



QUEENS' SCHOOL

Dare to be Great

In Year (Casual) Admissions Policy 2026-27

1. Introduction

The purpose of this policy is to set out the principles and procedures which Queens' School will apply to all those applications for In Year Admissions. This term refers to school places being sought under the following circumstances:

- a) Applications for places in Year 7 which are received after the school year has started.
- b) Applications for admission to Years 8 – 11.

The school's admission criteria for places in Year 7 and in the Sixth Form are described separately and can be found on the school website or requested directly from school.

Currently the school's In-Year (Casual) Admissions Policy is co-ordinated by the Local Authority (LA). The LA will contact parents as informed by the school using the school's published criteria. (See sections 3 and 4 below).

2. Principles

- i) The Published Admission Number (PAN) is 270
- ii) Some year groups may have more than their PAN if places have been granted on appeal or if Children's Services require the school to take on students in special circumstances such as managed moves or reintegration from permanent exclusion.
- iii) The school is traditionally over-subscribed and places are offered according to strict criteria.
- iv) When the number in a year group falls below their PAN a vacancy will exist and the school will allocate the vacancy by applying the published criteria.

3. Procedures

- i) The school operates a continuing interest list for Years 7-11.
- ii) Those applicants who have been unsuccessful in obtaining a place for the start of Year 7 are offered the right of appeal in the summer term of Year 6. Those who are unsuccessful may request to be placed on the continuing interest list. Until the admissions process closes for the new Year 7, (August 31), the school will continue apply the published admission criteria for the new Year 7. These criteria are published on the school website and may be obtained from the school.

- iii) At the start of each year all places should be filled for that year group. Before the start of term, the school would expect to be advised of those who are not returning and therefore would fill those places from the continuing interest list.
- iv) Those parents who wish to be considered for a place must complete a Local Authority In Year Application. The online application form is available at www.hertfordshire.gov.uk/inyear. If you are unable to apply online please contact the Customer Service Centre on 03001234043. A new application must be made every year.
- v) The county council will write to you with the outcome of your In Year application and, if you have been unsuccessful, will include registration details to enable you to log in and appeal online at www.hertfordshire.gov.uk/schoolappeal

4. Criteria

When a vacancy arises, the school will offer the school place according to the following criteria in strict order:

- i) 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 arrangement order or a special guardianship order.
- ii) Those who have a current sibling at Queens' School.
- iii) Children of staff.
- iv) Children whose permanent residence is located within postcodes WD3-7, WD17-19, WD23-25, AL2 (south of M25), HA6, HA5 3**, HA5 4**, HA3 6**, HA7 3**, HA7 4**, preference being given to those living closest to the school.
- v) Distance: Children whose permanent residence is outside the postcode areas above, preference being given to those living closest to the school.

In the event of a tie, the offer of a place will be made to the applicant who lives nearest the school as calculated by the Admissions Team at Children's Services.

In addition to the criteria listed above the school will also admit students who have an Education Health Care Plan (EHCP), where Queens' is the named school and also students who are currently, or have previously been, in the care of the local authority. In addition, the school will also admit students under the Local Authority's 'Fair Access Protocol'. In this case, students will not need to wait until a place becomes available but will be admitted immediately even if this causes the school to exceed its published admission number (PAN) in a particular year group.

5. Monitoring and Review

The Headteacher will be responsible to the Governing Body for promoting, monitoring and maintaining the implementation of this policy.

SLT: Mr Morrell

Committee: C&S

Trustee Approved: 10 September 2026

Review date: Annual

Queens' School (Bushey) Ltd (registered number: 076506090)