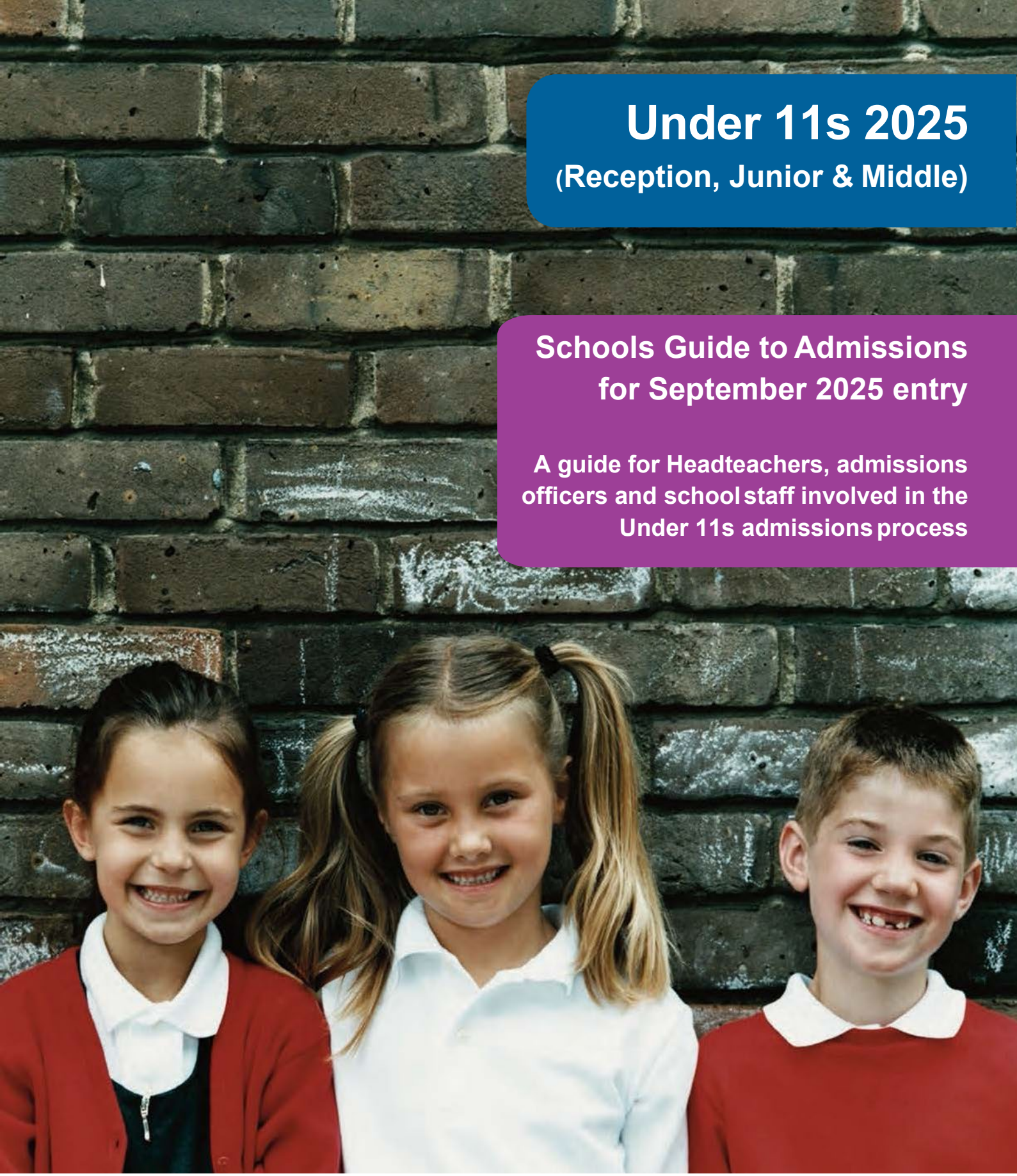

Under 11s 2025

(Reception, Junior & Middle)

Schools Guide to Admissions for September 2025 entry

A guide for Headteachers, admissions officers and school staff involved in the Under 11s admissions process

Hertfordshire County Council
Admissions and Transport CHR
102, County Hall
Pegs Lane
Hertford
SG13 8DF

Hertfordshire

ADMISSIONS & TRANSPORT SERVICE

Serving the District Council areas of:

Broxbourne
East Herts
North Herts
Welwyn & Hatfield
Stevenage
Dacorum
Hertsmere
St Albans
Watford
Three Rivers

Admissions and Transport
CHR102
County Hall
Pegs Lane
Hertford
Hertfordshire
SG13 8DF

Introduction and Contents

This document is a guide for Headteachers, school staff and admissions officers involved in the Under 11s admissions process. It details the entire application and allocation process including key dates and events.

It also provides detailed information about the main IT systems used for exchange of data between schools and the Admissions and Transport team.

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Key dates: Hertfordshire School Admissions for 2025

ADMISSIONS PROCESS	UNDER 11s Applying for a school place 2025	SECONDARY Moving On 2025
Date of birth	01/09/20 - 31/08/21 **(primary, infant, first)*** 01/09/17 - 31/08/18 **(junior)** 01/09/15 - 31/08/16 **(middle)**	01/09/13 - 31/08/14 **(secondary)** 01/09/11 - 31/08/12 **(upper)** 01/09/10 - 31/08/11 **(Year 10 – Studio – UTC)**
School start date	September 2025	September 2025
Number of applications (approx.)	13750	14500
Date literature sent out	Leaflets distributed week commencing 28 October 2024 Information available online & from CSC	Leaflets distributed week commencing 2 September 2024 Information available online & from CSC
Application process open for 2025/26	1 November 2024	2 September 2024
	www.hertfordshire.gov.uk/admissions Paper applications must be sent direct to the Admissions & Transport Team	
Open events	Information available on School Directory for middle schools only. Parents must contact primary/junior schools direct.	Leaflet distributed via current schools to Year 5 and Year 7 children in July 2024. Information also available on School Directory.
Application deadline	15 January 2025	31 October 2024
Deadline for submitting late reasons	3 February 2025	2 December 2024
Last date for change of address and exceptional circumstances	3 February 2025	2 December 2024
Last date to make a late application online (to be considered for allocation day)	3 March 2025	30 January 2025
Last-minute forms	Transfer call to Admissions and Transport Team	Transfer call to Admissions and Transport Team
Date allocation letter sent/received	Sent 16 April 2025 to those who applied on paper	Sent 3 March 2025 to those who applied on paper
	Received 17 April 2025	Received 4 March 2025
Date allocation email sent	Despatched morning of 16 April 2025	Despatched morning of 3 March 2025
Date allocation available online	16 April 2025 (morning, only after email despatched)	3 March 2025 (morning, only after email despatched)
Deadline for response to allocation	2 May 2025	17 March 2025
Deadline to opt out of rollover to CI 1	2 May 2025	17 March 2025
Online system opens for CI 1 (Option 2 schools only)	16 – 23 April 2025	3 March – 10 March 2025
Deadline for change of address for CI1	23 April 2025	10 March 2025
CI 1 (no change of preferences)	Week commencing 12 May 2025	Week commencing 24 March 2025
Online system opens for CI 2 (all schools)	19 - 26 May 2025	31 March – 7 April 2025
Deadline for change of address for CI2	26 May 2025	7 April 2025
CI 2 (including preference changes)	Week commencing 16 June 2025	Week commencing 21 April 2025
Last date to make a late application online	19 June 2025 (junior/middle) 23 July 2025 (primary)	19 June 2025 (upper/Yr10) 23 July 2025 (secondary)
Appeals Information	Submission deadline: 20 May 2025 at 4pm Hearings: 13 June – 22 July 2025	Submission deadline: 31 March 2025 at 4pm Hearings: 2 May – 18 June 2024 (excluding 5 May, 26 May – 30 May)
In Year Admissions	Visit www.hertfordshire.gov.uk/admissions or send information from CSC	

Hertfordshire County Council – Admissions and Transport Team Contact List

Admissions and Transport team address
Hertfordshire County Council (CHR102), County Hall, Pegs Lane, Hertford, SG13 8DF
Generic Admissions and Transport Process team email address
transfer.admissions@hertfordshire.gov.uk

Managers		Email address	Contact number
Greg Holmes	Transfer and Appeals Manager	greg.holmes@hertfordshire.gov.uk	01992 588530 x 28530
Joanne Scrase	Assistant Manager Under 11's	joanne.scrase@hertfordshire.gov.uk	01992 588284 x 28018
Prue Hardwick	Assistant Manager Secondary	prue.hardwick@hertfordshire.gov.uk	01992 556391 x 26391
Deborah Roberts	County Lead for In Year Admissions & Fair Access	deborah.roberts@hertfordshire.gov.uk	01438 845725 x 55725
Will Dixon	Central Team Manager	will.dixon@hertfordshire.gov.uk	01992 555969 x 25969

