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 same criteria used by Hertfordshire County Council (see 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 26th April 2027 if they have been allocated a place.
- Parents and carers are obliged to accept the place in writing or email by Wednesday 23rd April 2027, or the place will be withdrawn automatically and offered to the first child on the waiting list.

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 and 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.

It is the responsibility of parents / carers to apply for their child's Reception place. You must give your child's permanent address at the time you apply.

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

2nd November 2065 Online system opens
15th January 2027 Deadline for applications
16th April 2027 National Allocation Day
23rd April 2027 Deadline for accepting or declining your allocation

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

Summer Born Children Joining Reception (born April–August)

If your child is summer born and you believe they are not ready to join Reception so soon after their 4th birthday parents should contact the Local Authority before making an application.

Parents may decide to delay your application and apply the following year, after your child's 5th birthday. View further information for delaying entry and applying here.

Key Stage 1 & Key Stage 2 Applications

Applications from Year 1 to Year 6 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**.

ADMISSIONS CRITERIA

Determined by Hertfordshire County Council's Admissions Criteria:

1. **Children looked after and children who were previously looked after** including those children 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. 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 arrangement order or a special guardianship order.
2. **Children who have a particular medical or social need** to go to the specific school being applied for.
3. **Children who have a sibling on the roll of the school** at the time of application.
4. **Children for whom it is their nearest school** using Hertfordshire County Council's admission rules. Children who live closest to the school are given priority. This can include schools outside Hertfordshire.
5. **Distance.** Children not considered under Rule 4 will be considered under Rule 5.

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.

Twins & Multiples

If you have more than one child applying for a school at the same time, **make a separate application for each of them**. The School Admission Code confirms that twins or multiple birth children are an exception to infant class size legislation. That means **community** and **voluntary controlled schools** will offer a place to twins or multiple birth children if one of them is offered the last place available and you've applied to the same school for the other child or children.

Children with an EHCP

School places for pupils with an EHCP are allocated through a separate process. You can apply as usual for a mainstream primary place, but your application will be handled by your EHC coordinator in the local special needs team. You will not get an allocation letter, and allocation information will not be available online. Parents of a child with an EHCP should discuss the process with the child's named EHC coordinator.

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.

If parents wish to appeal regarding the place they were offered from Hertfordshire County Council, they can do so by logging onto their application and clicking on 'register an appeal'. They will need the Child ID and Reference Number. These can be found on the application response. For further information the School's Appeal Team can be contacted at school.appeals@hertfordshire.gov.uk or 01992 588548.

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.

OPEN DAYS

Every month we have Open Tour Visits. 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 as well as our Open Days.

MONITORING & REVIEW

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