



# Admissions Policy

Updated: Spring 2024  
Next Review: Spring 2025

Reviewed, approved and ratified by: Full Governing Body  
Written by SLT

(In consultation with Herts Admissions Policy for Community Schools)

*Work Together, Achieve Together*

## **ADMISSION POLICY 2025 – 2026**

**This policy applies to applications applying for Reception & Nursery places from September 2025**

Ladbroke JMI School has an annual admission number of 30 pupils in Reception to Y6. Application is made electronically through the county council. For more information and to apply for a place in our reception class for September 2025, please apply online at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions). The deadline for applications will be **13<sup>th</sup> January 2025**. A virtual tour is available on our website and preliminary visits can be arranged by contacting the school office.

### **Reception Applications for September 2025**

All children turning 5 in the academic year 1<sup>st</sup> September 2025 to 31<sup>st</sup> August 2026 will be eligible for a place in Reception at the start of the Autumn term.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education Health Care Plan that names their school unless the school is unsuitable to meet the needs of the child or their needs are incompatible with the needs of others in the class/school.

*If a school is over subscribed, the places will be allocated using the following criteria in the numbered point order.*

**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 or became subject to a child arrangements 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 of this rule. The evidence must relate specifically to the school applied to for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

#### **Rule 3: Linked Schools**

This rule only applies to Junior Schools and therefore does not apply to Ladbroke JMI School

#### **Rule 4: Sibling**

Children who have a sibling on the roll of the school or linked school at the time of application\*. *This applies to reception through to Year 5 in infant, junior and primary schools; and from reception through to Year 3 in first schools; and from Year 5 to Year 7 in middle schools.*

#### **Rule 5: Nearest School**

Children for whom it is their nearest school or academy. This includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location

#### **Rule 6: Distance**

Children who live nearest to the school. Children not considered under rule 5 will be considered under rule 6.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, the next rule will be used to further prioritise 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**

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.

### **Summer Born Applicants**

Children born between 1<sup>st</sup> April 2021 and 31<sup>st</sup> August 2021 are categorised as 'summer born' and if parents/carers do not believe that their summer born child is ready to join Reception in 2026 they should contact Ladbroke JMI School and discuss their intention to defer. Ladbroke JMI School will consider each application on an individual basis.

Summer born applications that are delayed for a year (for entry in September 2026) 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.

### **Deferral of Places**

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 (5years). 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, and in discussion with the headteacher, children may attend part time until they reach compulsory age. Any parents wishing to take up a part-time place or deferred entry should contact Ladbroke JMI School to discuss the child's requirements

### **Multiple Births**

If a twin or a child of a multiple birth family is offered the last available place at the school, then the other sibling/siblings will also be admitted over the PAN

### **Appeals**

Parents wishing to appeal who applied through Hertfordshire's online system should log into their online application and link on the line 'register an appeal'.

### **In Year Admissions**

Hertfordshire County Council coordinate In Year Admissions for all community and voluntary controlled schools. Information about how to apply and the online application form can be found at [www.hertfordshire.gov.uk/inyear](http://www.hertfordshire.gov.uk/inyear) The oversubscription criteria above is used to prioritise all In Year applications to community and voluntary aided schools.

### **Fair Access**

Community and voluntary controlled schools will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

## **Children out of year group (except applications for reception from summer born)**

The schools 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 Department for Education (DfE) guidance which states that 'in general, children should be educated in their normal age range'

## **Nursery Applications 2025**

To apply for a nursery place for September 2025, you will need to apply directly to Ladbrooke JMI School. Application forms will be available from the school office during the Spring Term 2025. Applications must be made by **Friday 7<sup>th</sup> March 2025**. More information can be found on our school website at [www.ladbrooke.herts.sch.uk](http://www.ladbrooke.herts.sch.uk)

## **IMPLEMENTATION**

### **Nursery Class**

We have one main intake into our nursery class. Children who will turn four in the academic year start in the September unless parents specifically ask for a later start (January). If the nursery is not up to full capacity, the school may allow children to start nursery in the term after they turn three. This will be dependent on space and the child's readiness.

We now offer flexible hours in our nursery. All parents are entitled to 5 free sessions and can pay for more sessions when they need them. Our nursery sessions run from 9.00 to 12.00 and 12.00 to 3.00. We offer 30 hours for parents with a 30-hour code or parents can pay school directly to increase their hours.

### **Reception Class**

We offer a single intake into the reception class. All children, irrespective of birth date, are offered the opportunity to start reception in September. To support a successful integration into the school the start of the term is staggered as follows

- Week 1 All children attend from 8.45am – 12.00pm
- Week 2 All children attend from 8.45am – 1.30pm
- Week 3 All children are in full time from 8.45am – 3.00pm