Process team		Email address	Contact number
Sonia Cousins	Process Lead Officer	sonia.cousins@hertfordshire.gov.uk	01992 555150 x 25150
Jessica Robinson	A&T officer – Watford, Shenley, Borehamwood and Radlett	Jessica.robinson@hertfordshire.gov.uk	01992 658066 x 58066
Sarah Saunders	A&T officer – 3 Rivers, Bushey, including WGSG, WGSB, St Michaels, Westfield and Parmiters	sarah.saunders3@hertfordshire.gov.uk	01992 555910 x 25910
Amy Johnson	A&T officer – Harpenden, Tring, Hertford and Ware	Amy.Johnson@hertfordshire.gov.uk	01992 658065 x 58065
Jackie Harvey	A&T officer – North Hertfordshire (Hitchin, Letchworth, Baldock)	jacqueline.harvey@hertfordshire.gov.uk	01992 555573 x 25573
Jack Dodkins	A&T officer – Bishop's Stortford, Sawbridgeworth, Cheshunt, Waltham Cross, Hoddesdon and Broxbourne	jack.dodkins@hertfordshire.gov.uk	01992 588051 x 28051
Caroline Dove	A&T officer – St Albans	caroline.dove@hertfordshire.gov.uk	01992 588396 x 28396
Sarah Nunn	A&T officer – WGC, Hatfield and Potters Bar	sarah.nunn@hertfordshire.gov.uk	01992 588054 x 28054
Samara Partridge	A&T officer – Hemel Hempstead, Kings Langley and Berkhamsted	Samara.partridge@hertfordshire.gov.uk	01992 588486 x 28486
Alyx Langley	A&T officer – Stevenage and 3-Tier	alyx.langley1@hertfordshire.gov.uk	01992 555046 x 25046

Central team		Email address	Contact number
Sophie Bennett	Research & Information Officer – Under 11s lead	sophie.bennett1@hertfordshire.gov.uk	01992 588434 x 28434
Rebecca Tyler-Hicks	Research & Information Officer – Secondary Lead	rebecca.tyler-hicks@hertfordshire.gov.uk	01992 555957 x 25957
David Trapmore	Research & Information Officer – IT development lead	david.trapmore@hertfordshire.gov.uk	01992 588590 x 28590
Kellie Gilbertson-Hoy	Information Officer	kellie.gilbertson-hoy@hertfordshire.gov.uk	01992 555876 x 25876
Rebecca Pendry	Support Officer	admissions.central@hertfordshire.gov.uk	01992 555840 x 25840

Under 11s 2025 Timetable		
Date	**Who / Event**	**Actions which schools are expected to carry out**
21 – 25 October 2024	Own Admitting Authorities setup oversubscription criteria – Primary, Junior, First and Infant schools using their own admissions criteria.	Confirm the criteria / bands needed in SEAM for use when ranking applicants to your school. The Admissions & Transport Team will send you an email with more information on how to complete this.
w/c 4 November 2024	Infant/First schools The Under 11s leaflet will be sent electronically to all infant schools for distribution to year 2 pupils (transferring to junior school) and all first schools for year 4 pupils (transferring to middle school). The Under 11s leaflet will be posted direct to the home address of current nursery aged Hertfordshire children.	Infant & first schools to electronically distribute Under 11s leaflet to all year 2 pupils and year 4 pupils who live in Hertfordshire for junior and middle transfers. Schools can access the leaflet from the Hertfordshire Grid at https://thegrid.org.uk/admissions-attendance-travel-to-school/admissions/admissions-processes A paper version of the information on the Under 11s admissions webpages will only be sent to parents on request, otherwise all information is available online. A paper application form is also available on request. ▪ All schools to continue to display the admission poster in an area accessible to parents. ▪ In at least one of your school newsletters, please stress the Under 11s application deadline of **15 January 2025**.
1 November 2024	Online application system goes live at www.hertfordshire.gov.uk/admissions Parents can apply online. Information regarding the Under 11s process is also available online at the above website. Parents/carers can download Supplementary Information Forms (SIFs) using www.hertfordshire.gov.uk/schoolsdirectory	▪ Refer parents to www.hertfordshire.gov.uk/admissions ▪ Explain that parents must fill out SIFs (Supplementary Information Forms) if appropriate for the school. ▪ Advise parents to carefully read the admission rules for schools they want to apply to (they can do this online). If a school receives more applications than there are places available, the admission rules will be used to determine who gets a place. ▪ You can view applications to your school. ▪ Online applications will show in SEAM once downloaded ▪ Paper forms will be processed on receipt and details of these applications will be available via SEAM as they are processed. ▪ This will help you to check that you have received any applications that you were expecting, for example from children in your current nursery class. ▪ This will help voluntary aided and foundation schools and academies to cross-check applications received on Hertfordshire County Council's online application form with SIFs they have received and vice versa. ▪ Please contact Hertfordshire parents/carers if you have received a SIF from a parent, but cannot see a Hertfordshire application form on SEAM (and vice versa). ▪ Display HCC's poster advertising the admission processes and deadlines.

Under 11s 2025 Timetable		
Date	**Who / Event**	**Actions which schools are expected to carry out**
1 - 8 November 2024	All schools should check their School Directory entry on www.hertfordshire.gov.uk/schoolsdirectory	Please use the following link to view the school directory: www.hertfordshire.gov.uk/schoolsdirectory ▪ Schools must check and update their information via SOLERO and also the DfE's 'Get Information About Schools' service to ensure that their school entry is accurate.
November 2024 - January 2025	Open Events take place	▪ Host Open Events and parent/carer visits to the school (if possible). ▪ If you agree to see one family or parent/carer individually to offer advice concerning admissions, it is vital that you agree to see all that ask. ▪ Log your contact with parents/carers over admission matters and keep copies of all communications. ▪ Please be mindful of any new families starting if they have children of the age range to apply through the Under 11s process If parents apply on paper, we recommend that the application is received by **5 January 2025** in order for their application to be processed and acknowledged in good time.
11 November 2024– 10 January 2025	Nursery/Infant/First schools Check all pupils have applied	▪ Check (on SEAM) that all children have made an application where appropriate (nursery children for Reception places, Year 2 infant children to junior schools and Year 4 first children to middle schools).
15 January 2025	On-time deadline for parents/carers to apply online or return paper application forms to the Admissions and Transport team. **Paper forms must not be returned to a child's current school. They must go to the Admissions and Transport Team and be received by the deadline.**	Advise parents/carers that they should • apply online by **15 January 2025.** • Paper forms should only be completed if parents do not have internet access. Paper forms must be returned direct to the Admissions and Transport team by **15 January 2025.** If parents miss the deadline they should still apply online as soon as possible. The online system will be open for late applications to be considered on allocation day until 3 March 2025 and continue to be open for late applications until the end of the summer term. Those who have exceptional reasons for submitting a late application must make a case in writing to the Admissions and Transport team before 3 February 2025.
27 January – 7 February 2025	Voluntary aided, foundation schools and academies using own admissions criteria.	Cross check SIFs against applications made through home authority. Contact and advise parents who do not appear on SEAM to complete their home LA's form and vice versa. Applications for children who live out of county will be received later so this check is for Hertfordshire residents only at this stage.

Under 11s 2025 Timetable		
Date	**Who / Event**	**Actions which schools are expected to carry out**
3 February 2025	Last date for parents to: submit reasons as to why their application was late and for it to be considered on time. notify the admissions team of their new address (and proof of residence) for it to be considered in the allocation process.	
4 – 14 February 2025	Schools and academies using HCC admission rules (or similar) and for whom HCC is allocating – Complete validation/checks	▪ Complete "Sibling" validation checks in SEAM. ▪ Complete "Children of Staff" validation checks in SEAM (if relevant) ▪ Complete "Linked Infant School" validation checks in SEAM (if relevant) ▪ Provide "Social/medical" decisions to your admissions and transport officer for entry into Synergy (if relevant) Please refer to the SEAM training documents on the Hertfordshire Grid for more information on how to complete these tasks.
12 – 21 February 2025	Voluntary aided, foundation schools and academies using their own admissions criteria – Rank applications A provisional list of applications to own admitting authority schools and academies (with home-school distances) will be available to view in SEAM.	Rank your applications according to your admissions criteria on SEAM. ▪ Please refer to the SEAM training document on the Hertfordshire Grid for information on how to rank your applicants. ▪ You can also contact your Admissions and Transport Officer for further advice. Please complete your fully ordered allocation lists **by 21 February. All applications must be ranked.**
4 February – 7 March 2025	Hertfordshire iterations	Voluntary aided, foundation schools and academies using their own admissions criteria - a member of staff with admissions responsibility **must** be available at all times during the school day to deal with ad hoc queries from the admissions team during this period.
3 March 2025	Last date to make a late online application that will be considered for allocation day.	Ensure any parents who have not made an application prior to this date make an application online as soon as possible. For example, children who may have started in the nursery, in Year 2 (infant) or in Year 4 (first) since the start of the academic year.
10 – 11 March 2025	Voluntary aided, foundation schools and academies using their own admissions criteria - Rank late applications received since 3 March.	Rank your late applications according to your admissions criteria on SEAM (if you have not already done so). Please refer to the SEAM training document on the Hertfordshire Grid for more information.

