Admissions Policy & Determined Admissions Arrangements 2026/27

Mandeville Primary School

Spiral Partnership Trust is its own admissions authority but the schools participate in the coordinated admission arrangements operated by Hertfordshire County Council (HCC) and the local Fair Access Protocol.

Starting School

HCC is acting on behalf of the schools' admission authority for initial allocation rounds. This includes:

- Ranking applications in accordance with the school's oversubscription criteria.
- Answering queries (phone, email & in writing) 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 ofallocations.
- 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 asnecessary.

Starting Nursery

The school co-ordinates arrangements for admission to nursery. Parents should refer to the supplementary information and application form on the website: https://www.mandeville.herts.sch.uk/admissions/

Allocation Criteria

Places will be allocated in accordance with the agreed determined admission criteria.

Appeals

Parents have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision. The school uses the HCC process for appeals at admission times.

For the Reception or Secondary transfer intake:
Parents wishing to appeal who applied through Hertfordshire's online system should log in to the 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 123 4043 to request their registration details and log onto www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".

For In Year Admissions:
We will write to you with the outcome of your application and if you have been unsuccessful, the county council will write to you with the registration details to enable you to login and appeal online at www.hertfordshire.gov.uk/schoolappeals.

Further information

All admissions and appeals information is available at www.hertfordshire.gov.uk/admissions and www.hertfordshire.gov.uk/nurseryadmissions.

Determined oversubscription criteria for 2026/27

The school will have a published admission number of 60.

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 the 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.

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*.

Rule 2
Medical or Social: Children for whom it can be demonstrated have a particular medical or social need to go to the school. The Local School Committee 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
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, or if the sibling is in the school's final year as long as they will be in attendance at the time of admission.

Rule 4
Nearest School: Children for whom it is the 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 5
Distance: Children who live nearest to the school.
Children not considered under 'Nearest School' rule will be considered under 'Distance' rule.

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 tiebreak will be used by applying the next rule to those children.

** Please see the Explanatory notes and definitions 2026/27 for a full explanation/definition.*

Tie Break

Where there is a need for a tie break where two different addresses measure 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 allocate the place, with the lowest number given priority.

The school will use the same definitions and measuring systems as outlined in HCC's admissions literature.

Continuing Interest

After places have been offered, HCC will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. A child's position on the 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

You can apply to change school during the school year. This is called an "in year admission".

The school co-ordinates its own In Year Admissions. To apply for an In Year admission please complete the 'In Year Admissions Form' which can be found on the school website – https://www.mandeville.herts.sch.uk/admissions/ – and send it and any supporting documentation to admin@mandeville.herts.sch.uk

We will let you know if you're successful within 10 working days once we received your application, proof of address and any additional documents needed. If the year group applied for has a place available, the school will admit the child. If more applications are received than there are places available, the place will be allocated applying the oversubscription criteria set out above. You need to accept or decline any place offered. You will also have the right to appeal the decision.

Fair Access

The school will admit children under the Fair Access Protocol before those on continuing interest and over the Published Admission Number (PAN) if required.

Explanatory notes and definitions for the admission arrangements in 2026/27

The following definitions apply to terms used in the admissions 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 child arrangements order[1] or a special guardianship order[2].

Places are allocated to children in public care according to Chapter 2, Section 7 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

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.

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

[1] 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 settle the arrangements to be made as to the person with whom the child is to live.

[2] 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 outside England and subsequently adopted will be prioritised under Rule 1 if the child's previously looked status and adoption is confirmed by Hertfordshire's "Virtual School".

The child's previously looked 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…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.

Rule 2: Children for whom it can be demonstrated have a particular medical or social need to go to the school
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 he 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 arrangement order or special guardianship order may be made under this rule.

Linked School

Prioritisation under the "linked school" rule is only relevant for pupils attending an infant school which has a linked junior school. Children will be prioritised for the linked junior school if they are on roll at the linked infant school at the time of their application or have been allocated and accepted a place at the infant school.

Definition of sibling

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[2] in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts or has been offered and accepted a place.

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.

[2]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 an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school

Multiple births

The Trust, as the admission authority and in line with HCC, will admit over a school's published admission number when a single twin/multiple birth child is allocated a place at a school and the other twin/multiple birth child has applied but not been allocated.

To maximise the chances of your children being allocated places at the same school, it is recommended that you list the same schools in the same order across all applications. If you are applying for single-sex schools, it is possible that one child will be allocated a place and the other will not. Please be aware that it is not possible to allocate a place at a school that is not ranked on the application form, unless a non-ranked allocation is offered.

