





To inspire, enrich and nurture so each individual reaches their full potential.

Hatfield Community Free School, Briars Lane, Hatfield, Herts, AL10 8ES
Website: www.hcfs.org.uk Telephone: 01707 276018 Email: office@hcfs.org.uk

 @hatfieldcfs1  @hatfieldcfs

Principal: Mrs Victoria Hobson

The HCFS is a company limited by Guarantee Registration number 07648654

Determined admission arrangements for 2027/28 for Hatfield Community Free Schools

The school will continue to have a published admission number of 60.

Section 324 of the Education Act 1996 requires the governing bodies of all schools to admit a child with an Educational Health Care Plans (EHCPs) that names their school.

These children will be admitted within the school's PAN but before any child prioritised under the school's oversubscription criteria.

If there are fewer applications than places available, all applicants will be offered a place. If there are more applications than places available, the criteria outlined below will be used to allocate places.

Rule 1 Children looked after

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, but ceased to be so because they were 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 priorities 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 HCC 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 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 in infant, junior and primary schools.

Rule 4 Children of Staff

Where (a) the member of staff (teaching and non-teaching, full and part-time) has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. To be eligible for this rule the member of staff must live at the same address as the child. This includes stepchildren.

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 order they are printed above. If more children qualify under a particular rule than there are places available, a tie break will be issued 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.

Hatfield Community Free School will use the same definitions and measuring system as Hertfordshire County Council's as outlined in the "Definitions" section below.

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 retain a CI application after this time, parents must make an In Year application.

In Year Admissions

The school will remain part of the county council's coordinated In Year admissions scheme. Application forms can be accessed via: www.hertfordshire.gov.uk/inyear or from the Customer Service Centre, **0300 123 4043**. Parents should return the application form direct to the County Council (address on the form).

Fair Access

The school participates in the county council's Fair Access protocol and will admit children under this protocol before children on continuing interest. These children will be admitted above the Published Admission Numbers if necessary.

Appeals

Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".

In Year Admission Appeals

The county council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals.

Definitions and Explanatory Notes

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 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 or became subject to a child arrangements order¹ or a special guardianship order².

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.

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

These children will be prioritised under rule 1.

Highest priority will also be given to children who were previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order.

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.

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.

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 outside England 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

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.

- ii. to have ceased to be in that state care as a result 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.

Further details on the Rule 2 process can be found in the [Rule 2 protocol](#)

Rule 3: 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 after³ and in every case living permanently⁴ 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 named school at the time the younger child starts or has 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.

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.

¹ 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 and verified as necessary with the Shared Anti-Fraud Service.

Multiple births

Hertfordshire County Council (HCC), 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 order twin/multiple birth child has applied but not allocated.

To maximise the chances of your children being allocated places at the same school, it is recommended that you list the same school in the same order across all applications. Please be aware that it is not possible to allocate a place at a school that is not ranked on the application form, unless 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 months⁵ 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.

³ Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

⁴ 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.

⁵ 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 and verified as necessary with the Shared Anti-Fraud Service.

If we receive more than one application with different address details and parents don't 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 final late deadline for the 2027/28 transfer application process is 1 December 2026 for secondary and upper applications and 1 February 2027 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

The school, in liaison with Hertfordshire County Council, will do as much as possible to prevent applications being made from fraudulent addresses. Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided.

Action will be taken 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:
 - The family has moved to a property from which their application was less likely to be successful.
 - The family has returned to an existing property.
 - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period.
 - 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 the majority 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 unoccupied at the time of the visit, a letter will be left confirming that an attempted visit took place. This letter will ask the occupants 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 in 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 and provide evidence why they did not respond within the specified time.

If, following the initial investigation, the Admissions & Transport Team concludes that, on the balance of probability, a fraudulent address has been used on an application, correspondence will be sent to the applicant confirming the decision. This will outline the factors taken into account in making the decision as well as the action which will be taken with the application. It will also set out which address will be considered to be the child's permanent home address for the purpose of their application for admission to school.

Home to school distance measurement for purposes of admissions

A 'straight line' distance measurement is used for all home to school distance measurements for admission allocation purposes. 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.

Rule 5: Definition of "nearest school".

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

Applications from children⁶ 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 such 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 the 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 as long as the parents provide evidence of the address and that the child will be living there.

The school, in liaison with HCC, will also consider accepting applications from children⁶ 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 1 February 2027 for the Under 11s process) cannot be taken into account before National Allocation Day.

⁶ 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 or are European Economic Area nationals normally have unrestricted entry to the UK.

Decisions on these applications will be made by an officer panel and communicated with parents within 6 weeks of receipt.

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 in restricted entry to the UK. Freedom of movement into the UK for European Economic Area and Swiss citizens ended at the end of 2020. EEA (Irish citizens aside) and Swiss national children entering the UK after the end of 2020 are now treated as the same as other foreign nationals. This means they will no longer have the right to enter the country to access a state-provided school unless they fall within certain immigration categories. Find out more about visas and immigration and the EU settlement scheme for European Economic Area and Swiss citizens.*

Age of Admission and Deferral of Places

The school's policy is that children born on and between 1 September 2022 and 31 August 2023 would normally commence primary school in Reception in the academic year beginning in September 2027. All Hertfordshire infant, first and primary schools provide for the full-time admission of all children offered a place in the reception year group from the September following their fourth birthday. If a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can defer the date their child is admitted to school until later in the same academic year or until the term in which the child reaches compulsory school age. Summer born children are only able to "defer" entry to Reception class until the beginning of the final term of the school year for which the offer was made.