Under 11s 2025 Timetable		
Date	**Who / Event**	**Actions which schools are expected to carry out**
18 – 24 March 2025	PAN London iterations	Voluntary aided, foundation schools and academies using their own admissions criteria - a member of staff with admissions responsibility **must be** available at all times during the school day to deal with ad hoc queries from the admissions team during this period.
16 April 2025	**National allocation day** Online applicants who confirmed their email address will receive an email, advising them of the school they have been allocated. Online applicants who did not confirm their email address may view their allocation at www.hertfordshire.gov.uk/admissions during the afternoon of 16 April 2025 only after all allocation emails have been sent. **Offer letters will be sent by first class post only to those who applied on paper and did not provide an email address.** The **'What Can You Do Now?'** information will be available for all applicants online. A copy of the information will be sent with the allocation letter to paper applicants who were not allocated their first ranked school.	If you send parents/carers welcome packs, please send after **Tuesday 16 April** so parents/carers receive the formal offer from HCC first. This avoids any confusion about the formal offer of a school place. Point parents with unsatisfied preferences to the post allocation pages on - www.hertfordshire.gov.uk/primaryoptions Online applicants will be able to access this information direct via their allocation email. **The 'What Can You Do Now?'** information will be sent with the allocation letter to paper applicants who were not allocated their first ranked school.
16 – 23 April 2025	Online system opens for new applications to some Hertfordshire schools and schools outside of Hertfordshire only (for CI1).	
16 April – 2 May 2025	Voluntary aided, foundation schools and academies using their own admissions criteria.	Schools to track acceptances/rejections in SEAM and collate list of children to be allocated at CI1. **Please DO NOT accept/reject a place on a parent's behalf on SEAM.**
28 April 2025	Voluntary aided, foundation schools and academies using their own admissions criteria.	Schools can access new preferences for inclusion with CI1 rankings in SEAM.

Under 11s 2025 Timetable		
Date	**Who / Event**	**Actions which schools are expected to carry out**
2 May 2025	Last date for parents to: • accept or decline their allocated school place. This can be done online, or by returning the response form to the Admissions and Transport team. • 'opt-out' of continuing interest lists (online or through the Admission and Transport team).	Schools can view acceptances/declines via SEAM.
30 April 2025	Voluntary aided, foundation schools and academies using their own admissions criteria - Provide list of CI1 allocations	Deadline to submit list of additional allocations to be made at CI1. **Please do not attempt to load the allocations to SEAM.** Send the list direct to your admissions officer.
2 May - 9 May 2025	Schools chase non-responders	Schools to contact parents who have not responded to their allocation.
W/C 12 May 2025	**First round of Continuing Interest** Allocation emails sent to parents who applied online and letters posted 1st class to paper applicants (results will normally be sent out on the Thursday)	
19 - 26 May 2025	Online system opens for CI2 applications (applications can be made for any school at this stage)	
20 May 2025 (4pm)	Deadline for submission of appeals Hearings: 13 June to 19 July	
22 May 2025	Deadline for parents to respond to CI1 allocation.	**Please DO NOT accept/reject school places on SEAM on parents' behalf.** Advise parent to accept/reject online if they made an online application or to return the paper response form to the admissions and transport team. Schools can view online acceptances/rejections in SEAM.
26 May 2025	Last date for parents to make an online application for consideration at CI2.	

Under 11s 2025 Timetable		
Date	**Who / Event**	**Actions which schools are expected to carry out**
29 May 2025	Voluntary aided, foundation schools and academies using their own admissions criteria	Schools can view applications made to their school for CI2 in SEAM.
2 - 3 June 2025	Voluntary aided, foundation schools and academies using their own admissions criteria	Deadline to submit list of additional allocations to be made at CI2. **Please do not attempt to load the allocations to SEAM.** Send the list direct to your admissions officer.
W/C 16 June 2025	**Second round of Continuing Interest** Allocation emails will be sent to parents who applied online, and letters posted 1st class to paper applicants (results will normally be sent out on the Tuesday)	
From 19 June 2025	Voluntary aided, foundation schools and academies using their own admissions criteria	Schools to track acceptances/rejections in SEAM and inform admissions team of any ad hoc allocations which need to be made.
19 June 2024	Last date for parents/carers to make a late online junior or middle school application.	From 20 June 2025, parents/carers will need to make an in year application to retain a continuing interest for a Hertfordshire junior or middle school.
From July 2025	Start thinking about any changes that will need to be made to your School Directory entry.	No paper version of the school directory will be created, instead your entry on www.hertfordshire.gov.uk/schoolsdirectory will be updated. Further information about updating your entry will follow in the summer term.
23 July 2025	Last date for parents/carers to make a late online primary (Reception) school application.	From 24 July 2025, parents/carers will need to make an in year application to retain a continuing interest for a Hertfordshire infant, first or primary school.

Important Information about Primary, Junior and Middle admissions

The information contained in this section will enable you to help parents/carers through the admissions process.

Making applications

Application forms - Legal application to any school

Hertfordshire County Council's application form (online or paper) is the legal application to any maintained school or academy in Hertfordshire. If a child lives outside Hertfordshire, they must use their own authorities' application form.

Voluntary-aided, foundation schools and academies, including free schools, in Hertfordshire will not be able to consider an application to their school unless it has been made direct to Hertfordshire County Council, either online or on the paper application form. Completion of the school's own SIF alone is not enough. The exception to this is new schools/academies in their first year of approval that do not have to, or may not be able to, take part in the coordinated application process.

Online admissions

Please help us to encourage online applications. An **Under 11s 2025 leaflet** will be distributed to parents/carers with children in the relevant age group encouraging the use of online information and online applications in week commencing 21 October 2024.

As last year, information on both the application process and schools will be available via live webpages and all school based information will be accessible through the updated and extended schools directory.

- Admissions information is available at www.hertfordshire.gov.uk/admissions
- School information is available at www.hertfordshire.gov.uk/schoolsdirectory

Parents can access all the information they need, and can make an application for a primary, junior or middle school place at www.hertfordshire.gov.uk/admissions

A paper application form and a printed version of the web content will be available from the Admissions & Transport Team. Paper applications must be returned direct to the Admissions & Transport Team. We recommend applicants obtain proof of postage as evidence that the application was submitted on time.

Schools directory

The schools directory is available for parents and includes all the information necessary to assist in making their application this year. This has been compiled using the school information you keep up-to-date in Solero (name, email address, phone number etc.), information from the Admissions team (PAN, rules summary etc.), as well as other information from a number of other sources within the county council (Number on roll, Performance & Ofsted).

Please find your schools entry at www.hertfordshire.gov.uk/schoolsdirectory and check the accuracy of the content. This will be the information that parents use to determine what schools they apply to and it is vital that it is accurate.

If any of the published information is incorrect, please complete the 'Your School Details' form on SOLERO and submit it to the Data Collection Team or contact your Admissions Officer to request changes that cannot be reported on the SOLERO form.

Please remember to update your school entry (via the SOLERO form) throughout the year if any details change, for example a new Headteacher or change of email address. It is your responsibility to keep your school directory entry up-to-date.

Late applications

Applications received after **15 January 2025** will be treated as late. If parents/carers have exceptional reasons for their late application, they must write to us, including professional evidence/documentation to support their case, by **3 February 2025.** A panel of officers will meet to consider each case. If they believe the reasons are compelling, the panel may agree that the application can be considered on time.

Applications received **after 3 February 2025** cannot be considered 'on time'. We will notify any voluntary aided, foundation schools or academies (including free schools) if applications have been agreed as on time and these applications will then appear for you to rank on SEAM.

Supplementary Information Forms (SIFs)
We clearly state the importance of SIFs in our publications and on our website. Please remind parents/carers who submit a SIF that they must also complete the HCC form (or their home LA's form if they do not live in Hertfordshire). Any SIFs sent to the Admissions team in error will be forwarded to the school concerned.

Summer born children

Schools are required to admit children to their Reception class in the September following the child's fourth birthday; legally, however, a child does not have to start school full time until the start of the term following their fifth birthday.

Guidance issued in 2015 from the Minister of State for Schools, Nick Gibb, indicated that the government intends to amend the School Admissions Code to allow summer born children to be admitted to the Reception class at age 5 if it is in line with their parents' wishes. Full details around HCC's change in policy are contained on our website www.hertfordshire.gov.uk/summerborn

The guidance regarding summer born children based on their date of birth range is as follows:

- **children born between 1 April and 31 August 2021:**
  Parents of summer born children - born between 1 April and 31 August 2021 - who believe that their child should be admitted to the Reception class at age 5, to start in September 2026 rather than 2025, can be advised to make an application next year (for the 2026/27 Reception admissions round).
- **children born between 1 April and 31 August 2020:**
  Parents of summer born children - born between 1 April and 31 August 2020 - who were expected to have started Reception in September 2024, can apply this year for the 2025/26 Reception intake.

HCC will accept and process these applications submitted a year 'late' as part of the September 2025/26 intake for all community and voluntary controlled schools. However, we won't accept applications from families who have already accepted a Reception place to start in the 2024/25 academic year.

Despite the new DfE guidance, the decision to admit a summer born child a year late (i.e. a child 'out of year group") is technically still a matter for the admission authority of individual schools. All own admitting authority schools have been contacted to confirm whether they will automatically accept summer born applications for the September 2025 intake. A list of schools that will not automatically process summer born applications is published at www.hertfordshire.gov.uk/summerborn

Summer born children continuing at current nursery setting

Parents of summer born children who wish to apply for Reception in September 2026 (instead of in 2025), have the option for their child(ren) to stay at their current nursery class or school without having to reapply for a nursery place for September 2025. Children can remain at their current nursery setting until the term in which they turn 5 and many of these children may not start in nursery until January 2025. Parents that wish their child to remain at their current nursery setting must notify their nursery before the end of the spring term (i.e. prior to Easter break). The nursery can then take the number of summer born children continuing for another year into account when allocating places for September 2025. Please refer to www.hertfordshire.gov.uk/summerborn for the most up to date information regarding the application process for summer born children.

