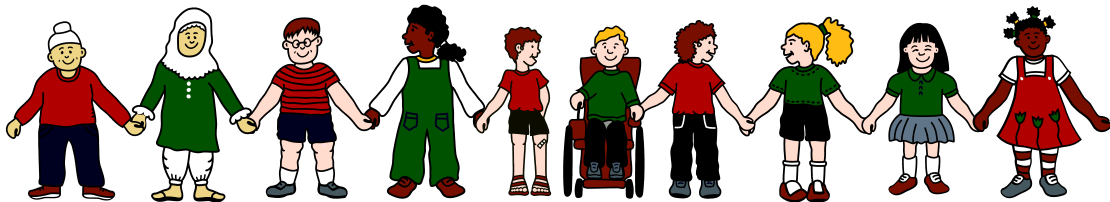


THE GILES NURSERY AND INFANTS' SCHOOL



Admissions Policy – Infants' School

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The Giles Infants' School Admissions policy

Admissions Procedures for entry to Reception Class

Children are admitted into the main school in September each year. Many of the children in our Reception classes come from our Nursery but they will not transfer automatically into the main school. A separate application must be made for a place in Reception.

- Hertfordshire County Council will invite you to apply for your child's Reception place. Admission information can be found online at www.hertsdirect.org/admissions
- Online you can access all the information and timescales relating to applications and closing dates.
- The Admissions Team will email you when places have been allocated. You will then be able to go back online to see which school has been allocated to your child.

If there are more applicants than places the County Admissions Team will apply a series of admission criteria. These rules have varied over the past few years but current rules are available at www.hertsdirect.org/admissions.

If you are new to the area and the online process has closed for a Reception place, you will have to fill out an 'In Year' admissions form. This can be accessed by following the link at www.hertsdirect.org/admissions or by telephone on 0300 123 4043.

Applying for a place in Reception

The current round is for parents and carers of children born between **01/09/2021** and **31/08/2022**.

The online portal for making applications opens on 3rd November 2025 and closes on 15th January 2026.

Hertfordshire County Council will contact you by email on 16th April 2026 with an offer of a school place.

23rd April 2026 is the deadline to accept or decline your offer.

Full details of how to apply may be found on the Hertfordshire County Council website:

<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/primary-junior-and-middle-schools/primary-junior-and-middle-school-places.aspx>

Summer born children

Children can start in Reception class in the September following their fourth birthday; legally, however, a child does not have to start school full-time until their start of the term following their fifth birthday. Summer born children (any child born between 1st April and 31st August) can be admitted to the Reception class at age five if it is in line with parental wishes.

Children born between 1 April and 31 August 2022: Parents of summer born children – born between 1 April and 31 August 2022 – who believe that their child should be admitted to the Reception class at age five, to start in September 2027 rather than 2026, are advised to make an application next year (for the 2026 Reception admissions round).

Children born between 1 April and 31 August 2021: Parents of summer born children – born between 1 April and 31 August 2021 – who were expected to have started Reception in September 2025, can apply this year for the 2026 Reception intake. Hertfordshire County Council will accept and process these applications submitted a year 'late' as part of the September 2026 intake.

Summer born children continuing at Nursery

Parents of summer born children who wish to apply for Reception the following September, may under certain circumstances be eligible to apply for their child to stay in Nursery for a second academic year (i.e., until the term in which the child turns five). For summer-born children, this would mean one further full year in Nursery. Approval in advance from the headteacher is required.

Parents of summer-born children (those whose birthdays fall between 1st April and 31st August) considering this option must arrange a meeting with the headteacher to discuss the possibility. This option will only be open until the end of the spring term (i.e., prior to the Easter break) so if it is being considered, please contact the school well in advance of this date.

Deferred entry to Reception

The school does not permit children to defer entry to Reception and repeat a year in Nursery unless the child has attended The Giles Nursery.

Any decision regarding deferral requires permission from the headteacher and would ordinarily be given only when a child has attended our Nursery and is well-known to our staff. Decisions will be taken after discussion has taken place to ensure that all parties (including parents, the headteacher and staff) agree that to repeat the Nursery year is in the child's best interests.

Under exceptional circumstances (such as a family moving from another area), consideration of a request to defer may be given after consultation, visits and receipt of any external specialist assessments.

Funding for Summer Born Children Staying in Nursery

All summer-born children will receive 15 hours of funded Nursery education up to and including the term in which they turn five. From September 2025, if parents are eligible for the Government's 30 hours funded childcare scheme, they can claim this from the term after their child turns 9 months old and continue up to and including the term in which their child turns five. Parents who are not eligible for 30 hours funding may choose to pay for additional hours, subject to availability. Please speak to the School Office for further information.

Reception Class Settling in Process

There has been a tradition at The Giles Nursery and Infants' School of introducing Reception Class children carefully into the life of the school.

In Weeks 1 and 2: Children start in small groups each day

Children will spend only the morning at school during their first week and on the Monday and Tuesday of their second week.

The morning session starts at 8:45 am and ends at 12:45 pm.

In Week 2 (from Wednesday onwards): Children begin full-time at school on the Wednesday of their second week.

Because children are so very different, do discuss their progress with their teacher. We try to be flexible and will do everything possible to accommodate each child's particular needs.

We hope parents will support this policy and not urge us to rush the process. Our many years of experience have shown us how important this early stage can be. Even those children who seem to have adjusted into school instantly can become very tired during those first few weeks.

Applying for an In-Year Place at The Giles Infants' School

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHCP names the school as a suitable part of the review process are admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces at the time of your application, the child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the children on the waiting list in accordance with the oversubscription criteria listed at the end of this policy. Priority will be given to children on the basis that they have been on the waiting list the longest.

In-year Applications must be made to Hertfordshire County Council online at <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/in-year-admissions-change-schools-during-the-year/in-year-admissions-change-school-during-the-year.aspx#apply>

Request for Admission Outside the Normal Year Group (except summer born children entering Reception Class)

Parents are entitled to request a place for their child outside of their normal year group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Headteacher views
- Information about the child's social, academic and emotional development
- Where relevant, their medical history and the views of a professionals involved with the child
- Whether the child has previously been educated out of year group

All applications for admission outside of the normal year group are considered by Hertfordshire County Council. Further information about the process can be found online at <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/in-year-admissions-change-schools-during-the-year/in-year-admissions-change-school-during-the-year.aspx>.

If the application is not accepted, this does not constitute a refusal of a place and there is no right to a statutory appeal. Similarly, there is no right of appeal for a place in a specific year group at the school.

Appeals

If a child's application for a place at the school is unsuccessful, parents will be informed why the admission was refused and receive information about the appeals process by Hertfordshire County Council. If parents wish to appeal, they must follow the HCC appeals process.

Further information about making an appeal can be found at

<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-appeals/appeal-panels.aspx>.

Oversubscription Criteria for Admissions to The Giles Nursery and Infants' school

If there are fewer applications than places available all applicants will be admitted. Should The Giles Infants' school be oversubscribed the following criteria for admissions will apply 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 are as follows:

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an EHCP (Education, Health and Care Plan) that names the school.

If there are fewer applications than places available 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 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 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 Giles Nursery. 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 on roll at an infant school which has a linked junior school*)

In the case of junior schools, children who are on roll at the linked infant school at the time of application or have been allocated and accepted a place at the infant school.

Rule 4: Sibling

Children who have a sibling on roll at either The Giles Nursery & Infants' School or Giles Junior 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 the nearest school.

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 lowest 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 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 coordinates 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.