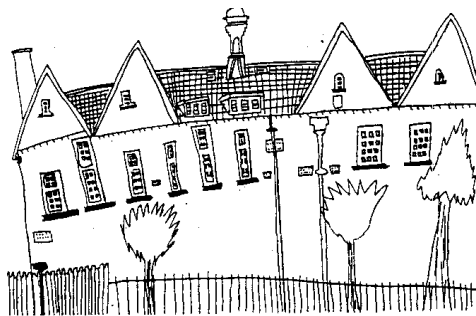


Letchmore Infants' And Nursery School

Admissions Policy



September 2026

Review Date - September 2027

Letchmore Infants' and Nursery School is a three-form entry infant school with a nursery.

Our admissions procedure for Reception is defined by the Local Education Authority guidelines. Information regarding making an application for a primary school place is sent to parents/carers by Hertfordshire County Council (HCC) in the November of the academic year before their child is due to start school. All children are admitted into the school in September. If the number of applications is equal to or less than the Planned Admission Limit, then all applications will be offered a place.

- When the Planned Admissions Limit is reached, applicants will be advised that a place cannot be offered but that they are free to appeal against the decision.

Nursery

- Letchmore Nursery offers morning, afternoon and thirty hour funded places. The school takes full responsibility for managing the process for nursery admissions
- Children will be allocated a place in Nursery on a first come, first served basis tracked via our Nursery admissions email:
nurseryadmissions@letchmore.herts.sch.uk
All applications must be submitted in this way. Application forms can be found on the school website.
- Thirty hour funded provision will only be offered to parents who have a valid eligibility code. Places will only be offered provisionally until an initial code has been obtained and will be confirmed once the code has been verified for the term.
- Thirty Hour funded children can share their entitlement with a partner organisation, e.g. Clare's Little Bears, Priory Nursery or a childminder. Letchmore Infant's and Nursery School will be the universal provider, therefore the partner organisation will need to claim for the extended hours.
- Parents state their preference for morning or afternoon sessions at the time of application. The school cannot guarantee that preferences can be met for all families dependent on availability at the time of request.

- In the event of over-subscription, unsuccessful applicants will be asked if they would like to stay on a waiting list on a first come, first served basis.
- Pupils who attend the school's Nursery do not have automatic right of entry into our school's Reception.
- If a child is accessing 30-hour provision, they can bring in a packed lunch or can order a school lunch with the catering provider HCL.
- Where a family does not qualify for 30 hours per week of free early years education but expresses an interest in and takes up the offer of the 30 hours - where available - they will be liable for the cost of 15 hours' childcare per week to be charged at the published rate determined by the admitting authority.
- Parents will be expected to pay for any additional hours - where available - their child attends which is above their entitlement. This will be charged at the published rate determined by the admitting authority.
- If parents wish to access different models of provision, this is discussed on a case-by-case basis, subject to availability after allocations are made in line with our preferred models.

Notes

In Hertfordshire, working families are entitled to up to 30 hours of funded childcare for children aged 9 months to 4 years. To qualify, you and your partner (if you have one) must each expect to earn an average of at least £120 per week and under £100,000 per year.

Key Eligibility Criteria

To meet the "working families" criteria in Hertfordshire, both parents must be working (or one parent in a single-parent household) and meet the following conditions:

- **Minimum Income:** You must earn at least the equivalent of 16 hours per week at the National Minimum or Living Wage.
- **Maximum Income:** Neither parent's adjusted net income can exceed £100,000 per year.
- **Employment Types:** Eligible work includes paid employment, self-employment, and zero-hours contracts.
- **Exceptions:** You can still qualify if you or your partner are on statutory leave (maternity, paternity, adoption), sick leave, or are unable to work due to a disability or caring responsibilities.

Funded Childcare Entitlements

- **Aged 9 months to 3 years:** Eligible working families can access up to 15 hours of funded childcare per week.

- **Aged 3 to 4 years:** Eligible working families can access up to 30 hours of funded childcare per week (combining the universal 15-hour offer with an additional 15 hours).
- **Timing:** Funding becomes available from the **term after** your child reaches the relevant age.

How to Apply

1. **Apply Online:** You must set up or log into your account via the GOV.UK Childcare Choices service to apply and get your 11-digit eligibility code.
2. **Reconfirmation:** You must sign into your account every 3 months to confirm that your details are still up to date.
3. **Redeem in Herts:** Provide your 11-digit code to your chosen Ofsted-registered nursery, pre-school, or childminder in Hertfordshire to secure your funded place.

Infant School

- The Standard Number of Admissions is 90 pupils per year group (30 pupils per class).
- The Governors have agreed a Planned Admission Limit of 30 children per class. This is a statutory requirement at Key Stage 1, although Hertfordshire L.E.A. will consider, through appeal, additional places in exceptional circumstances. The school takes no part in the appeal process but retains a desire to keep the admissions ceiling at 30 children for any given class.
- In a year when the school is over-subscribed Hertfordshire County Council's oversubscription criteria is applied.

Hertfordshire County Council's oversubscription criteria for community and voluntary controlled, first, infant, primary, junior and middle schools for the school year 2026/27 are as follows:

Here's a summary of the admissions rules for schools and academies using our admissions criteria. Rules are applied in order.

All schools and academies must admit a child with an Education, Health and Care (EHC) plan that names the school.