Children out of year group (except summer born children entering Reception)

Hertfordshire County Council's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age-appropriate cohort. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

For community and voluntary controlled schools, the county council as the relevant admission authority, through a panel process, will decide whether the application will be accepted on the basis of the information submitted. The panel makes decisions based upon the circumstances of each case including the view of parents, the relevant Headteacher(s), the child's social, academic, and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly, there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools.

The governing bodies of schools responsible for their own admissions (academies, voluntary aided and foundation schools) are ultimately responsible for making this decision for applications made to their school however some have delegated these responsibilities to HCC. If you are unsure about whether you have delegated this responsibility to HCC, please contact your Admissions & Transport Officer.

Determined admission arrangements and the coordinated scheme

Hertfordshire County Council's determined admission arrangements

The county council's determined admission arrangements and coordinated scheme for 2025 are available to view at www.hertfordshire.gov.uk/admissions under the "Research schools" section.

Please ensure that you are familiar with the coordinated admissions scheme which ensures that all applications are processed in accordance with the same procedures throughout Hertfordshire and ensures that every Hertfordshire resident receives one offer of a school place.

PAN London and coordinated admissions

We work closely with our neighbouring authorities to ensure that every child has one offer of a school place. The names of applicants' resident outside Hertfordshire applying to Hertfordshire voluntary-aided, foundation schools and academies will appear on SEAM for you to consider in the usual way. We will let the relevant authority know if you are able to offer a place to one of their residents.

How to access application and allocation information

Schools Electronic Admissions Module (SEAM/SAM)
SEAM/SAM is the interface schools use to access pupil application information held in Synergy. Applications will be downloaded periodically and will be viewable for schools via SEAM from mid November 2024. Checking SEAM regularly will help you to check that you have received any applications that you were expecting and access the information you need to administer the under 11's process via SEAM/SAM.

After 15 January 2025 once all the applications are in our database, you will be advised that your final list of applications is available. Please note that applications are subject to change up to and including the late date of 3 February 2025.

Please see page 24 of this document for instructions on how to access SEAM/SAM. A list of SEAM/SAM guidance already available is on page 33 and can be accessed via the Hertfordshire Grid. However, if you do experience difficulties, or require additional advice please contact your Admissions and Transport Officer in the first instance.

Addresses and Moving House

Moving House

Parents must apply providing their child's permanent current address on **15 January 2025**.

If the family move house after **15 January 2025** they must provide us with either:

- A letter from their solicitor showing that their completion date is **on or before 3 February 2025**
  OR
- A signed rental agreement of at least 12 months showing that the start date of the tenancy is **on or before 3 February 2025**
  AND
- Evidence that the family have relinquished ties with the address they originally declared on their application form

Evidence that the child is resident at the new address **on 3 February 2025** is also required, e.g. - utility bills, child tax credit information.

If we receive evidence of a move after this date, we will not be able to use the new address to process the application. We will however ensure that the offer letter is sent to the new address.

For more information about moving house and addresses, see www.hertfordshire.gov.uk/admissions

Fraudulent or misleading information

Please inform us if you believe that an applicant may have provided false or misleading information on their application form. We will implement our investigation procedure and keep other admission authorities informed. We will withdraw a school place if it is shown that fraudulent information has been used to obtain it.

Measuring home to school distances and nearest school

Distance Measurement
All home to school distances, for admission allocation purposes, to community and voluntary controlled schools, are measured by straight line distance. Most foundation, voluntary aided schools and academies also use this method of distance measurement. These home to school distance measurements will be provided in SEAM for each applicant in February.

Distances are measured along a straight line between a child's address and the relevant school(s). A computerised mapping system is used, accurate to two decimal places. The measurement is taken from the AddressBase Premium address point of the child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

This is an objective method of measuring home to school distances consistently when applying admission rules. It does not take into account the actual or expected route a child will travel to school.

Many own admitting authority schools and academies use the county council's measurement system, as outlined above. However, some schools use a different definition. Please ensure your school's determined admission arrangements accurately reflect the measurement methodology used and be prepared to give copies/explanations to parents. If your school uses a different measurement system, or different address points, you cannot use the measurements available in SEAM for allocation purposes.

'Find your nearest school' (www.hertfordshire.gov.uk/admissions) is a web service that provides parents/carers with a list of nearest schools to their home and the distance to these schools (as outlined above). It also states whether the school is used as a 'nearest school' (HCC's definition). Parents without internet access may call our Customer Service Centre for the same information.

Offer Emails/Letters

As the local authority, we have the responsibility to write to all Hertfordshire residents to offer a primary, junior or middle school place.

If a parent applied online and confirmed their email address, they will receive an allocation email with details of the school their child has been allocated. Emails will be dispatched **on 16 April 2025**. School places can be accepted or declined online, by logging onto the website and following the online instructions.

Parents who applied on paper will be sent an allocation letter on **16 April 2025** by first class post.

If you send 'welcome packs', please **do not** post until after **Thursday 17 April 2025.**

Continuing Interest (CI)

The School Admissions Code requires local authorities to continue coordinating all applications after 16 April 2025. Applications after allocation day, from pupils both within and outside Hertfordshire, must be coordinated by the child's home local authority. At the CI stage, Hertfordshire parents can only make new or amended applications (a maximum of four rankings) via an application to HCC and not directly to schools.

This process is explained on www.hertfordshire.gov.uk/admissions and detailed instructions will be outlined in the 'What You Can Do Now?' information published on 16 April 2025.

Community, voluntary controlled and foundation schools and academies (that use HCC's admission arrangements and/or request that HCC administers their continuing interest list):

If an applicant is offered a place through the continuing interest (CI) process, their initial allocation will be automatically withdrawn. They will not be able to decline the CI place in favour of the school initially allocated. This ensures that parents/carers cannot hold more than one offer of a school place at any time and speeds up the reallocation process.

- All unsatisfied higher preferences for community or voluntary-controlled schools (and own admitting authority schools as above) will be automatically rolled over to CI.
- Parents will be able to "opt out" of this process online at www.hertfordshire.gov.uk/admissions, by logging into the online application and following the opt out instructions, or by emailing the admissions team.
- The first continuing interest (CI1) run will only include initial unsatisfied preferences and preferences for specific schools that allow new applications for CI1.
- Parents will be able to submit new/amended preferences for all schools and academies for the second continuing interest (CI2) run.

Voluntary aided, foundation schools and academies (whose arrangements are not administered by HCC):

All CI offers must be made by HCC on behalf of the governing body of voluntary-aided and foundation schools and academies. These schools have two options at the CI stage:

Option 1: School will **not** accept any changes of preference/new applications for the first CI run
Option 2: School will accept changes of preference/new applications for the first CI run.

A letter outlining the CI process in more detail and asking schools to clarify which option they prefer will be sent to all own admitting authority schools and academies by mid-January 2025.

Home to School Transport

Parents/carers must be advised to carefully consider the home to school transport policy when making their preferences for school places.

The county council's full home to school transport policy, additional transport information including FAQs and a list of routes currently running to each school is available online at www.hertfordshire.gov.uk/schooltransport

If parents/carers would like to know the nearest schools to their home address for home to school transport purposes, they can email admissions.central@hertfordshire.gov.uk with their child's full address and date of birth.

Information about public bus routes which may run to schools is available at www.intalink.org.uk

How Headteachers and School Admissions Officers can help

Please advise parents/carers that all the information they need to make a primary, junior or middle application is available online at www.hertfordshire.gov.uk/admissions

If necessary, they can obtain a paper copy of the information by contacting the Customer Service Centre on 0300 123 4043.

If you become aware of any parents/carers who may have moved into the area and have not applied for a school place, please contact the Admissions and Transport team immediately, and advise parents/carers to apply online.

You or your teachers may be asked by a parent/carer to support an application or give evidence to support a Rule 2 social/medical application or an appeal. Please **do not** write a letter to support an application for a school place. However, in exceptional circumstances, a factual report of an incident or circumstance (such as bullying) may be appropriate.

If you become aware of any parents/carers who may need extra help with completing the form, or may need an interpreter, please make initial contact with the Customer Service Centre (0300 123 4043) who may liaise with the Interpreting and Translation Co-Ordinator or Admissions Officers.

Interpreters / Support for Ethnic Minority Families
Parents/carers for whom English is not their first language can be taken through the admissions process by the Headteacher, either individually or in a meeting using an interpreter if necessary.

If you have EMTAG staff working in your school, please contact your local EMTAG Head of Project to arrange for an interpreter. If you are not receiving support, or the Project is unable to help, please contact the Translation and Interpreting Service/Equality & Diversity Team on 01438 844100. Further information about the service is available on the Hertfordshire Grid at http://www.thegrid.org.uk/learning/bme/interpreting/index.shtml

Please do remember advance notice is essential.

SOLERO (Schools On Line Electronic Returns and Outputs)

Accessed via www.thegrid.org.uk/

The Schools On Line Electronic Returns and Outputs (SOLERO) system is a way of electronically accessing many school related reports and returns systems with one password. Schools must check and update their information via SOLERO.

SEAM (Schools Electronic Admissions Module)

Accessed via https://live.cloud.servelec-synergy.com/Hertfordshire/Synergy/Schools/

SEAM is the web-based system that links directly with Synergy (HCC admissions back office system) and allows schools to view and communicate information electronically with Hertfordshire's admissions team. Once applications have been downloaded into Synergy from the online system, SEAM should be used to collate information on applications made to the school. Schools also use SEAM to conduct checks, rank applications according to their admissions criteria (schools not using HCC admission rules) and review allocations.

