

Admissions Policy Primary and In-Year

Templewood Primary School

Katherine Martindill

Headteacher

Together we can, together we will

Admissions Policy – Primary and In-Year November 2025 – November 2026

Primary and In-Year Admissions to the school are governed by the Admissions Policy of Hertfordshire County Council. Current admission policy details and the online application system can be found at <http://www.hertsdirect.org/services/edlearn/admissions/>

Hertfordshire County Council has determined its admission arrangements for the 2026/27 academic year, including schemes of coordination for primary admissions, in year admissions and admission arrangements.

Full details of these schemes and arrangements can be viewed via the County website using the following link: <http://www.hertsdirect.org/services/edlearn/admissions/admininfo/Arrangements/Admissionarrngmts1415/>

Introduction

The governing body of Templewood Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

Parents who are considering sending their child to our school are warmly invited to visit us. Visits date within the application timeline are published on our website.

Aims and objectives

- We are an inclusive school that welcomes children from all backgrounds and abilities.
- All applications will be treated on merit and in a sensitive manner.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.
- The level of ability of a child plays no part in the admissions policy of this school.

How parents can apply for their child to be admitted to our school

Admissions – Reception class to Year 6

The LEA is the 'Admissions Authority' for our school. The regulations for entry to each school, are published each year by the LEA. Parents receive a copy of these regulations directly from the LEA.

The LEA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms are sent from the Education Department of the LEA and should be completed by the date stipulated on the forms. Parents are notified by the LEA whether they have been successful or not.

- For Reception we have one intake of 30 children in September.
- Applications for all places to Templewood should be made to Hertfordshire County Council. Hertfordshire County Council hold responsibility for allocating places for Reception to Year 6.
- There is a Continued Interest list for those who are unsuccessful and wish to be considered for future entry which is currently held by Hertfordshire County Council.

Admission appeals

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LEA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

The Standard Number

The standard number is the number of children the school can accommodate. The standard number for each year group is 30. We keep this number under review and the governors will apply to change the number if circumstances allow.

Class Size

Our aim is to teach children in classes of 30, from Reception to Year 6 and 26 in Nursery.

Nursery Admissions - Nursery

From September 2011, central coordination of the nursery allocation process ceased and all maintained schools with nurseries in Hertfordshire assumed responsibility for making their own nursery allocations in accordance with the school's published nursery admission arrangements.

Our Nursery Admissions Policy, explaining the nursery admissions system, outlining the process and timescales, will be published on the website in the Autumn term along with the application form and dates for parents to visit the school.

Roles and responsibilities of headteacher, other staff, governors

The **headteacher** will ensure that:

- pupils are admitted only in accordance with this policy
- the school is represented on the LA admission forum
- where places are available, pupils are admitted in accordance with the agreed priorities.

All **staff** are expected to follow this policy when advising prospective parents and admitting pupils.

The **governing body** will ensure that:

- the admission arrangements are reviewed in line with the admissions policy updates, through a review of the admissions policy and consultation takes place on changes with all other admission authorities
- the admission arrangements are published in the prospectus and made available to parents and potential parents
- an admissions' register is kept up to date
- an appeal panel will be in place to hear parent appeals in the event of non-admission

Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

Please use the link below to access Hertfordshire County Council's current Admission Rules

<https://www.hertfordshire.gov.uk/services/schools-and-education/schools-directory/school.aspx?school=Templewood+Primary+School&schoolcode=524>

Adopted by Governing Body	November 2025
Review Date	November 2026