*Love, Learn, Aspire*

‘Let all that you do be done in love.’ 1 Corinthians 16:14

# Preston Primary (VC) School

# Admission Arrangements

**Approved by: Full Governing Board** **Date: September 2026**
**Last reviewed on: September 2026**
**Next review due by: September 2027**

## Approval

| **Approved by: Full Governing Body** | |
|---|---|
| Chair of Governors Name | Gillan Ide<br>Oliver Clarke |
| Signature | |
| Headteacher's Name | Inneke Luitingh |
| Signature | *Inneke Luitingh* |

## Version

| Version | Author | Notes |
|---|---|---|
| V1.0 | I Luitingh | Changes to Formatting |
| V1.1 | M Taylor | Removal of Jo Wilde and added Oliver Clarke as Co-Chair of Governors |
| V1.2 | I Luitingh | No changes |

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## 1. Introduction

1.1 This statement has been approved by the **Full Governing Board** on **1 September 2026** and will be reviewed by the **Full Governing Board** in **September 2027**.

1.2 This statement has been created following advice from the DFE document: School admissions code: mandatory requirements for admission authorities, governing bodies, local authorities, school adjudicators and admissions appeals panels.

1.3 Admissions Authority: Local Authority (Hertfordshire County Council)

1.4 Complaints about arrangements: The Schools Adjudicator (Hertfordshire County Council)

1.5 Appeals: Local Authority (Hertfordshire County Council)

1.6 As a Voluntary Controlled Church of England School, all admissions to Preston Primary VC School are managed by Hertfordshire County Council. Any information regarding admissions can be found here. It is the responsibility of Hertfordshire County Council to ensure that admission arrangements are compliant with this Code.

## 2. Published Admission Number (PAN)

2.1 Preston Primary School's Published Admissions Number (PAN) is currently 15 children per year group. The Local Authority must consult at least the governing body of the school where it proposes either to increase or keep the same PAN. If the PAN is unchanged, the Admissions Authority does not have to consult annually but must consult the governing body at least every 7 years. To decrease the PAN, the Admissions Authority will follow procedures as set out in the Code.

2.2 The Admissions Authority publishes the relevant information for Preston Primary School on their website and this can be found here. This link will also provide access to the Admissions Authority's Admission Rules for Preston Primary School.

## 3. Local authorities power of direction – looked after children

3.1 A local authority has the power to direct the admission authority for any maintained school in England (other than the school for which they are the admissions

authority) to admit a child who is looked after by the local authority, even when the school is full.

3.2 The local authority must consult the admission authority of the school and the admission authority has 7 days to respond. If the local authority decides to direct, they must inform the admissions authority, the governing body and the headteacher. The governing body may refer the case to the Schools Adjudicator if it considers that admitting the child would seriously prejudice the provision of efficient education or the efficient use of resources. The Schools Adjudicator may decide to uphold or determine that another maintained school must admit the child. The Schools Adjudicator's decision is binding.