SOLERO - Troubleshooting

Password Changes
After logging into SOLERO you may change the current password. It is good practice to do so monthly to maintain security. To change the password, click the 'Change Password' button. You will then be required to enter the current password, the new chosen password and then to re-enter it again. When you have done this, click 'Save New Password' if you wish to proceed; otherwise click 'Cancel/Keep old Password'. Your new password must contain at least 2 numeric characters.

Lost/Forgotten Passwords
If you forget your password, you can send a reminder direct to the school's admin email address. To do this select/enter your school name, enter the school number and click the 'Request Lost Password' button. You will be asked to confirm your school number, then click either 'Send Solero Password' if you are sure you need the reminder or 'Cancel/don't send Password' if the reminder is not required.

If you selected 'Send Solero Password' an email should arrive shortly in your school admin email inbox. In the unlikely event that an email does not arrive please contact the Serco Help Desk on 01992 555000.

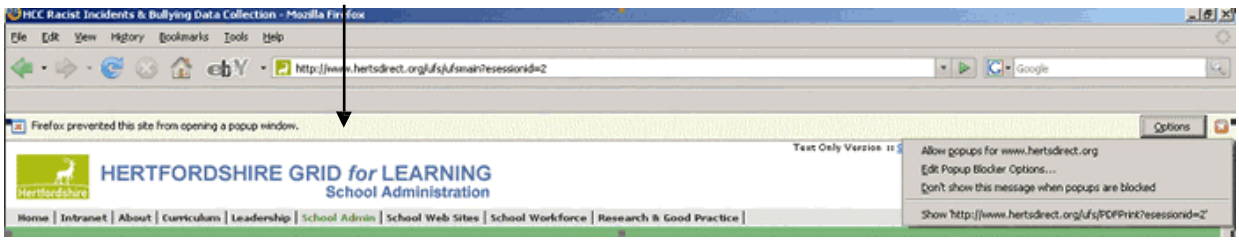
The 'Print Document' Button doesn't work
If you clicked on a print document button (rather than the print option via the 'file' menu on the browser), it may not do anything due to your browser not allowing pop-up windows which the systems print option requires. To change this option:

In Microsoft Edge:

- On the Settings menu in Edge, click Cookies and site permissions.
- Click the Pop-ups and redirects.
- In the Pop-Ups and redirects section, click the toggle button next to Block (recommended) to allow pop ups.

In Firefox:

- After clicking on the 'Print Document' button, you are warned that "Firefox has prevented this site from opening a popup window"
- Click on the Options button on the warning bar that popped up.
- Select 'Allow popup from 'www.hertfordshire.gov.uk



Contacting us
Serco Help Desk: **01992 555000**

Guide to SEAM/SAM (Schools Electronic Admissions Module)

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A. Introduction

This is the web-based system which has been introduced in Hertfordshire, called SEAM (Schools electronic Admissions Module).

It is the school's interface for Synergy, Hertfordshire's admissions database, and allows schools to view and communicate information electronically with Hertfordshire's Admissions Team.

Additional guidance is available on the Hertfordshire Grid at: http://www.thegrid.org.uk/admissions-attendance-travel-to-school/admissions - click on: **HCC school admissions software SEAM**

B. Accessing the SEAM system

Step 1: Open your internet browser on your PC or laptop.

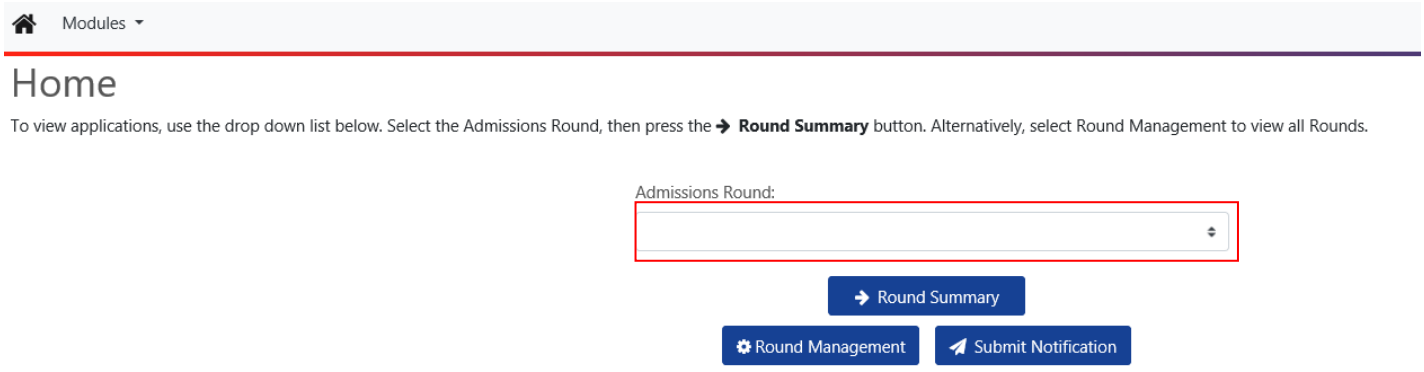
Step 2: In the address bar enter: https://live.cloud.servelec-synergy.com/Hertfordshire/Synergy/.

Step 3: Enter your username and click **Next** and enter your password.

Step 4: Click **Sign In.**

Step 5: Click **Admissions.**

This page will ask you to select the 'Admissions Round' from the drop-down menu.

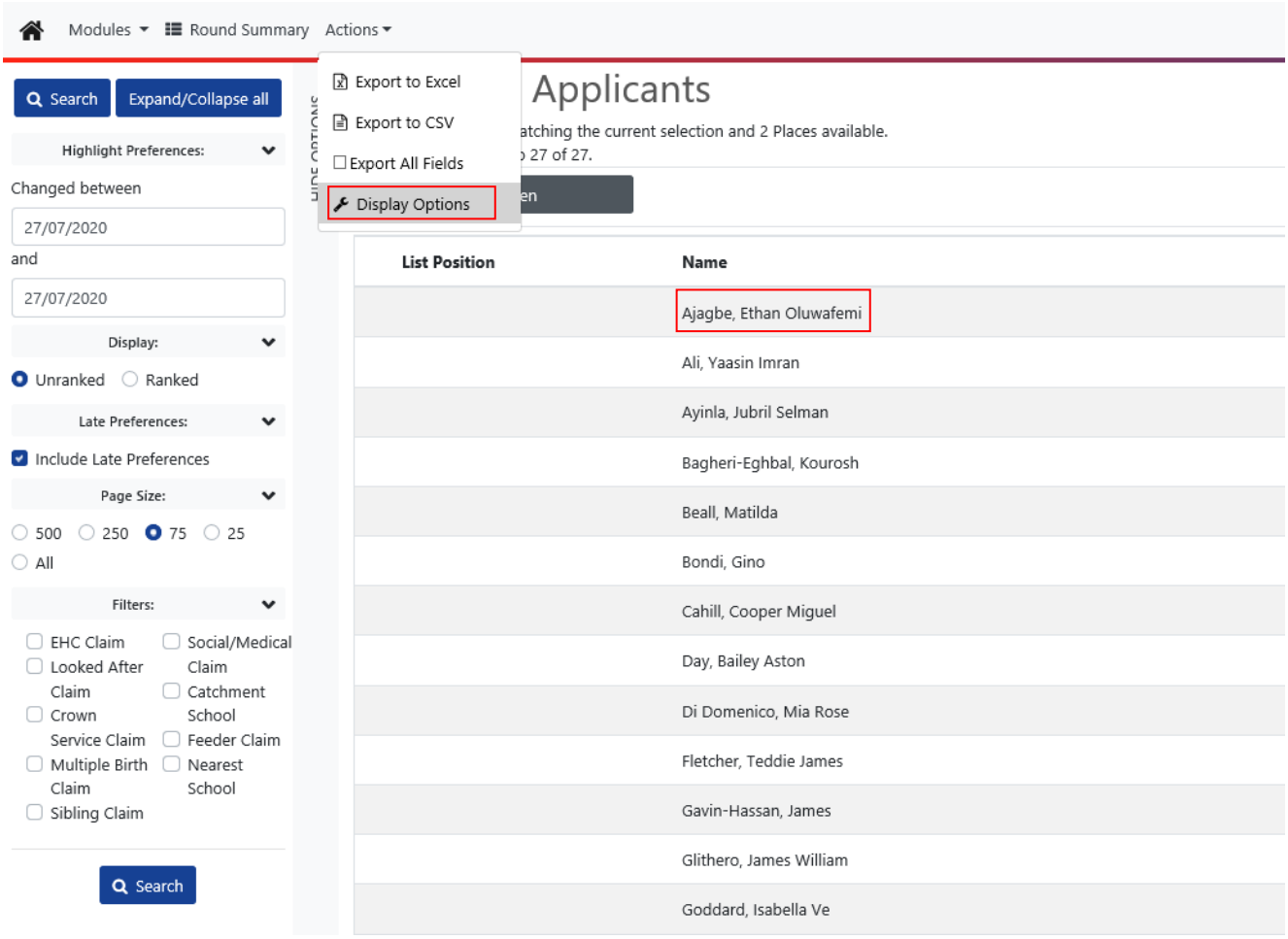


C. Viewing a list of all applications to your school (online and paper) and exporting the child details into an Excel spreadsheet.

Step 1: Log onto SEAM (refer to **B.**) making sure you choose the appropriate round ('Primary Admissions 2025' for Reception, 'Junior Admissions 2025' for Year 3 or 'Middle Admissions 2025' for Year 5 applications).

