

Giles Junior School Admission Arrangements 2027 to 2028

Supporting parents to understand the process

Determined admission arrangements for Giles Junior School for the school year 2027/2028 The school's published admission number will be 90. Section 324 of the Education Act 1996 requires the governing bodies of all 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 For precise definitions and further clarification, please see Appendix 1 at the end of this document.

Rule 1: Children looked after 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 arrangement order or special guardianship order, will not be prioritised under this rule.

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. A panel of governors 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

Children who are on roll at Giles Nursery and Infants' School at the time of application, or have been allocated and accepted a place at that school.

Rule 4: Sibling Children who have a sibling on the roll of the school at the time of application. This applies to reception through to Year 5.

Rule 5: Nearest School Children for whom it is the nearest school or academy.

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 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.

Continuing Interest (normal Year 3 admissions) After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list on behalf of the school governors. A child's position on a continuing interest 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 Year 3 until the summer term (date to be specified and confirmed to parents at the time of allocation). To remain on the continuing interest (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 (admissions at any time other than the normal Year 3 admission) Giles Junior School administrates its own in-year admissions. Please apply online or contact the admissions manager at the school by calling 01438 353374 or emailing admin@gilesjm.herts.sch.uk Following receipt of your in-year application, our admissions manager will contact you to discuss your application and make sure you understand the steps in the application process. Applications are time-stamped upon receipt. The school will write to you with the outcome of your in-year application and aim to do so within 10 school days and no later than 15 school days of receipt of the application. The offer of a place must be accepted in writing within 10 school days. If you are unsuccessful in your application, we can place you on our in-year admission waiting list. Waiting lists will be held in criteria order, according to the oversubscription criteria: waiting lists will not be operated on a "first come, first served" basis. The amount of time an applicant is on a waiting list will not affect their position on it. The in-year admissions waiting list will be held for the remainder of the academic year in which the application was made. At the end of the academic year (July 2028) all applicants will be removed from all waiting lists. The only exception to this will be if the applicant has not been offered a place at any school. In this circumstance, the applicant will be kept on the waiting list for the next year. If you wish to appeal this decision, please contact the school office by email at admin@gilesjm.herts.sch.uk. In-year admission appeals will be heard within 6 school weeks of the appeal being lodged. This can mean that your appeal is not heard until the next term. Appellants (the person who made the appeal) will be sent notification of their appeal hearing at least 10 school days in advance of the hearing (unless you've been requested to agree shorter timescales). Appellants will be sent a copy of the school's case 7 working days in advance of the hearing. Parents/carers may seek a place for their child outside of their normal age group. Where a request is received to admit a child outside their normal age group, the local authority will co-ordinate the request with the school(s) requested and the decisions made.

Fair Access The school participates in the county council's fair access protocol and will admit children under this protocol before children on the continuing interest, and over the PAN (Published Admission Number) if necessary.

APPENDIX 1: DEFINITIONS

The following definitions apply to terms used in the admissions 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 because 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 order¹ or a special guardianship order².

Places are allocated to children in public care according to Chapter 2, Section 7 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

A "child looked after" is a child who is: a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order, and the application would be prioritised under Rule 1.

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 rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

¹ Child arrangements order Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live. ² Special guardianship order Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child's previously looked status and adoption is confirmed by Hertfordshire's "Virtual School."

The child's previously looked status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

i. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and ii. to have ceased to be in that state care because of being adopted.

A child is in “state care” if he or she is in the care of, or accommodated by:

a) a public authority, b) a religious organisation, or c) any other organisation the sole or main purpose of which is to benefit society.

Rule 2: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

Rule 2 applications will only be considered at the time of the initial application unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However, in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed.

All applications are considered individually but a successful application should include the following: a) Specific recent professional evidence that justifies why only one school can meet a child’s individual needs, and/or b) Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child’s needs. c) If the requested school is not the nearest school to the child’s home address, clear reasons why the nearest school is not appropriate. d) For medical cases – a clear explanation of why the child’s severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child’s need.

In exceptional cases relating to a disability, where more than one school in the county can meet the child’s specific needs, a clear and compelling case can be made for the “nearest” school with the relevant facilities, environment, or location. You must clearly explain why attendance at the “nearest” school with these facilities is essential.

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist, or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children who were not “looked after” immediately before being adopted or made the subject of a child arrangement order or special guardianship order may be made under this rule.

Our Rule 2 protocol is adapted from the Hertfordshire County Council model.

Definition of sibling

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after and, in every case, living permanently² in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the school at the time the younger child starts or have been offered and accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family. ² A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement. If an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school.

Multiple births

Giles Junior School as the admission authority will admit over the school's published admission number when a single twin/multiple birth child is allocated a place at a school and the other twin/multiple birth child has applied but not been allocated.

To maximise the chances of your children being allocated places at the same school, it is recommended that you list the same schools in the same order across all applications. If you are applying for single-sex schools, it is possible that one child will be allocated a place and the other will not. Please be aware that it is not possible to allocate a place at a school that is not ranked on the application form, unless a non-ranked allocation is offered.

