Admission Policy

Kingsway Infant School participates in the co-ordinated admission arrangements operated by Hertfordshire County Council (HCC) and the local Fair Access Protocol.

Hertfordshire County Council Admissions

Starting School (Reception Class)
Hertfordshire County Council is acting as the schools' admission authority for initial allocation rounds and in year allocations.
This includes:

- Ranking applications in accordance with the school's oversubscription criteria
- Answering queries about the school's admission arrangements and allocations.
- HCC admissions literature will reflect the fact that queries about allocations should be directed to HCC.
- Checking the accuracy of allocations
- Producing and supplying individual pupil allocation information
- Producing and supplying school allocation summary information
- Investigating and monitoring allegations of fraudulent applications and withdrawing applications/allocations as necessary

In Year Admissions

The HCC service includes:
• Receiving and responding to all applications
• Ranking applications in accordance with the school's oversubscription criteria (including making Rule 2 decisions if required)
• Answering queries about the school's admission arrangements and allocations. HCC In Year admissions literature will reflect the fact that queries about allocations should be directed to HCC.
• Maintaining the school's Continuing Interest list and allocating places when available
• Ensuring parents are informed of their right to appeal when a place is not available
Application forms can be accessed via www.hertfordshire.gov.uk/admissions or from the Customer Service Centre, 0300 123 4043. Parents should complete the form online or return the application form direct to the County Council.
Allocation Criteria
Places will be allocated in accordance with the HCCs published admission rules to which the school adheres.

Appeals
Parents have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision. The arrangements for appeals are co-ordinated by HCC.
The HCC appeals process includes:
• the administration of the appeals process
• the presentation of appeals

Further Admission Details

Please refer to the Hertfordshire County Council's coordinated schemes of admission for first, primary, junior, middle, secondary, upper schools. Further details can be found on their website:

https://www.hertfordshire.gov.uk/

Oversubscription Criteria
Determined oversubscription criteria for Kingsway Infant school
The schools' published admission number (PAN) will be 60
Children with a Statement of Special Educational Needs which names the school will be allocated a place in accordance with section 324 of the Education Act 1996.

Parents may state their preference as to which nursery class, school or centre they would like their child to attend in the years leading up to the child's fifth birthday. However, if there are not enough places available, places will be allocated in the following order of priority:

Hertfordshire County Council's oversubscription criteria for community and voluntary controlled, first, infant, primary, junior and middle schools for the school year 2025/26

Section 324 of the Education Act 1996 requires the governing bodies of all maintained 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
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:
Medical or Social Children for whom it can be demonstrated 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 (This rule only applies to pupils who are currently attending an infant school which has a linked junior school[1].) In the case of junior schools, children who attend the linked infant school at the time of their application.

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, a tie break will be used by applying the next rule to those children.

*Please see the 'Explanatory notes and definitions 2025/26 document for a full explanation/definition.

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 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-ordinate 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. The oversubscription criteria outlined above are used to prioritise all In Year applications to community and voluntary controlled 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.

Kingsway Infant School will use the same definitions and measuring system as outlined in Hertfordshire County Council's admissions literature.

Hertfordshire Admission Rules