Step 2: Select **View Rankings** (Please note: If you are a school that uses 'Banding' and 'Criteria' to rank children, you will need to select the relevant 'Band' prior to clicking on the 'View Rankings' button).

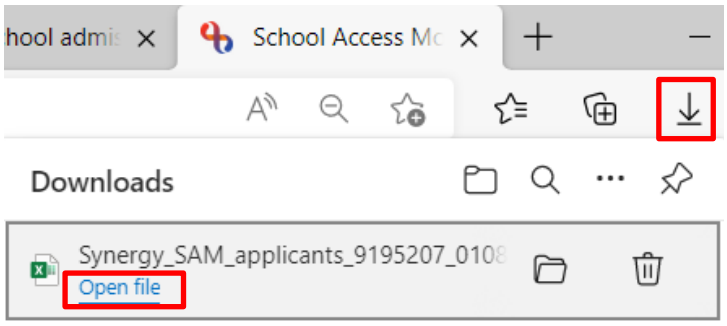
Step 3: You can click the child's name to see more details about individual children and you can also narrow your search by selecting the 'Display Options' link from the 'Actions' drop-down menu.



Step 4: You can export all applications by clicking the 'Actions' tab → tick export all fields →export to Excel.

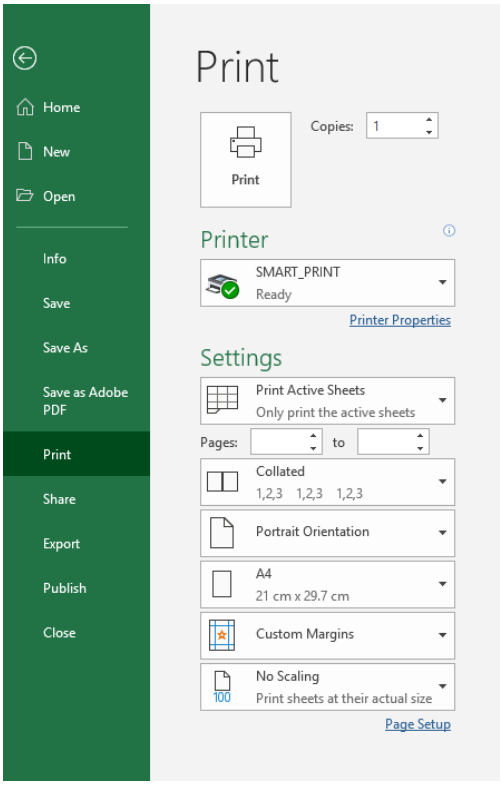
Please note only the Excel export option is currently working correctly, please **do not** export to CSV as an error is causing a mis-match of columns/data.

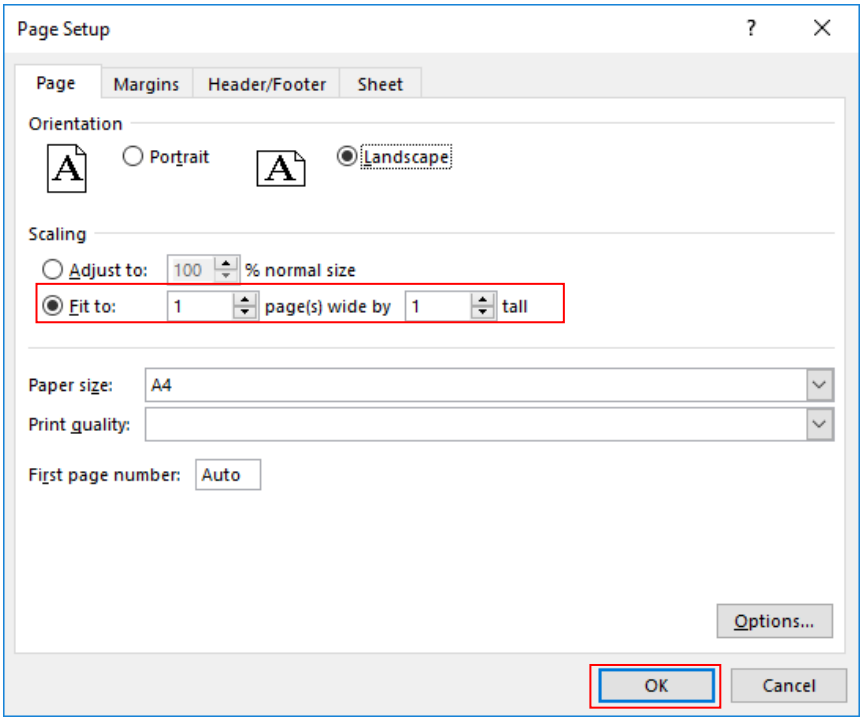
Step 5: The file will appear in your 'downloads folder' where you will be prompted to open the file. Click 'Open'→ 'File' → 'Save As' and navigate to the folder in which you wish to save the list. Then select Microsoft Excel Workbook from the 'Save type as:' drop down list.



Step 6: To print off this list in Excel:

i. select **Print**
ii. then **Page Setup**
iii. then **Landscape**
iv. then **Fit to**
v. click **OK** and print off as normal.





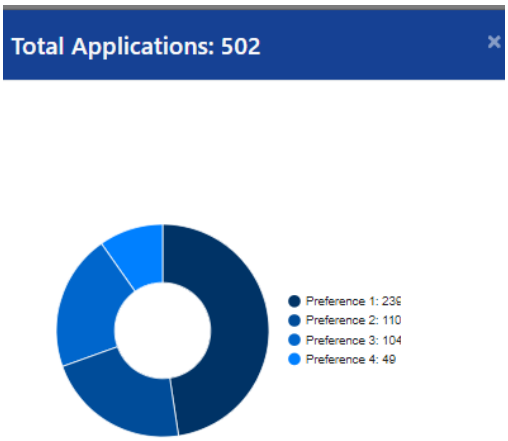
You may find that with so much information you will have to adjust your spreadsheet in Excel. You can do this by changing the font, margins or by hiding some of the columns you do not need.

D. Viewing a list of all applications to your school (by rank).

Step 1: Log onto SEAM (refer to **B.**) making sure you choose the appropriate round ('Primary Admissions 2025' for Reception, 'Junior Admissions 2025' for Year 3 or 'Middle Admissions 2025' for Year 5 applications).

Step 2: The Round Summary page displays the number of applications made to your school under 'Total Applications'

Step 3: You can click the icon to see the full breakdown of applications by preference rank.

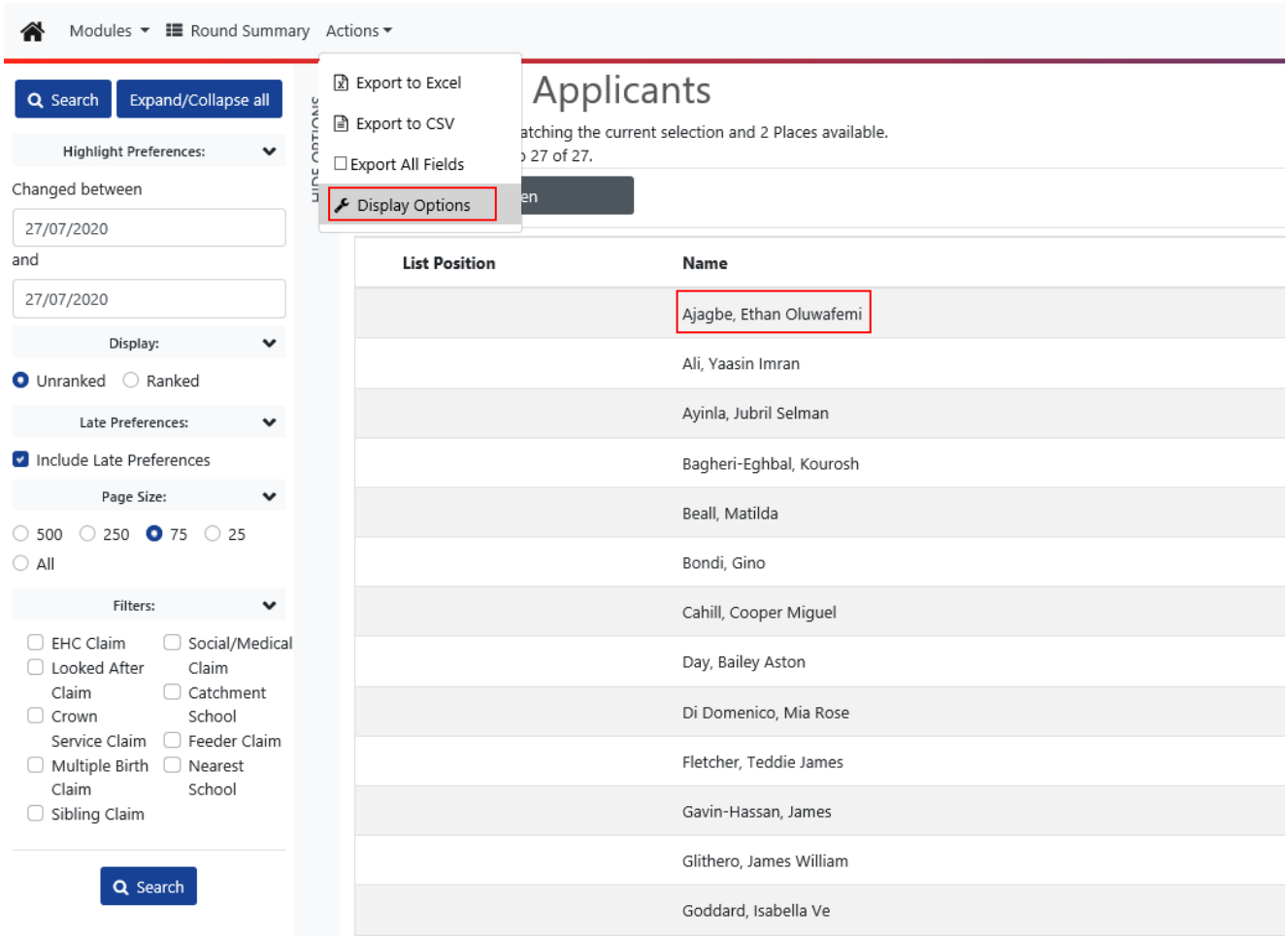


E. Viewing a list of all applications from your school (online and paper) and exporting the child details into an Excel spreadsheet.

