



Northgate Primary School

Determined Admission Arrangements for 2027/28

Parents/carers will find all the information regarding how to apply for a Reception place at a Hertfordshire school, via the Hertfordshire County Council website - www.hertfordshire.gov.uk/admissions or by contacting the Customer Service Centre on 0300 123 4043 for a paper application form. Paper application forms must be returned directly to the County Council. Parents/carers of children not living in Hertfordshire must make an application to their local education authority.

The closing date for receipt of applications is 15th January 2027.

The school will have a published admission number (PAN) of 60.

Section 324 of the Education Act 1996 requires Northgate Primary School to admit a child with an Education, Health and Care Plan (EHCP) that names the school. Such child will be admitted within the school's published admission number but before any child prioritised under the following oversubscription rules.

If there are fewer applications than places available at the school, all applicants will be offered a place. 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 arrangement order or special guardianship order, will not be prioritised under this rule.

Rule 2 **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 Year Admissions

The sibling may be in the school's final year as long as they will still be in attendance at the time of admission.

Rule 3 **Children of Staff**

Children of staff directly employed by the school in either or both of the following circumstances:

- a) where the member of staff 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 at the school for which there is a demonstrable skill shortage

Children of staff are those where the staff member is the child's parent by blood or adoption, or the member of staff has legal parental responsibility for the child. The child must have lived at the same address as the parent employed by the school for at least one year at the time of application.

**Please see the 'Explanatory notes and definitions 2027/28 document for a full explanation/definition.*

Rule 4 Nearest School

Children for whom it is the 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 5 Distance

Children who live nearest to the school.

Children not considered under Rule 4 will be considered under Rule 5

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.

Tie Break

Where there is a need for a tie-breaker where two different addresses measure 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 tiebreak will be random allocation.

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.

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

Continuing Interest (CI)

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 continuing interest (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 specified and confirmed to parents at the time of allocation). 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 the school. Information about how to apply and the online application form can be found at www.hertfordshire.gov.uk/inyear, alternatively parents/carers can contact the Customer Service Centre on 0300 123 4043. Please note, the oversubscription criteria outlined above are used to prioritise all In Year applications to community and voluntary controlled schools.

The County Council will confirm the outcome of your application in writing. If your application is unsuccessful, details of how to register an appeal online will be included. Appeals can be submitted at www.hertfordshire.gov.uk/schoolappeals.

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. The school may go over PAN in order to admit children under this protocol.

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".

For In Year appeals: The County Council will write to you with the outcome of your application, and if you have been unsuccessful, and include registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals.

**Please see the 'Explanatory notes and definitions 2027/28 document for a full explanation/definition.*

Definitions and Explanatory notes for admission arrangements in 2027/28

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 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 outside England and subsequently adopted will be prioritised under Rule 1 if the child’s previously looked after status and adoption is confirmed by Hertfordshire’s “Virtual School”.

The child’s previously looked after 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 as a result of being adopted.

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

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

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 after¹ and in every case living permanently¹ 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 Northgate Primary 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.

¹ 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.

Multiple births:

Hertfordshire County Council on behalf of the Governors of the school 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. 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 months¹ 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 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 Local Authority's (LA) 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 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.

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.

Fraudulent applications:

Northgate Primary School in liaison with Hertfordshire County Council, 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.

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 (e.g., Council tax) 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 form

Address Visits

Where suspicions lie as to the validity of an address, the Hertfordshire County Council's 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 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 on the basis of faith (membership or practice) before allocating on the basis of distance/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 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 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, a place will be allocated 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.

Northgate Primary School 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 February 2027) cannot be taken into account 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 (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 Settlement Scheme](#) for European Economic Area and Swiss citizens

Age of Admission and Deferral of Places

Northgate’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 2027/28. Northgate Primary School provides 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 they should contact the Local Authority and the school for further guidance before making an application.

Parents of a summer born child may request that their child is admitted out of their normal age group – to Reception rather than Year 1. Northgate’s Governing Body as the Admissions Authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. It is the school’s view that, where there is evidence to the contrary, it is generally in the best interests of a child to be educated in the normal age group. Evidence which will be taken into account in the making of any decision will include the views of the parents; social and emotional development; information about the child’s academic, where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

When informing a parent of their decision on the year group the child should be admitted to, the Admissions Authority will set out clearly the reasons for their decision. 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.

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

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. Northgate’s Governing Body is responsible for admissions and are responsible for making these decisions for applications made to their schools.

Nursery Provision

The admission arrangements detailed in this document do not apply for those being admitted into our nursery. The school's Nursery admissions including visiting the school are outlined on the school's website - <https://www.northgate.herts.sch.uk/web/admissions>

Parents of children who are admitted to a nursery provision at Northgate will 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 does not guarantee admission to the school.