Rule 1 – children looked after

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 or became subject to a child arrangements order or a 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.

Evidence needed (Rule 1)

Include a letter or document from your child's social worker, advisory teacher or other professional as evidence.

Rule 2 – medical or social needs

Children who have a particular medical or social need to go to the specific school being applied for.

Before submitting a Rule 2 application, ensure you read the [Rule 2 Protocol document \(PDF, 167KB\)](#), which clearly sets out the procedures and criteria for applying under the social / medical category within Hertfordshire County Council's school admissions framework.

All Hertfordshire schools can support children with a wide range of additional needs and are expected to accommodate severe medical needs.

An application made under Rule 2 should clearly demonstrate why the school applied for is the **only one** that can meet your child's need in a way that no other school can.

You may wish to [complete the Rule 2 application form](#) if you're making an application for a school or academy whose social / medical arrangements are considered by us. Check the rules of [the school you're applying to](#) for clarification on how to apply under Rule 2.

Evidence needed (Rule 2)

Recent independent objective evidence, for example from a doctor, psychologist, social worker or other professional involved with your child.

Professional evidence that outlines exceptional family circumstances making clear why only one school can meet your child's needs.

If the requested school is not the nearest school to your child's home address, give specific reasons why closer schools will not meet your child's needs.

Evidence must relate specifically to the school being applied for under Rule 2.

A panel of officers will decide whether the evidence provided is enough to meet the requirements for this rule.

[Contact the admissions team](#) if there are exceptional reasons stopping you from getting independent objective professional evidence by the application deadline. Applications without this evidence will be rejected.

Examples of cases that **have been accepted** under Rule 2 include:

- children with an exceptional illness or disability (for example, restricted mobility) who can only reasonably attend one school
- where only one school is suitable due to child protection issues. We'll give priority to children whose education would be seriously affected if they did not go to a particular school
- exceptional cases relating to disability, where more than 1 school in the county can meet the child's specific needs, but a clear case has been made for the 'nearest school' with the relevant facilities, environment or location.

Examples of cases that **have not been accepted** under Rule 2 include:

- cases made around childminding arrangements, such as using a childminder that children are already familiar with who caters for children attending certain schools. Or childminding by family members who live close to a specific school. These cases weren't upheld because they're not exceptional. Many families rely on complex childminding arrangements
- cases made for children with specific learning or behavioural needs where the professional evidence submitted is not school specific.

All schools are able to support children with a wide variety of individual needs. If a child's individual needs warrant an Education, Health and Care (EHC) plan, the EHC plan will name the appropriate school

- medical cases where even though there is a severe illness, more than one school could accommodate the child's needs.

Applying under Rule 2 during the continuing interest process

We'll only consider applications under Rule 2 (medical or social reasons) when you first apply for a school.

However, if your child's medical or social circumstances have changed a lot since your original application, you can apply under Rule 2 at the continuing interest stage.

You'll need to tell us the change in circumstances and include relevant professional evidence.

Read full details of the Rule 2 process -

<https://www.hertfordshire.gov.uk/doc/sch/adm/rules/rule-2-admissions-protocol-social-and-medical-criteria-pdf-167kb.pdf>

Rule 3 - linked infant and junior schools

In the case of junior schools, children who attend the linked infant school at the time of their application.

This rule is only relevant if you're applying for a place at a junior school and your child is currently in Year 2 of the linked infant school.

If your child is currently attending a community or voluntary controlled infant school with a linked junior school, you will qualify under Rule 3.

[See linked infant and junior schools](#)

Rule 4 - siblings

Children who have a sibling on the roll of the school (or linked school) at the time of application.

This applies to:

- infant, junior and primary schools - Reception to Year 5
- first schools - Reception to Year 3
- middle schools - Year 5 to Year 7.

Sibling" definitions

- Brother or sister.
- Half brother or sister.

- Adopted brother or sister.
- Child of the parent / carer or partner.
- Children looked after or previously looked after. This doesn't include children temporarily living in the same house. For example, a looked after child in a short-term foster or bridging 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.

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

A sibling must be on the roll of the named school or linked school at the time of application (and when child starts), or have been offered and accepted a place.

Rule 5 – child's nearest school

Children for whom it is their nearest school or academy, excluding those that allocate places based on faith. This can include schools outside Hertfordshire.

- [Find your nearest school](#)
- [More about school types](#)
- [How we measure home to school distance](#)

Rule 6 – children living closest to school (distance)

Children who live closest to the school are given priority. Children not considered under Rule 5 will be considered under Rule 6).

[How we measure home to school distance](#)

Admission rules are applied in order. If more children qualify for a school place under a particular rule than there are places available, children will be prioritised using the next rule (for rules 2-5).

Tiebreak

A tiebreak will 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.

This tiebreak method is used for all schools that we manage admissions for.

Further up to date information can be found on -

[Admission rules for primary, junior and middle schools | Hertfordshire County Council](#)

Parents who wish their children to attend Letchmore Infant and Nursery School when places are unavailable may put their child's name on a continuing interests list with Hertfordshire County Council. The list is fluid and may change depending on the number of parents who wish their children to be considered for a place. The list always follows the county admissions criteria. Consequently, parents may find that they could, at a given stage, be at the top of the list, but that this does not necessarily guarantee them the first available place in the future. Other children may subsequently be added to the list who may take priority based on the given criteria.