Home address

The address provided must be the child's current permanent address at the time of application:

- "At the time of application" means the closing date for applications
- "Permanent" means that the child has lived at that address for at least a year

Where a family has not lived at an address for a year, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months* and the child must be resident in the property at the time of application.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

We may ask for proof of your address at any time. If, following an initial investigation and/or any investigation by with the Shared Anti-Fraud Service, the county council concludes that, a fraudulent address has been used, correspondence confirming this decision will be sent to the applicant. We will explain the decision-making process and the action that will be taken with the application. We will also confirm which address will be used as the child's permanent home address for admission allocation purposes

If we receive more than one application with different address details and parents do not agree, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

If two different applications are received for the same child from the same address but contain different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

If duplicate applications are made to different LAs for the same child, those LAs will liaise and share information. The child's home LA will determine if the application will be processed.

For the transfer application rounds, if the initial differing applications (one or both) were received "on-time" an amended joint application will also be considered "on-time" if received before the "late deadline. If the amended joint application is received after the late date, it will be treated as "late" The late deadline for the 2027/28 transfer application process is 1 December 2026 for secondary and upper applications and 2 February 2026 for primary, junior, and middle applications. If these dates change, amendments will be published on the HCC admissions web pages at the start of the 2027/28 application process in September 2026.

* If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested.

Fraudulent applications

We will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation, as necessary.

Address evidence is frequently requested, monitored, and checked and school places will be withdrawn when false information is deliberately provided. We will act in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of

applications when one or more of the following applies: o The family has moved to a property from which their application was less likely to be successful; o The family has returned to an existing property; o The family lived in rented accommodation for a short period of time (anything less than a year) over the application period; o Official/public records show an alternative address at the time of the application • When a child starts at the allocated school and their address is different from the address used at the time of application.

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.

Address Visits

Where suspicions lie as to the validity of an address, the Admissions & Transport Team may make unannounced visits to the applicant's claimed address, or any other address suspected to be the normal permanent residence of the child's primary carer or the address where the child resides for most of the week. The aim of these visits is to verify that the address information provided on the application form is accurate. All visits will be made by two members of the Admissions & Transport Team.

If an address appears to be unoccupied at the time of a visit, a letter will be left confirming that an attempted visit took place. This letter will ask the occupant to contact the Admissions & Transport Team within 24 hours to confirm receipt of the letter and details of the occupant. It is reasonable to expect that an applicant living at the address stated on the application form can respond within 24 hours. If contact takes longer than 24 hours, the applicant will be asked to explain why and provide evidence why they did not respond within the specified time.

Home to school distance measurement for purposes of admissions

A 'straight line' distance measurement is used in all home to school distance measurements for community and voluntary controlled schools in Hertfordshire. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

Maps showing address points for individual residences and school are available on request.

Definition of "nearest school" for primary/junior/middle admissions

The definition of "nearest school" includes all schools except those which allocate places based on faith (membership or practice) before allocating based on distance or location.

Applications from children* from overseas

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

An application for a school place will only be accepted for children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the Primary and Secondary transfer processes, applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases, HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria.

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative “work” address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes if the parents provide evidence of the address, and that the child will be living there.

We will also consider accepting applications from children* whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (1 December 2026 for secondary transfer and 2 February 2026 for the Under 11s process) cannot be considered before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will not be accepted for the purposes of admission until the child is resident at that address.

Children from overseas, other than those mentioned above, do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport

or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12-month rental agreement.

*Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports) or have a UK passport describing them as a British citizen or British subject with the right of abode and normally have unrestricted entry to the UK. Freedom of movement into the UK for European Economic Area and Swiss citizens ended at the end of 2020. EEA (European Economic Area) (Irish citizens aside) and Swiss national children entering the UK after the end of 2020 are now treated the same

as other foreign nationals. This means they will no longer have the right to enter the country to access a state-funded school unless they fall within certain immigration categories. Find out more about visas and immigration and the EU (European Union) Settlement Scheme for European Economic Area and Swiss citizens.

Year 3 admission

The published admission number for Year 3 entry in September 2027 is 90. Children normally entering Year 3 were born between 1 September 2019 and 31 August 2020.

Children Out of Year Group (except applications for reception from summer born)

Our policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE (Department for Education) guidance which states that “in general, children should be educated in their normal age group.”

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age-appropriate cohort. DfE guidance makes clear that “it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision based on the circumstances of the case.”

Applications from summer born children who initially started Reception a year later than normal and who remain educated out of year group, will automatically be accepted, and processed as “out of year group”

when the child moves to another community or voluntary controlled school, for example from an infant to junior school or through the secondary transfer process.

For all other out of year group applications, as the relevant admission authority, we will decide through a panel process whether the application will be accepted based on the information submitted. The panel make decisions based upon the circumstances of each case including the view of parents, the relevant headteacher(s), the child's social, academic, and emotional development and whether the child has been previously educated out of year group. There is no

guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal.

Similarly, there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the headteacher and senior leadership of individual schools.

The governing body is ultimately responsible for making this decision for applications made to our school.