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 school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

We may ask for proof of your address at any time. If, following an initial investigation and/or any investigation by with the Shared Anti-Fraud Service, the county council concludes that, a fraudulent address has been used, correspondence confirming this decision will be sent to the applicant. We will explain the decision-making process and the action that will be taken with the application. We will also confirm which address will be used as the child's permanent home address for admission allocation purposes.

If we receive more than one application with different address details and **parents don't agree,** 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, neither will be processed until the address issue is reconciled.

If two different applications are received for the same child from the same address but contain 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.

If duplicate applications are made to different LAs for the same child, those LAs will liaise and share information. The child's home LA will determine if the 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 2026/27 transfer application process is 2 February 2026 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 2026/27 application process in September 2025.

* 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.

Fraudulent applications

We will work in close co-operation with HCC to do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school
- When a child lives at a different address to the applicant
- When the applicant does not have parental responsibility
- When a family move shortly after the closing date of applications when one or more of the following applies:
    - The family has moved to a property from which their application was less likely to be successful
    - The family has returned to an existing property
    - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period
    - Official/public records show an alternative address at the time of the application
- When a child starts at the allocated school and their address is different from the address used at the time of application

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren), are permanently residing at the address given on the application form.

Address visits

Where suspicions lie as to the validity of an address, the Admissions & Transport Team may make unannounced visits to the applicant's claimed address or any other address suspected to be the normal permanent residence of the child's primary carer or the address where the child resides for the majority of the week. The aim of these visits is to verify that the address information provided on the application form is accurate. All visits will be made by two members of the Admissions & Transport Team.

If an address appears to be unoccupied at the time of a visit, a letter will be left confirming that an attempted visit took place. This letter will ask the occupant to contact the Admissions & Transport Team within 24 hours to confirm receipt of the letter and details of the occupant. It is reasonable to expect that an applicant living at the address stated on the application form can respond within 24 hours. If contact takes longer than 24 hours, the

applicant will be asked to explain why and provide evidence why they did not respond within the specified time.

Home to school distance measurement for purposes of admissions

A 'straight line' distance measurement is used in all home to school distance measurements for community and voluntary controlled 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.

Maps showing address points for individual residences and school are available on request.

Definition of "nearest school" for primary/junior/middle admissions

The definition of "nearest school" includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location.

Applications from children* from overseas

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

An application for a school place will only be accepted for children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the Primary and Secondary transfer processes, applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases, HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria.

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative "work" address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes as long as the parents provide evidence of the address and that the child will be living there.

HCC will also consider accepting applications from children* whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (2 December 2025 for secondary transfer and 2 February 2026 for the Under 11s process) cannot be considered before National Allocation Day. Decisions on these applications will be made by an officer panel and communicated to parents within 6 weeks of receipt.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad

at the time of application, the Hertfordshire address will **not** be accepted for the purposes of admission until the child is resident at that address.

Children from overseas, other than those mentioned above, do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12-month rental agreement.

**Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports) or have a UK passport describing them as a British citizen or British subject with the right of abode and normally have unrestricted entry to the UK. Freedom of movement into the UK for European Economic Area and Swiss citizens ended at the end of 2020. EEA (Irish citizens aside) and Swiss national children entering the UK after the end of 2020 are now treated the same as other foreign nationals. This means they will no longer have the right to enter the country to access a state-funded school unless they fall within certain immigration categories. Find out more about visas and immigration and the EU Settlement Scheme for European Economic Area and Swiss citizens.*

Age of Admission and Deferral of Places

Spiral Partnership Trust's policy, in line with HCC, is that children born on and between 1 September 2021 and 31 August 2022* would normally commence primary school in Reception in the academic year beginning in September 2026. All Hertfordshire infant, first and primary schools provide for the full- time admission of all children offered a place in the Reception year group from the September following their fourth birthday. If a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full- time place.

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. 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, children can attend part-time until they reach compulsory school age. Any parents wishing to take up a part-time place or deferred entry should contact the individual school(s) to discuss their child's requirements.

***Summer born children (1st April – 31st August) – Entry to Reception**

Legally, a child does not have to start school until the start of the term following their fifth birthday. Children born between 1 April 2022 and 31 August 2022 are categorised as "summer born". If parents/carers do not believe that their summer born child is ready to join Reception in the 2026/27 academic year they should contact their home LA, and any own admission authority schools, for guidance before making an application. Summer born applications that are delayed for a year (for entry in September 2027) 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 (before the Easter break).