Step 1: Log onto SEAM (refer to **B.**) making sure you choose the appropriate round ('Primary Admissions 2025' for Reception, 'Junior Admissions 2025' for Year 3 or 'Middle Admissions 2025' for Year 5 applications).

Step 2: Select **View Leavers**

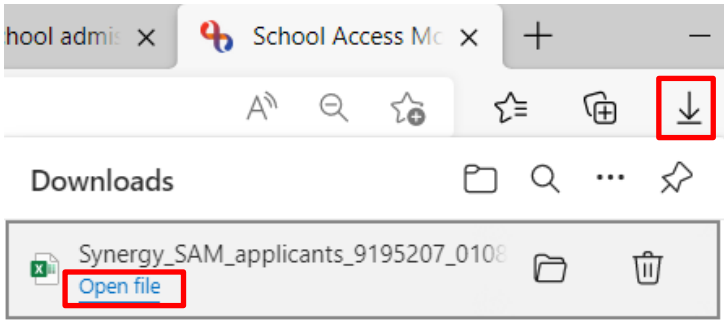
Step 3: You can narrow your search by selecting the 'Display Options' link from the 'Actions' drop-down menu.



Step 4: You can export the full list by clicking the 'Actions' tab → Export to Excel.

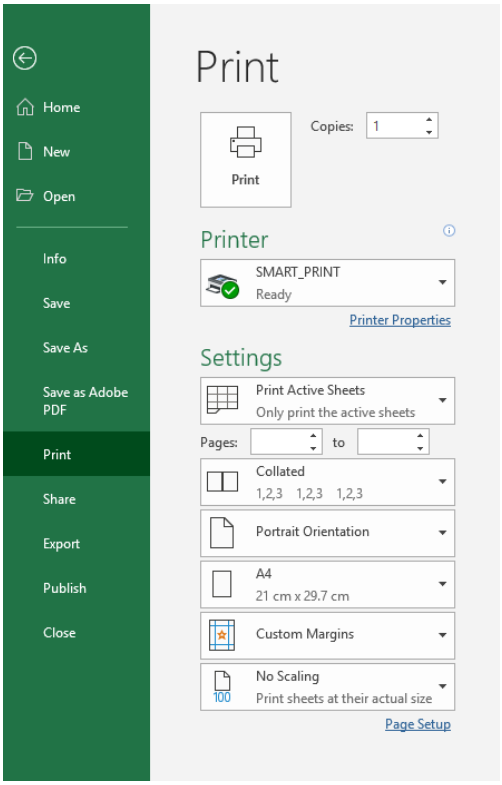
Please note only the Excel export option is currently working correctly, please **do not** export to CSV as an error is causing a mis-match of columns/data.

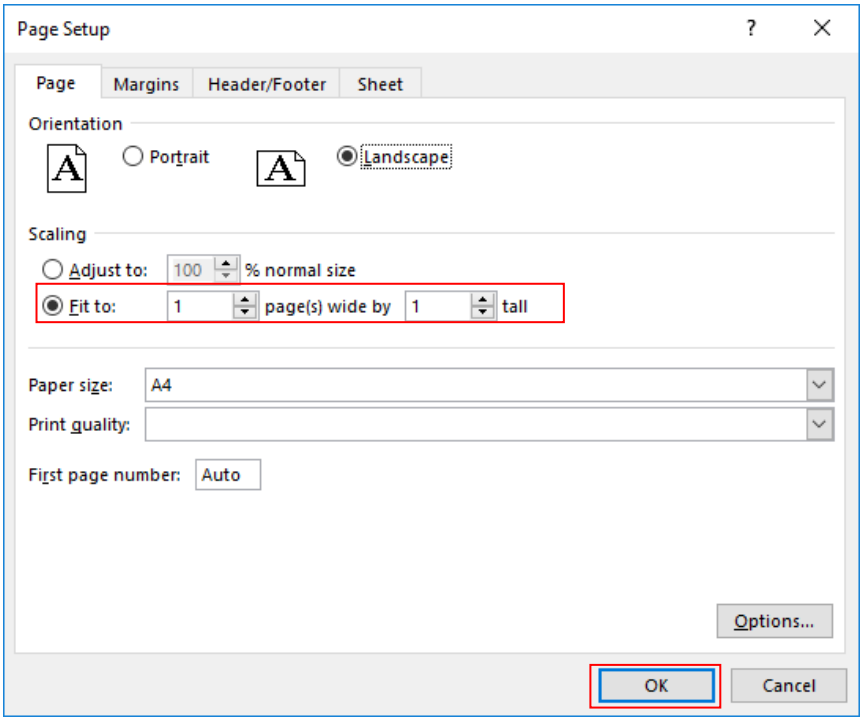
Step 5: The file will appear in your 'downloads folder' where you will be prompted to open the file. Click 'Open'→ 'File' → 'Save As' and navigate to the folder in which you wish to save the list. Then select Microsoft Excel Workbook from the 'Save type as:' drop down list.



Step 6: To print off this list in Excel:

i. select **Print**
ii. then **Page Setup**
iii. then **Landscape**
iv. then **Fit to**
v. click **OK** and print off as normal.



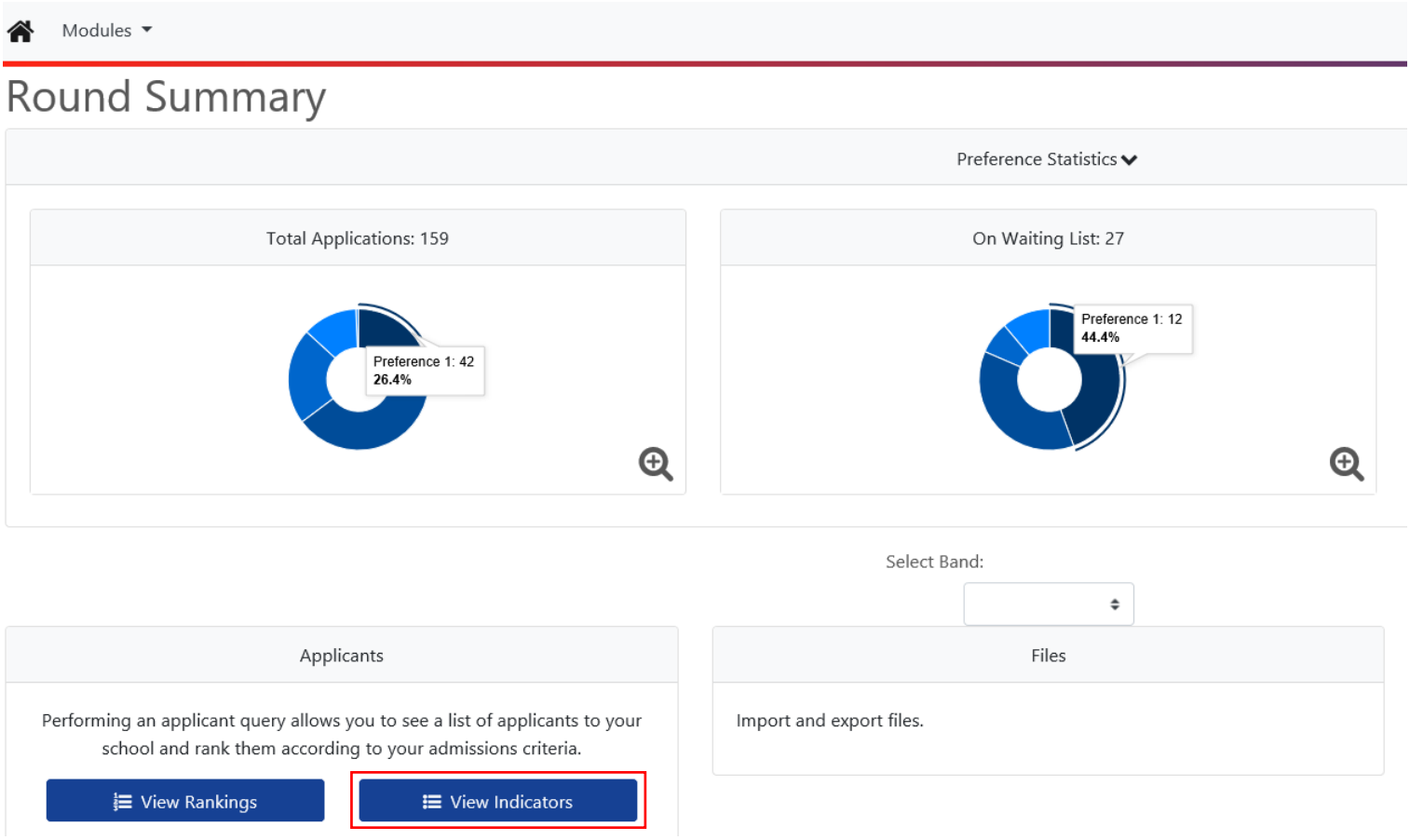


You may find that with so much information you will have to adjust your spreadsheet in Excel. You can do this by changing the font, margins or by hiding some of the columns you do not need.

