



Clore Shalom School

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# Clore Shalom School

## School Policy for: In Year Admissions 2027 - 2028

**Version date:** October 2025

**Review date:** October 2028

**Responsibility:** Governing Body

**Monitoring:** Governors

**Headteacher's signature:**

**Date:** October 2025

**Chair of Governor's signature**

**Date:** October 2025



### Process

- The Governing Body meets annually to agree both the policy and criteria for the following year. This is then made available for a consultation period on our website and through the Local Authority at [www.hertfordshire.gov.uk/inyear](http://www.hertfordshire.gov.uk/inyear).
- The application of the admissions criteria, should there be more applicants than places, is the responsibility of the governors for applying them without favour.
- The policy, oversubscription criteria and supplementary information form are available from the school office, website or the Local Authority.
- The Governing Body remains responsible for the allocation of all places in accordance with the school's published admission rules but all applications for, and allocations to the school, must be made to the child's Local Authority.

### Applying for a Place

- We invite all parents who are interested in considering applying for a place to contact the school in the first instance.
- Parents are invited to visit the school when there is a space available.
- Parents should make an in-year application on the Hertfordshire County Council website and not that of their home LA if outside of Hertfordshire.
- Parents must complete our Supplementary Information Form (SIF) and return it to the School Office. If a SIF is not completed, the Governing Body will apply the admissions arrangements using the information submitted on the Online Application Form only, which may result in the application being given a lower priority. The SIF is available on our website, together with our policy, as well as on the HCC website [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions).

### Allocation of Places

- Our published admissions number for each year group from Reception – Year 6 is 30.
- Should a place become available during the school year, the criteria are applied to all those on the register of continued interest at that time. The register of continued interest comprises all children for whom applications have been received but for whom places have not yet been allocated.
- The school maintains continued interest lists throughout the allocation process and on an ongoing basis to facilitate any in-year admissions.
- It is not necessary to meet all, or indeed any of the criteria below for your child to get a place at the school. However, in the event that a place becomes available at the school at any time in any year from Reception to Year 6, the Governors will apply the following criteria in order of priority as laid out below:
  - a) Looked after children and children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.
  - b) Children who already have a sibling at the school from Reception – Year 6.
  - c) Children of staff where the member of staff is employed at the school.
  - d) Children with the nearest overall address to the school. Proximity to the school shall be determined by a straight line distance measurement system provided by Hertfordshire County Council: distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the "AddressBase Premium" address of the residence to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences. The points from which such distances are measured, and the distances so measured will be determined conclusively by Hertfordshire County Council and the Governors are unable to overrule or deviate from any such measurements made. For further information, please visit [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or call Hertfordshire's Customer Service Centre on 0300 123 4043.



## Definitions and Guidance Notes

### Looked After Children

- 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<sup>1</sup> or a special guardianship order<sup>2</sup>.
- 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)

### Siblings

- The ethos of the school means that we want to encourage/enable continuity for families.
- A sibling is any child at the school in Reception – Year 6 at the time of the applicant stating school.
- 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 after and in every case living permanently in a placement within the home as part of the family household at the date of application.
- 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 a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

### Children of Staff

- Under the provisions of the Admissions Code, children of staff may only be prioritised if the member of staff has been employed at the school for two or more years and / or if the member of staff was recruited to fill a demonstrable skills shortage.
- For the purposes of priority within this policy, staff is defined as an individual who
  - a) is employed by the school under a permanent contract of employment where no set end-date has been set;
  - b) is employed for a minimum of 2 days per week; is paid on either the unqualified teacher pay scale, the main pay scale, the upper pay scale, the leadership pay scale or a member of support staff.
- In all cases, the member of staff must be an employee of the school at the date of application for priority to be given.
- Children of staff is defined as a child of the member of staff or partner, or a child looked after or previously looked after living permanently in a placement within the home as part of the family household at the date of application.



- Priority will not be allowed for children living temporarily with the member of staff, 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.
- The Finance and Resources Committee of the school's Governing Body must approve the application of "demonstrable skills shortage" for any application to be prioritised in this manner. This may be done at any time before or after the appointment, but there is no right of appeal once a decision has been made in this regard.
- A demonstrable skills shortage would usually only be recognised for a post with an age group specialism such as early years or Year 6, or a subject specialism such as Maths, where there is a recognised shortage nationally or regionally, or where the post has previously been advertised unsuccessfully.

### Multiple Births

The admission authority will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school.

### 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 months\* 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 time. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If a child's permanent residence is disputed, 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 and/or different preferences, neither will be processed until the address issue is reconciled.

It is for a child's home LA to determine address. If two applications, with different addresses are received from the same LA, it will be for that LA to determine permanent address. If two applications are received from two different LAs, the above process will be used.

If two different applications are received for the same child from the same address e.g., containing 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.

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 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 and verified as necessary with the Shared Anti-Fraud Service



### **Home to School Distance**

A 'straight line' distance measurement is used in all home to school distance measurements for 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. The points from which such distances are measured, and the distances so measured will be determined conclusively by Hertfordshire County Council and the Governors are unable to overrule or deviate from any such measurements made. For further information, please visit [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or call Hertfordshire's Customer Service Centre on 0300 123 4043.

### **Continued Interest List**

For the avoidance of doubt, the continued interest list will be frozen at such time as the school receives written notice of a place becoming available. A child's details will remain on the continued interest list until:

- a) a place at the school is offered to that child and is revoked;
- b) the child's parents or guardians make a request in writing to the school to have the child removed from the List; or
- c) the end of the school year in which the child will attain eleven years of age.

### **Appeal**

The county council will write to you with the outcome of your In Year application and, if you have been unsuccessful, will include registration details to enable you to log in and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals).

### **Tie Break**

Should the last two children under the same criterion live the same distance from the school, priority will be given at random to the child whose written name is first removed from a box by an assigned governor, in the presence of at least 2 independent witnesses.

### **Fair Access**

The school participates in HCC's Fair Access protocol and will admit children under Fair Access before children on the continuing interest list and, if necessary, over PAN (published admission number).