



# CUFFLEY SCHOOL

*A Foundation School*



Headteacher: **Wendy Wing** Deputy Headteacher: **Charlotte Lloyd**

Theobalds Road, Cuffley, Hertfordshire EN6 4HN

Tel: 01707 888100 Fax: 01707 888101

Email: [admin@cuffley.herts.sch.uk](mailto:admin@cuffley.herts.sch.uk) Web: [www.cuffleyschool.org](http://www.cuffleyschool.org)

## CUFFLEY SCHOOL ADMISSION POLICY 2025 - 2026

Cuffley School has an annual admission number of 60 pupils. Application is made electronically through the County Council. For more information and to apply for a place in our Reception class for September 2024 please apply online at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions). The deadline for Reception applications will be **3<sup>rd</sup> February 2025**. A virtual tour is available on our website and preliminary visits can be arranged by contacting the school office.

### **RECEPTION – SEPTEMBER 2025**

All children turning 5 in the academic year 1 September 2025 to 31 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 a Education Health Care Plan that names their school. Schools must also admit children with an EHC (Education, Health & Care) Plan that names the school.

If the school is over-subscribed, the Governors will apply the following criteria in the numbered points order:

1. Children looked after (CLA) 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 become subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>.
2. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
3. Siblings of pupils attending Cuffley School at the time the child will enter the school.
4. Children of staff.
5. Children who live in the parish of Northaw and Cuffley. In the event of over subscription the deciding factor in this category being the proximity from the child's home, based on a straight-line measurement as determined by the Local Authority.
6. Any other children. The deciding factor in this category being the proximity from the child's home based on a straight-line measurement.

Notification of place allocations will be sent before the term of admission. Children not offered a place can be placed on a continued interest list and places allocated in accordance with the over-subscription criteria.

### **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 Cuffley School and discuss their intention to defer. Cuffley School governors 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. 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 2026 (Easter break).

### **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.



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## **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 (5 years). 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 school age. Any parents wishing to take up a part-time place or deferred entry should contact Cuffley School to discuss their child's requirements.

## **APPEALS**

Parents wishing to appeal who applied through Hertfordshire's online system should log into 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 1234043 to request their registration details and then log into [www.hertfordshire.gov.uk/schoolsappeals](http://www.hertfordshire.gov.uk/schoolsappeals) and click on the link 'log into appeals system'.

## **NURSERY APPLICATIONS 2025**

To apply for a place in our Nursery for September 2025, you will need to apply **directly** to Cuffley School. Application forms will be available from the school office during the Spring Term 2025. Updated information will be made available via our website [www.cuffleyschool.org](http://www.cuffleyschool.org).

## **IN-YEAR APPLICATIONS 2025**

Cuffley School is part of the county council's scheme of In Year Co-ordination. Parents should apply directly to Hertfordshire County Council ([www.hertfordshire.gov.uk/inyear](http://www.hertfordshire.gov.uk/inyear)). The county council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals). You will also be able to apply for your child to be placed onto the appropriate In-year waiting list.

## **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 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 must 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".

The governors will decide whether the application will be accepted based on the information submitted. The governors 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.



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## **FAIR ACCESS**

The school participates in the County Council's Fair Access Policy, and will admit children under this protocol before children on the Continuing Interest lists, and if necessary above the Published Admission Number (PAN).

## **EXPLANATORY NOTES AND DEFINITIONS**

**Criteria 1: Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in the 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 looked after, including those looked after outside of England, but ceased to be so because they were adopted, or became subject to a child arrangements 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)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1<sup>3</sup>.

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. Application made for these children, with suitable supporting professional evidence, can be considered under rule 2.

### <sup>1</sup> 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 settled the arrangements to be made as to the person with whom the child is to live.

### <sup>2</sup> 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 abroad 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 look 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 –

- a) A public authority,
- b) A religious organisation, or
- c) Any other organisation the sole or main purpose of which is to benefit society.



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## **Criteria 2: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.**

A panel of Governors 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 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed.

All applications are considered individually but a successful application should include the following:

- a) Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
- b) Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.
- c) If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- d) For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child's need.

In exceptional cases relating to a disability, where more than one school in the county can meet the child's specific needs, a clear and compelling case can be made for the "nearest" school with the relevant facilities, environment or location. You must clearly explain why attendance at the "nearest" school with these facilities is essential.

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children who were not "looked after" immediately before being adopted or made the subject of a child arrangements order or special guardianship order maybe be made under this rule.

## **Criteria 3: Siblings**

Sibling applications using the school's admission criteria, 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<sup>1</sup> and in every case living permanently<sup>2</sup> in a placement within the home as part of the family household from Monday to Friday at the time of the application.

## **Criteria 4: Children of Staff**

Pupils who reside permanently with a parent who is employed by the school on a permanent contract for a continuous period of two or more years at the date of application

or

Pupils who reside permanently with a parent who has been recruited to a vacant post at the school for which there is a demonstrable skills shortage.



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## **Criteria 5 & 6: Proximity**

A 'straight line' distance measurement is used in all home to school distance measurements. 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 measurements are made by Hertfordshire County Council on behalf of the Governors of the school.

## **Tie-Break scenario**

A tiebreak will also be used if 2 applications have addresses that measure the same distance from a school.

For example, if 2 applications had identical home to school distance measurements, a random tiebreak would be used to decide which applicant is offered a place.

Every applicant is given a unique random number for each of their school preferences. When a random tiebreak is needed, this random number is used to allocate the place – the lowest number is given priority.

If 2 applications were received from the same block of flats, the applicant with the lower door number would be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school.

## **Continued Interest (Waiting lists)**

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 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.