Children Out of Year Group (except applications for reception from summer born)

Spiral Partnership Trust's policy, in line with HCC, 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 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".

Applications from summer born children who initially started Reception a year later than normal and who remain educated out of year group, will automatically be accepted and processed as "out of year group" when the child moves to another community or voluntary controlled school, for example from an infant to junior school or through the secondary transfer process.

For all other out of year group applications to community and voluntary controlled schools, the county council, as the relevant admission authority through a panel process, will decide whether the application will be accepted on the basis of the information submitted. The panel will make a decision 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.

The governing bodies or trusts of schools responsible for their own admissions (academies, voluntary aided and foundation schools) are responsible for making these decisions for applications made to their schools.

Nursery Provision

Some schools have a nursery unit or deliver pre-school nursery education. The admission arrangements detailed in this document do not apply for those being admitted into any nursery or pre-school provision. The responsibility for admission into nursery provision lies with the governing body of the school which offers such provision.

Parents of children who are admitted to a nursery provision at a school must apply in the normal way for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery or co-located children's centre does not guarantee admission to the school.

Mandeville Primary School

In Year Admission Application Form

This form should be used to transfer information from school to school prior to the place being offered by a Spiral Partnership Trust school.

Please complete this form as fully as possible.

You must include two recent forms of address evidence. One must be a utility bill, council tax bill or a solicitor's letter showing completion date or a signed tenancy agreement.

If moving/returning to the UK, you must provide evidence of your arrival. This can be flight itinerary/ boarding passes or ferry/train tickets.

Section1: Your child's details

First name	Middle name (s)	Family name/Surname
Date of birth	Current year group	Female/male
Child's current address and postcode: (please note that you will be asked for evidence of this address)		
Child's new address and postcode if you are moving: (please note that you will be asked for evidence of this address)		
Date of move:		

Section 2: Additional details

Does the child have a sibling at the school to which you are applying?

A sibling is either a sister or brother, half-brother or sister, child of the parent/carer or partner or a child looked after or previously looked after and in all cases living permanently in a placement within the home as part of the family household.

Yes ☐ **No** ☐

Name of sibling:	Date of birth:

Is the child you are making the application for in the care of the Local Authority (Child Looked After)? **Yes** ☐ **No** ☐ If yes, please include a supporting letter from the child's social worker.
Is the child looked after by the local authority or has been previously looked after? This includes those who appear 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[1] or a special guardianship order[2]previously looked after but was then adopted or become subject to a child arrangements order or a special guardianship order? **Yes** ☐ **No** ☐ If yes, please include a supporting evidence including a copy of the adoption order if possible.
Are you applying under Rule 2 (exceptional medical or social needs)? **Yes** ☐ **No** ☐ You must include supporting professional evidence clearly demonstrating whey your child's needs can only be met at ne specific school. Please include all the evidence you wish us to consider as we can only consider the information received at the time of application.

Details of your child's last school (please note we will contact your previous school to request the information in section 5 after we process your application if we are able to allocate a place.)	
School name:	**School address and telephone number:**
Date your child last attended the above school:	

Section 3: Your details:

Name of person making application	
Address if different to that given above:	
Daytime phone number	
Email address	
Your relationship to the child	
Do you have parental responsibility?	Yes ☐ No ☐
Does another person also have parental responsibility?	Yes ☐ No ☐
If so, do they agree to this application?	Yes ☐ No ☐

For births registered in England and Wales, parental responsibility is automatically given to the child's mother from birth.

A child's father will have parental responsibility if:

- **He was married to the child's mother when the child was born (even if later divorced or separated)**
- **the child was born after 1 December 2003, and he is named on the birth certificate**

- **If a parental responsibility agreement is obtained from a court or by agreement with the mother.**

Please provide a copy of any appropriate court orders or residence orders with this application

Section 4: Parental Declaration

If you deliberately give false information, we may withdraw the offer of a school place.

All of the information I have given on this form is correct and up to date.

- **I understand that you will inform my child's current school of this application**
- **I understand that my child must be able to take up the allocated school place immediately and that the place may be withdrawn if not accepted within 5 days.**
- **I confirm I have parental responsibility for this child and /or the agreement of all persons with parental responsibility**

I enclose:

- Supporting evidence relating to the application, including proof of arrival if applicable
- Proof of address from the last 3 months – we cannot process the application without this

Your full name :
Your Signature:
Date:

Please return this application form to the Admissions Officer

Mandeville Primary School

Mandeville Drive

St Albans

Herts

AL1 2LE

Or via email to: admin@mandeville.herts.sch.uk

If you have any queries please phone the school on 01727 519220