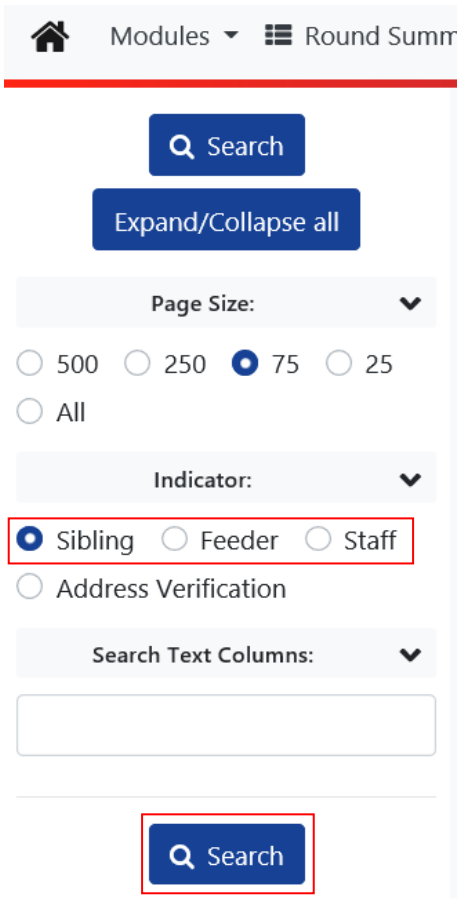
F. Viewing Sibling/Children of staff/Feeder Verification Reports

Step 1: Log onto SEAM (refer to **B**.) and choose the appropriate round ('Primary Admissions 2025' for Reception, 'Junior Admissions 2025' for Year 3 or 'Middle Admissions 2025' for Year 5 applications).

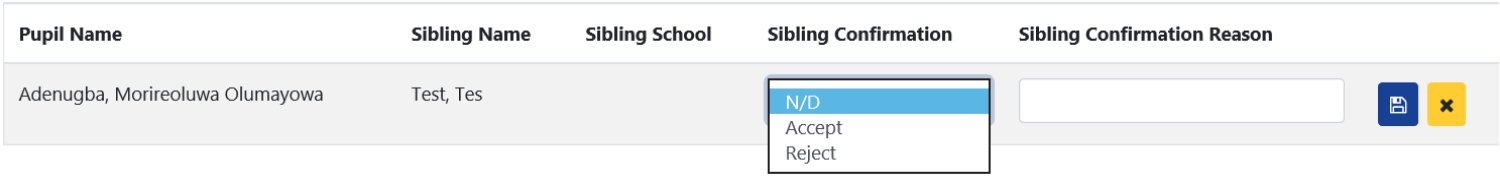
Step 2: Click **View Indicators.**



Step 3: Select the **Sibling**, **Staff or Feeder** radio button from the 'Options' menu and click the **Search** button.



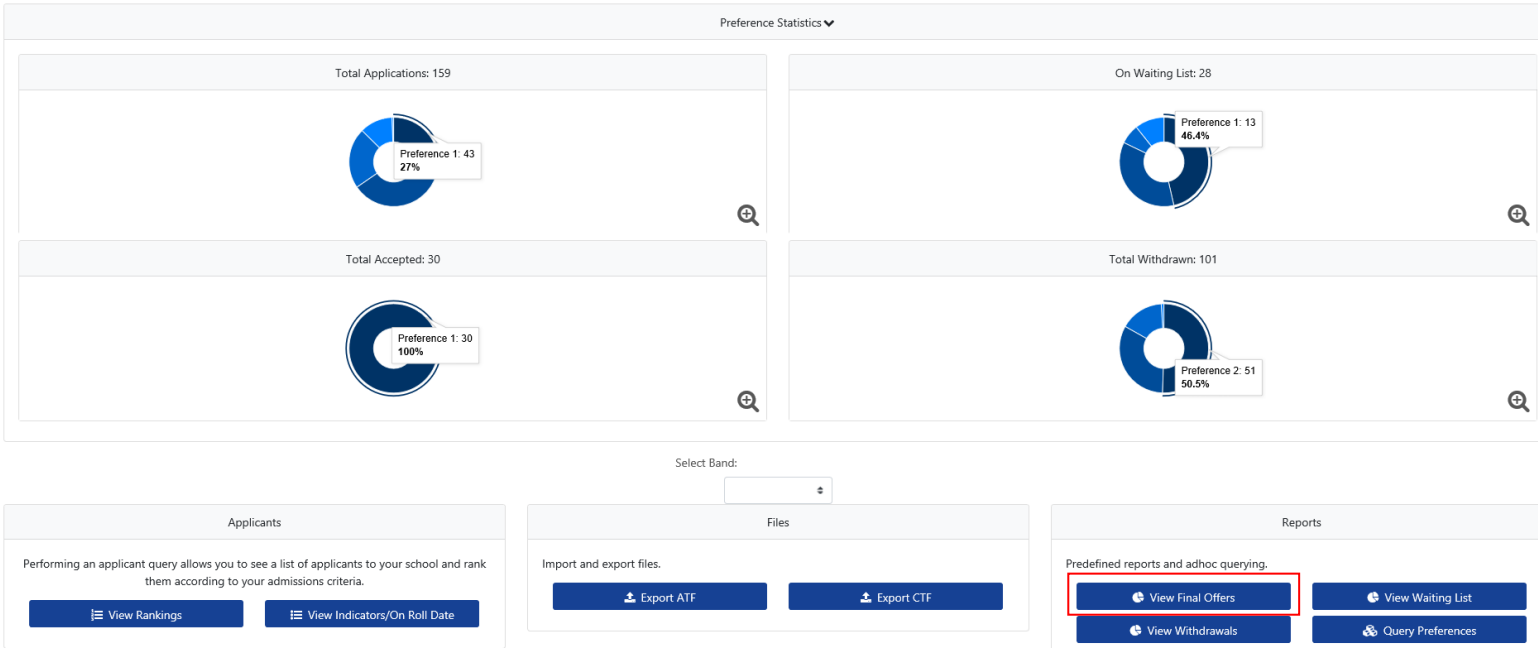
Step 4: Select the 'Edit' button on the far right hand side of the child's record and select either 'Accept' or 'Reject' the claim from the relevant drop down menu, there is also the option to add a reason, but this is not mandatory.



Step 5: Click the 'save' icon to save and move on.

G. Viewing and printing the final allocation list and viewing responses to allocations

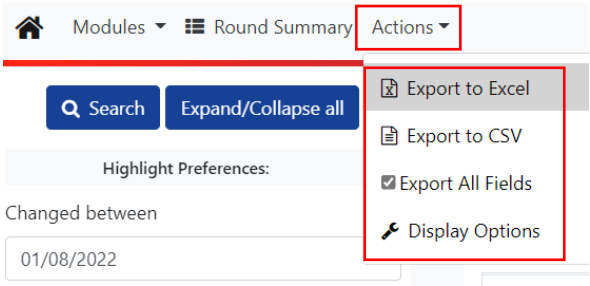
Step 1: Log onto SEAM (refer to **B.**) and choose the appropriate round ('Primary Admissions 2025' for Reception, 'Junior Admissions 2025' for Year 3 or 'Middle Admissions 2025' for Year 5 applications).



Step 2: Click **View Final Offers.** The children allocated to your school in the round selected will be displayed**.**

Step 3: From the 'Actions' menu tick the **Export All Fields** box, then click **Export to Excel** to access all child details.

Please note only the Excel export option is currently working correctly, please **do not** export to CSV as an error is causing a mis-match of columns/data.



Step 4: You will be prompted to open or save the file. Click 'Open'→ 'File' → 'Save As' and navigate to the folder in which you wish to save the list. Then select Microsoft Excel Workbook from the 'Save type as:' drop down list. You can use all Excel functions, such as filtering and mail merging. Please remember to save this document in a relevant folder. Saving/renaming it according to date will help you look back historically.

Step 5: Column CX in the exported spreadsheet shows responses to allocations. A description of the statuses is below:

Place Allocated – The place has not yet been responded to
Place Accepted by Parent – The place has been accepted
Place Rejected by Parent – The place has been rejected but is still included in your total allocations
Allocated in Previous Round – The Place was allocated in a previous round and has not yet been responded to
Held Allocation – EHCP Allocation

Please note allocations that have subsequently been withdrawn will not show in this list. You can use the **Query Preferences** report to identify these children.

H. Links to guidance available on the Hertfordshire Grid

http://www.thegrid.org.uk/admissions-attendance-travel-to-school/admissions
click on: **HCC school admissions software SEAM**

There are a number of guides which are available on the Hertfordshire Grid. These are continually updated in relation to upgrades in the Synergy system. To access these guides, please click on the link above, find the guide you want from the list and print off as needed.

The list includes:

- Address Verification.
- Linked and Feeder School Validation.
- Sibling and Staff Validation.
- Importing Criteria Positions.
- Assigning Criteria Positions.

If you have any further queries, please contact your Admissions and Transport Officer.
Click here to go to the contact list

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