



## Criteria for Day Admissions for the Academic Year

September 2025 - July 2026

The Governors have agreed to admit 170 day pupils into Year 7 for September 2025. The arrangements and criteria listed below are reviewed annually and should not be regarded as binding for future years.

St George's School, Harpenden Academy Trust (St George's School) is a multi-denominational Christian Foundation and is recognised by the DfE as a school with the religious character of Christian. By tradition, it's Chaplain, appointed and supported by the Foundation, is an Anglican. Daily and Sunday Chapel worship is a unique feature of the school.

The school's priority areas, **which are used for Criterion 5 i) only**, are the civil parish of Ayot St Lawrence, Flamstead, Harpenden, Harpenden Rural, Kimpton, Kings Walden, Markyate, Redbourn, St Paul's Walden and Wheathampstead.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an EHC (Education, Health and Care) Plan that names the school.

If the school receives more applications than it has places available, the following criteria will be applied at the date of decision, in the order they are printed below. If more children qualify under a particular criterion than there are places available under that criterion, **the subsequent criteria will be applied in order as a tie-break**. A Governors Admissions Panel will determine whether the evidence provided is sufficiently compelling to meet the requirements of any of the criteria.

1. A 'child looked after ' or a child who was looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order including those previously looked after outside England (see Note 1).
2. Children with a parent who is a member of staff (see Note 2).
3. Children who have a sibling at the school as a day pupil at the time of application (see Note 3).
4. Children who have previously, at any time, had a sibling at the school as a day pupil (see Note 4).
5. Children living with a parent or parents with a Christian commitment shown by membership of a Christian Church (see Note 5). Should there be more applications than places available under this criterion the following will act as a tie-break in order:
  - i) Children whose normal residence is within the school's priority areas and whose parent or parents can also prove that they have a particular medical or social reason that makes St. George's School uniquely well suited for the child (see Note 6)
  - ii) Children whose normal residence is nearest the school, using the straight line home-school distance measurement provided by Hertfordshire County Council (see Note 7)
6. Children whose normal residence is nearest the school, using the straight-line home-school distance measurement provided by Hertfordshire County Council (see Note 7)

### **Note 1**

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 5.

#### <sup>1</sup> 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.

<sup>2</sup> 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 abroad and subsequently adopted will be prioritised under Rule 1 if the child’s previously looked after status and adoption is confirmed by Hertfordshire’s “Virtual School”. The child’s previously looked after 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 outside England and Wales 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.

### **Note 2**

Children with a parent who is a member of staff at St George's School. A parent means the mother, father, step-mother or step-father of the child and in every case living at the same permanent address as the child. A member of staff is defined as a person who has a permanent full time or part time contract of employment with the Governors/Academy Trust of St George’s School at the time of application, including teaching and non-teaching staff and qualifies in the following circumstances:

- (a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
- (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. This should be evidence by a letter from the school’s Personnel Department.

### **Note 3**

A “sibling” means the sister, brother, half brother or sister, a child looked after or previously looked after, or child of the parent or partner and in every case living permanently in the same home for at least four nights of the school week at the time of this application. This definition of sibling does not include cousins.

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 a place is obtained for an older child following use of information assessed by the school as fraudulent or wilfully misleading, there will be no sibling connection priority given to subsequent children from that family.

**Note 4**

The definition of "sibling" is the same as note 3 above. The sibling must have been a day pupil at the school for three years or more and the applicant must have been living for the whole of that three-year period at the same address for at least four nights of the school week. The integrity of this connection must be verifiable using the record as held on the school's management system.

**Note 5**

To be considered under this criterion, it is a requirement that at least one parent physically attends an eligible Christian Church (as defined in this note) with the child at least once a month over a continuous two year period immediately prior to the date of application. The child must be in attendance with a parent(s) and not just attending Sunday School or any specific Youth service/session/meeting/club on their own or with siblings, or attending a church service with or in their current school.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for the worship, the requirements of the admissions arrangements in relation to attendance will only apply to the period when the church has been available for public worship.

Please ask for the enclosed form to be signed by the Church leader and return it with the application or under separate cover to the Admissions Officer at the School. The applicant and Church leader are required to indicate if there is a potential conflict of interest in this referencing process because the Church leader and applicant or their family are relatives.

A church or other organization will be deemed to be an eligible Christian Church if it is a member of Churches Together in Britain and Ireland (website: [www.ctbi.org.uk](http://www.ctbi.org.uk)) or is in association with the Evangelical Alliance (website: [www.eauk.org](http://www.eauk.org)) or is a member of a local ecumenical group of other Christian Churches as verified by their Church leaders. The school reserves the right to not accept an application as satisfying criterion 5 where the school is unable to establish that the Church claimed has a clear, verifiable, and consistent place of worship.

**Note 6**

**For children whose normal residence is within the school's priority areas.** Application 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. Documentary evidence from a third party medical consultant, social worker or other related sector professional will be required if applicants wish to be considered under this criterion. This will be assessed by the Governor's Admissions Panel and its decision communicated to parents in writing shortly after allocated places have been advised by the LEA.

**Note 7**

If the main address has changed temporarily then the parental address remains that at which the parent was resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not easily reversible. The Governors may refuse to base an allocation on an address which might be considered only a temporary address. This will include if the address where the child resides is part of an informal or private fostering arrangement, care by close family, or friends and family care, where the supervising adult has no legal parental responsibility for the child.

Measurements are made by Hertfordshire County Council who use a specialist software package to calculate them. The definition of home-school measurement corresponds to the one used by Hertfordshire County Council in the County's admission arrangements and application literature. It is a straight-line distance measurement. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of a child's house to the address point of the school. Address point data is provided by Addressbase premium data and is a nationally recognised method of identifying the location of schools and individual residences.

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 break, the random number is used to allocate the place, with the lowest number given priority.

Children of UK service personnel (UK Armed Forces) - For families of service personnel, with a confirmed posting to their area, will be able to use this address for consideration of the application, even if the child is yet to take up residence, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area.

### **Fraudulent applications**

St George's School will do as much as possible to prevent applications being made from fraudulent addresses, including referred 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. St George's School will take action in conjunction with the Local Authority in such cases, which would include, for example:

- 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 a different residence at the time of 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.

### **Note on multiple births**

In cases where the application of the day place admissions criteria would result in one twin or sibling of a multiple birth being allocated to a day place at St. George's School while that child's twin or sibling of multiple birth was not allocated a day place, the Governors will admit over the published admission number to avoid this occurrence. This arrangement only applies within the day admissions policy; twins or multiple siblings may choose to apply differently for boarding and day places respectively, but in such a case would be assessed in their own right, and the allocation of a place to one would not automatically lead to a place being allocated to the other(s).