



Admissions Policy

BEDWELL PRIMARY SCHOOL

**Bedwell Crescent,
Stevenage, Herts, SG1 1NJ**

Updated October 2025

1. Types of Admissions

Admissions to our school come in three main forms:

- Nursery admissions, which are controlled by the school (see Section 3)
- Reception admissions, which are controlled by Hertfordshire County Council, using their criteria (see Section 2)
- In-year admissions (for Reception through to Year 6), which are again controlled by HCC (see Section 2)

In addition, children with an Education and Healthcare Plan (EHCP) have their admissions managed through a separate process, led by each child's SEN Officer.

HCC also runs a separate system of admissions through the Fair Access Protocol, which ensures that unplaced children, especially the most vulnerable, are found and offered a place quickly.

2. Reception and In-Year Admissions

All admissions for Reception and Years 1-6 are co-ordinated by Hertfordshire County Council under their policy and guidelines. Details of this process, guidance on applications and the criteria that they use can be found at

www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-admissions-and-transport.aspx

3. Nursery Admissions

Places in Nursery are available starting from the September following a child's third birthday. Places are offered for 15 hours per week (using the universal free entitlement), with 30 hour places available for children whose parents are eligible for 30 hours free childcare. Additional afternoon sessions can also be taken on a paid-for basis - parents should contact the School Office for more details.

Applications for Nursery places will be accepted from the start of the School year and close at the end of the Spring Term. Application forms will be available from the school office and on our website and must be completed if parents / carers wish to apply for a place for their child.

Nursery places are allocated as we receive applications. In the event of over-subscription (more children wanting places than we are able to accommodate) children will be prioritised using the following criteria, in order:

1. Children looked after and children who were previously looked after
2. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school
3. Children who have a sibling on our roll at the time of application
4. Children for whom we are the nearest school
5. Children who have a parent working at the school
6. The final tie-breaker is distance of the child's home from the school.

Applications after the allocation window has closed will be considered if there are any spaces available. The application form will still be used and the school will hold a waiting list of applicants which will be considered using the same criteria should a place become available.