



St Mary's Voluntary Aided Church of England Primary School, Northchurch

Admissions Policy and Application Procedure for Academic Year 2021/22

How address will be determined in the following circumstances:

Family in the process of moving address

Where the child's family is moving address, the permanent address at the time of application must be given. If you move after submitting the application we adopt the same process for proof of address as the Local Authority please refer to www.hertsdirect.org/admissions for details.

Child living at more than one address

If a child lives at more than one address (for example due to a separation), the address you use should be the one which the child lives at most of the time. We will only accept one application for each child. Only one address can be used. If a child lives at two addresses equally, the address of the parent/carer that claims the child benefit/child tax credit will be considered as the child's main residence. If you are not in receipt of child benefit/tax credit, alternative documentation will be requested.

More than one application where parents are not in agreement

If we receive more than one application with different details (e.g. address and ranked schools) and parents are not in agreement, we will process the application received as detailed above (using the address of the parent/carer where the child benefit/tax credit resides). If your child's residence has been disputed and you have court documentation to support their current address and/or living arrangements, please call the Herts County Council Customer Service Centre on 0300 1234043 and your call will be referred to the Admissions and Transport team.

Children of UK Service Personnel and Crown Servants

We understand that families UK Service Personnel and Crown Servants are subject to frequent movement within the UK and from abroad. Please ensure you submit an official letter from the MOD, FCO or GCHQ with your application declaring your relocation date and a unit postal or quartering address in Hertfordshire and we will arrange for that address to be used throughout the admissions process.

Applications from other countries

The Governing Body will follow the policy of Hertfordshire County Council in considering applications from children whose family live abroad where they can provide evidence of an intention 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 overseas addresses until sufficient evidence is received to show the child is permanently resident at the relevant new address. Please see the LA policy for further information at www.hertsdirect.org/admissions

Children with no fixed abode

Families without a current permanent home address, for example traveller families or those living on canal boats should contact the Local Authority Admissions and Transport Team for individual advice on the address to be used for school applications. The Governing Body will then use the address determined by the LA in order to apply our own admission criteria.