

GREEN LANES SCHOOL POLICY

Admissions



*It is our vision and aim to create a learning experience in which **every** child will achieve and realise their full potential. At Green Lanes Primary school we create independent and resilient learners for life.*

Signed by	Green Lanes Governing Body
Signed by	Headteacher
Date Reviewed	Autumn 2026
Due for review	Autumn 2027

Green Lanes Primary School participates in the co-ordinated admission arrangements operated by Hertfordshire County Council (HCC) and the local Fair Access Protocol. This policy is published in line with the Department for Education School Admissions Code (September 2021).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf

Starting School (Foundation Class)

Hertfordshire County Council is acting as the schools' admission authority for initial allocation rounds and in year allocations. This includes:

- Ranking applications in accordance with the school's oversubscription criteria
- Answering queries (phone, email & in writing) about the school's admission arrangements and allocations. HCC admissions literature will reflect the fact that queries about allocations should be directed to HCC.
- Checking the accuracy of allocations
- Producing and supplying individual pupil allocation information
- Producing and supplying school allocation summary information
- Investigating and monitoring allegations of fraudulent applications and withdrawing applications/allocations as necessary

In Year Admissions

Applications should be made online via www.hertfordshire.gov.uk/inyear or by contacting the School Admissions and Transport at Hertfordshire County Council on 0300 123 4043. If you are making an In Year Application to Green Lanes Primary School you will need to ask your child's current school to complete the following online form

<http://www.hertfordshire.gov.uk/inyearextrainfo>.

The HCC service includes:

- Receiving and responding to all applications (10-15 day turnaround time once a full application and necessary paperwork has been received).
- Ranking applications in accordance with the school's oversubscription criteria (including making Rule 2 decisions if required).
- Answering queries (phone, email & in writing) about the school's admission arrangements and allocations. HCC in Year admissions literature will reflect the fact that queries about allocations should be directed to HCC.
- Maintaining the school's Continued Interest (CI) list and allocating places when available.
- Ensuring parents are informed of their right to appeal when a place is not available.

Allocation Criteria

Places will be allocated in accordance with the HCCs published admission rules to which the school adheres.

Rule 1 – Children Looked After or Previously Looked After

Rule 2 – Medical or social (if applicable)

Rule 3 – Linked schools (Note: Green Lanes does not have a linked school)

Rule 4 – Sibling

Rule 5 – Nearest school

Rule 6 – Distance

Appeals

Parents have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision. The arrangements for appeals are co-ordinated by Herts County Council. <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/in-year-admissions-change-schools-during-the-year/in-year-appeals.aspx>.

The school appeals system is unavailable from 1–1.30am daily. If you have issues creating an appeal, contact the team at school.appeals@hertfordshire.gov.uk or 01992 588548.

The HCC appeals process includes:

- the administration of the appeals process
- the presentation of appeals

Further Admission Details

Please refer to the Hertfordshire County Council's coordinated schemes of admission for Primary and In Year Admissions. Further details can be found on the HCC website: www.hertfordshire.gov.uk/admissions.