

Admissions Statement



July 2026

Review Date: July 27

SHENLEY PRIMARY SCHOOL

Admissions Statement

The Governing Body adheres to the published Hertfordshire County Council admissions criteria for Community Primary Schools and Nursery class places. These are available from Hertfordshire County Council. In the case of Primary School places, the allocation of these is administered by County Council officers. 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.

Hertfordshire County Council's oversubscription criteria for community and voluntary controlled, first, infant, primary, junior and middle schools for the school year 2026/27 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, 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 arrangements order* or a special guardianship order*. Children who were not looked after immediately before being adopted or made the subject of a child arrangements order or special guardianship order, will not be prioritised under this rule.

Rule 2: Medical or Social Children for whom it can be demonstrated 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 on roll at an infant school which has a linked junior school'.) In the case of junior schools, children who are on roll at the linked infant school at the time of application or have been allocated and accepted a place at the infant 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; 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.

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. *Please see the 'Explanatory notes and definitions 2026/27 document for a full explanation/definition.

Further information is available on www.hertfordshire.gov.uk/admissions

Tiebreak

A tiebreak will be used if 2 applications have addresses that measure the same distance from a school.

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.

If 2 applications were received from the same block of flats, the applicant with the lower door number would be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school.

This tiebreak method is used for all schools that we manage admissions for.

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-ordinates 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 are 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.

Nursery Places: Managed by the school, please contact admin@Shenley.herts.sch.uk

30 Hour Sessions

Shenley will offer 30 hour nursery places to parents who are entitled to 30 hours and have provided the school with a valid voucher code. Places may be limited so will be offered on a first come first served basis. Children must attend on all days.

Flexible Nursery Sessions

Children may attend nursery either part time (free) or full time (fees apply for additional hours). A full time place means your child attends from 8.45-3.15 on the days booked.

Full time sessions are booked on a minimum of half termly basis and must be paid for in full before your child attends the extra sessions.

The fees will be confirmed on your invoice

Sessions will be allocated on a first come first served basis and are not secured until payment has been received by the school. We will try our best to meet your needs.

Payments are non-refundable once your place has been confirmed.

30 Hours and Flexible Nursery Sessions

The school has the right to withdraw places or not offer places, as deemed appropriate or necessary. Food is not included in the cost and you must supply a packed lunch or pay for a school lunch via school gateway.

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