



Admissions Arrangements Policy

Reviewed: March 2026

Review Due: March 2027

1. STATEMENT

Kingshill is a County School and as such abides by the procedures and regulations laid down by Hertfordshire County Council. These rules were agreed by the Education Committee for implementation each academic year. Copies of these rules are contained within the yearly guidance booklet and are sent to all parents and kept in the school office for reference.

2. VISITS

Prospective parents are welcomed into School and Nursery, by appointment, to meet with the Headteacher or Assistant Headteacher and take a tour of the whole community during a working day. Groups are organised whenever possible to use the Head and Assistant Head's time most efficiently, but individual tours are accommodated when necessary. Nursery parents may also have time allocated with the Nursery teacher.

Information is offered to parents regarding our values, vision, ethos, organisation and management through discussion with staff, responding to questions, by practical example the school website at www.kingshill.herts.sch.uk or through written material such as the Ofsted Summary Report.

3. ADMISSIONS

Parents registered with the local health authority are sent a leaflet regarding admissions in the autumn of the year prior to their child's attendance at Nursery and then again the following year prior to their child's attendance at School.

Parents apply online for Nursery and Reception places. Nursery admissions are administered by the school and Reception admissions are administered by the Local Authority and County Admission Rules are followed if the nursery or school is oversubscribed. The LA informs the parent of the allocation of places by e-mail and acceptance of the place must be given on line by a set date.

Children start Nursery education at the start of the academic year in which they are 4 years of age and complete 3 terms in Nursery.

Children usually start Primary education at the start of the academic year in which they are 5 years of age but parents are not legally obliged to send their child to Primary School until the term following the 5th birthday.

Parents may choose to delay the start of formal education but they may not cross an academic year into the following September.

Parents are welcome to discuss this choice with the Headteacher to clarify the best interests of their particular child's needs.

The two units that comprise the Foundation Stage work closely together, monitoring children's progress and offering the level of learning appropriate to each child. All classes are supported by full time Teaching Assistants, Nursery Nurses or Early Years Practitioners.

4. COUNTY ADMISSION RULES

The admission rules regarding priority of places given for County Schools are as follows: · Rule 1: Children looked after and children who were previously looked after, but ceased to be so because they were 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 that they have a particular medical or social need to go to the school, which includes children previously from abroad who were cared for by the state because he or she would not otherwise have been cared for adequately and subsequently adopted.

A panel of officers will determine whether the evidence provided is sufficiently comp to meet the requirements for this rule. The evidence must relate specifically to the scho 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 attending an infant school which has a linked junior school¹.) In the case of junior schools, children who attend the linked infant school at the time of their application.

- Rule 4: 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 3 in first school

- Rule 5: Nearest School

Children for whom it is their nearest school or academy. This includes all schools except those which allocate places on the basis of faith.

- Rule 6: Distance

Children who live nearest to the school. Children not considered under rule 5 will be considered under rule 6.

Complete guidance may be found online at www.hertsdirect.org/admissions.

Admission to our linked Junior school comes under rule 3; parents are required to apply online in the final infant yea

5. APPEALS

There is no right of appeal against the County decision regarding a place at Nursery, as Nursery education is not statutory.

Parents may appeal against the County decision regarding a reception place if their preferred school is not allocated. A booklet explaining the appeals procedure may be requested from County Hall or, alternatively, information can be found online at www.hertsdirect.org/admissions.

The appeal may be upheld if it does not result in the class exceeding 30 children which is the legal requirement from the Government for Infant classes from September 2000. For the educational benefit of all concerned, the Governing Body of Kingshill School fully endorse this requirement.

6. AIDS TO TRANSITION

We recognise that all children have to cope with many transitions in their education: from home to pre-school setting; from there to Nursery; to Reception; to Key Stage 1 and onwards. For some children these transitions may be felt daily as they adjust from one environment to another, in terms of culture, routines and expectations. We try to ease this time for children and parents by offering many opportunities to become acquainted with school life, and for staff preparing them for children's needs.

Pre-School to Nursery:

Our Nursery Teacher and SENCO make visits to our pre-school feeder settings to meet vulnerable children and to exchange information about their particular needs. Home visits are offered to all children by the nursery staff prior to date of admission to get to know each o before term starts.

Welcome Evenings:

Parents of children due to enter Nursery and Reception are encouraged to attend an evening, at the end of the term before admission, when they are welcomed by the Head and the Early Years Lead and her team. Welcome packs are provided containing our brochures, questionnaires and information about the running of the units, the curriculum to be delivered and many practical suggestions for preparing children for the next step.

Preliminary visits:

All new children are offered the chance to visit the setting, meet the staff, and familiarise themselves with the environment.

The Head provides a Learning Workshop for the new Reception parents, which gives practical suggestions on how to help children learn to read, to write and to learn about math and science. Information on each subject is given for reference.

Nursery to Reception:

The children in our Foundation Stage Unit have designated outside environments for learning. The EYFS Lead provides opportunities for the Nursery children to familiarise themselves with the outdoor Reception area if they are joining our Reception in the Summer Term.

Assemblies which are relevant to the age group are offered to all the children and allow for further sharing of time and special events.

Staff meet weekly to transfer information or seek advice on issues. Weekly TAC (Team around the Child) meetings are arranged for particular children if required.

Reception to Year 1:

Children in Reception play in a dedicated area in the first two terms at school. They play the Key Stage 1 playground at lunchtime in the summer term of their Reception year and this gradually integrates them with the Key Stage 1 children. Children, once in Year 1, share the same playtimes with Year 2 children and have access to an extended range of play equipment.

We continue to embed our new Kingshill Curriculum and by continually reviewing, adapting and enhancing this curriculum throughout the academic year has enabled a closer working practice of all teaching staff, embracing the same principles of child centered learning and a holistic approach to the foundation subjects and their interdependence. The teaching methods employed are similar in the Foundation Stage and in Key Stage 1 and this allows for an easy transition between units for the children.

7. REVIEW

This policy will be reviewed in line with changes to County procedures, or our Governors review schedule of policy documents, whichever is the sooner.