Where parents wish, children can attend part-time until they reach compulsory school age. Any parents wishing to take up a part-time place or deferred entry should contact the individual school(s) to discuss their child's requirements.

Summer born children (1st April – 31st August) – Entry to Reception

Legally, a child does not have to start school until the start of the term following their fifth birthday. Children born between 1 April 2023 and 31 August 2023 are categorised as "summer born" and if parents/carers do not believe that their summer born child is ready to join Reception in 2027/28 academic year they should contact their home LA, for guidance before making an application.

Summer born applications that are delayed for a year (for entry in September 2028) will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered at a child's preferred school.

If parents wish to delay their application for a reception place, they are advised to discuss their child's needs/development with their current early years or nursery provider. If parents wish their child to remain in their existing nursery school or class for a further year (rather than moving into the reception year group) they must let their current school know before the end of the Spring term in 2027 (before the Easter break).

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

The school's 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 guidance⁷ 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

⁷ Advice on the admission of summer born children December 2014.

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 on the basis of 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 moved 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 to community and voluntary controlled schools, the school’s trust board, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The trustees’ decision will be based upon the circumstances of each case including the view of parents, the principal, 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.

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 Principal and senior leadership of the school.

Nursery Provision

The admission arrangements detailed in this document do not apply for those being admitted into any nursery or pre-school provision. The current arrangements for nursery and pre-school provision at Hatfield Community Free School is through Squirrels Nurseries who can be contacted at info@squirrelsnurseries.co.uk. Children who attend Squirrels nursery are not guaranteed a place in the school.

Parents of children who are admitted to a nursery provision at a school must apply in the normal way for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery or co-located children’s centre does not guarantee admission to the school.

Glossary of terms

| Terms | Meaning |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Admission Arrangements | The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered. |
| Appeal | A hearing for parents/carers to contest an admission authority decision to refuse admission |
| Child Arrangement Order | Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order |
| Look After child (CLA) | A 'Child Looked After' (CLA) 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 at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002 |
| Common Application Form (CAF) | The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions round. |
| Determined Admission Arrangements | Admission arrangements that have been formally agreed by the admission authority, for example, agreed at a meeting of the admission authority and the decision recorded in the minutes of the meeting |
| Early Years Pupil Premium Funding | The early years pupil premium is additional funding paid to support disadvantaged children receiving government funded early education, per section 7 of the Childcare Act 2006. It was introduced in April 2015 |
| Education, Health and Care Plan (EHCP) | An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. |
| HCC's Scheme of Co-ordination | The process by which HCC co-ordinate the distribution of offers of places for schools in their area. All local authorities are required to co-ordinate the normal admissions round for primary and secondary schools in their area. |
| In Year Admissions | In Year Admissions are applications for a school place submitted outside of the usual points of transfer/admission, i.e. for admission during the school year. |
| Multi Academy Trust (MAT) | A Multi-Academy Trust (MAT) is the admissions authority responsible for setting and applying the admission arrangements for multiple academies. |
| Oversubscription Criteria | This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place |
| Own Admission Authority (OAA) | The body responsible for setting and applying a school's admission arrangements. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust |

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|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Previously Looked After Children (PCLA) | Previously looked after children were looked after but 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. This includes children who appear (to the admission authority) to have been in state care outside of England. |
| Office of Schools Adjudicator (OSA) | The Office of the Schools Adjudicator (OSA) is the body that receive all objections to the determined admission arrangements in order to clarify the legal position on admissions policies in schools. |
| Proposed Admission Arrangements | Arrangements that contain changes to the overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered |
| Published Admissions Number (PAN) | The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements. |
| Pupil premium | The pupil premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children |
| Schools admissions code (SAC) | The Schools Admissions Code (SAC) is statutory guidance that schools must follow when carrying out duties relating to schools admissions. |
| Schools Adjudicator | A statutory office-holder who is appointed by the Secretary of State for Education but is independent. The Adjudicator decides on objections to published admission arrangements of all state-funded schools and variations of determined admission arrangements for maintained schools |
| Service Premium | The Service Premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel |
| Special Guardianship Order | Section 14A of the Children Act 1989 defines a Special Guardianship Order as an order appointing one or more individuals to be a child's special guardian (or special guardians) |
| Summer born | The term 'summer born' children relates to all children born between 1 April and 31 August. |
| Supplementary Information form (SIF) | A form used to request additional information that is not already available on the Common Application Form (CAF) and has a direct bearing on decisions relating to the school's oversubscription criteria |

Useful Links

Accessibility – government legislation

<https://accessibility.campaign.gov.uk/>

Accessibility – guidance on how to meet the requirements.

<https://www.hertfordshire.gov.uk/web-team/playbook/design-guide/documents.aspx#accessible>

Hertfordshire's determined admission arrangements and coordinated schemes of admission:

www.hertfordshire.gov.uk/admissions

HCC's Rule 2 protocol

<https://www.hertfordshire.gov.uk/media-library/documents/schools-and-education/admissions/rule-2-protocol.pdf>

HCC's admissions guidance for schools

<http://www.thegrid.org.uk/info/csf/admissions.shtml>

Office of the Schools Adjudicator

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

School Admissions Code

<https://www.gov.uk/government/publications/school-admissions-code--2>