# Hollybush Primary School

# Admissions Policy

**Committee Responsible:** Finance

**Policy Agreed:** March 2025

**Review:** April 2026

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**Statement of Admissions**

Hollybush School follows the admission rules set by Hertfordshire County Council. Parents who wish their children to attend Hollybush must complete an online application at www.hertsdirect.org/admissions.

- If applying for a Reception place through the normal application process (date of birth 1st September 2019 -31st August 2020) information is sent to parents by HCC at the beginning of November giving details of the application process.

- If your child is Summer born (April to August) you can apply for a place to start as usual in September 2022 following their fourth birthday. Or you may decide to delay your application and apply next year, to start in September 2025 after your child's fifth birthday. If you decide to delay your application, your child will remain with this cohort throughout their school life.

- In-Year admissions, i.e. outside the usual transfer time, need to apply for a new school place by completing an online application form.

Allocations are made by the Admissions department of Children, Schools and Families, based on the admission rules and parents are informed directly of which school they have been offered by HCC. Parents must then respond to the offer that has been made to them.

Nursery Admissions and Primary Admissions are two separate processes. Attendance at the Nursery does not guarantee a place in the Reception class of the school. The school has a separate Policy for Admissions to Nursery.

**Admission Rules**

The following rules are applied in number order if the school has more applications than places available. These rules are followed by County and Hollybush:

**Rule 1**: **Children looked after** and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or a special guardianship order).

**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 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:** in the case of junior schools, children who attend the linked infant school at the time of their application.
*This rule does not apply to Hollybush.*

**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 in primary schools.*

**Rule 5: Nearest school**: children for whom it is their nearest community or voluntary-controlled school or an own admitting school or academy using Hertfordshire County Council's admission rules.

**Rule 6:** Distance: children who live nearest to the school.
*Children not considered under Rule 5 will be considered until Rule 6*

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 tiebreak will be used by applying the next rule to those children. Where there is a need for 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 number assigned 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.

**Admissions Timetable**

**For admissions into Reception:**

**The timetable for admissions is reviewed yearly by County and by the school. County has not yet announced its dates for Admissions to Reception in September 2024. This is our best estimate based on previous years.**

| | |
|---|---|
| November 2023 | Online admissions system opens |
| January 2024 | Closing date for applications |
| April 2024 | Allocation emails sent out |
| Late April 2024 | Last date for accepting the place offered |
| September 2025 | One intake into Reception (staggered start over a number of days, youngest to oldest) |

**Actual dates will be published in the admissions section of the website as soon as they become available.**
**https://www.hertfordshire.gov.uk/services/schools-andeducation/schooladmissions/primary-junior-and-middle-schools/importantdates-primary-juniorand-middle-school-admissions.aspx**

## Appeals

Hollybush School has a maximum number of 30 children per year group and as such, has an admission number of 30 children per year group. If the school is oversubscribed and parents are not offered a place for their child they may take the following action:

- The child's name may be placed on a continued interest list and they will be considered for any places that become available.
- Parents may appeal against the decision not to offer a place at Hollybush to their child. They will be able to put their case to an independent appeal panel for consideration.

## In-Year Admissions

Children may be admitted to a new school during the course of the year where places are available. Parents should apply for a school place online at www.hertsdirect.org/admissions. If more than one child requires a place, the rules as set out above are implemented.

An understanding exists amongst schools in the area that Head Teachers will inform one another of children whose parents would like them to change schools. This is to facilitate a smooth transition for all involved.

## Visits

The school welcomes visits from prospective parents. Please contact the school to make an appointment.