

## APPENDIX 1

### Chronology

Date	Event
May 2017	Outline Application 16/02759/ 1 for 100 dwellings on western site of Site BK3 withdrawn.
June 2017	Local Plan Submitted for Examination
Nov 2017	First round of original Hearing Session
Feb 2018	OFSTED Short Inspection Report (Appendix 4)
Feb 2018	Second round of original Hearing Sessions
June 2018	Outline Planning Application Submitted (18/01502/OP) (Current Master Plan - Appendix 2)
October 2018	Principal Strategic Planning Officer (Policy) planning application consultation response (Appendix 6)
Jan – April 2019	Main Modifications Consultation
7 <sup>th</sup> October 2019	Council's letter to HCC Growth and Infrastructure Team (Appendix to ED210)
13 <sup>th</sup> February 2020	Housing Delivery Test : 2019 Measurement published
April 2020	Housing delivery and five-year housing land supply at 1 April 2020 (ED191B)
October 2020	Annual Monitoring Report 2019 – 2020 Published.
June 2020	Housing Delivery Test Action Plan Feb 2020 – Feb 2021 Published.
6 <sup>th</sup> November 2020	Email response from HCC Growth and Infrastructure Unit (Appendix to ED210)
23 <sup>rd</sup> November 2020	Note ED210 Published by NHDC (ED210)
27 <sup>th</sup> November 2020	Town Legal LLP letter to the Inspector (ED218A)
4 <sup>th</sup> December 2020	HCC Growth & Infrastructure Consultation Response to Planning Application (Appendix 3)
19 <sup>th</sup> January 2020	Housing Delivery Test : 2020 Measurement published

## **APPENDIX 2**



**Notes:**

1. New village street connecting Royston Road and Cambridge Road. Homes create a strong frontage and enclosure to the street
2. Central green spine following existing Bridleway Barkway 017
3. Proposed equestrian crossing set within village square
4. Existing hedges retained to maintain alignment and integrity of Bridleway Barkway 018
5. Planted green buffer of minimum 15m to respect setting of Cokenach Registered Park and Garden and listed buildings within Newsells estate
6. Extensive tree planting, maintenance of the existing hedgerows
7. Pedestrian connection to existing bus stops
8. New shop fronting Cambridge Road
9. Proposed informal pedestrian crossing to recreation ground and play area
10. New / improved, widened footway
11. Wooded landscape fronting Cambridge Road and containing drainage attenuation
12. Lower density grander properties set within woodland character area
13. Local area of play incorporating natural play equipment
14. Swale corridor incorporating street trees
15. Pedestrian connection to possible future school

Issue	06.11.19	Issued for planning	GS
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job  
**BARKWAY**

title  
**ILLUSTRATIVE MASTERPLAN**

drawn	checked
GZ	CC

date	scale (original - A1)
16.01.18	1:1000

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## **APPENDIX 3**

**Director of Environment & Infrastructure: Mark Kemp**



North Hertfordshire District Council  
 Council Offices  
 Gernon Road  
 Letchworth Garden City  
 Hertfordshire  
 SG6 3JF

**Hertfordshire County Council**  
 Growth & Infrastructure Unit  
 Environment & Infrastructure Department  
 County Hall  
 Hertford  
 Hertfordshire  
 SG13 8DN

Respond to: [growth@hertfordshire.gov.uk](mailto:growth@hertfordshire.gov.uk)

Planning Application: 18/01502/OP  
 Date: 4 December 2020

Dear Planning Officer

**Response by HCC’s Growth & Infrastructure Unit to Outline application with all matters reserved other than strategic point of access onto Royston Road and Cambridge Road for the erection of up to 140 dwellings and a new shop (A1 use) with associated public open space, landscaping and drainage at Land Between Royston Road And, Cambridge Road, Barkway**

Thank you for your email and allowing us the opportunity to update our position on planning obligations sought towards **education, childcare, library and youth services** to minimise the impact of development on Hertfordshire County Council Services for the local community. Based on the information to date for the development of **140** dwellings we would seek financial contributions towards the following projects:

HOUSES			FLATS		
Tenure	A) Affordable Rnt	B) Open Market & Intermediate	Tenure	A) Affordable Rent	B) Open Market & Intermediate
Number of bedrooms			Number of bedrooms		
1			1	8	6
2	9	30	2	4	6
3	13	45	3		
4	2	17			
5 +					
<b>Total</b>	<b>24</b>	<b>92</b>	<b>Total</b>	<b>12</b>	<b>12</b>
			<b>Total Affordable (rented)</b>		<b>36</b>
			<b>Total Private</b>		<b>104</b>
			<b>Overall total</b>		<b>140</b>

**PLEASE NOTE; If the tenure or mix of dwellings changes, please notify us immediately as this may alter the contributions sought**

**First Education** Our response remains the same as that dated 03/09/2018. Towards the expansion of Barkway First school (£212,683 This contribution is based on Table 2 below (index linked to PUBSEC 175)

**Middle Education** We wish to revise the project towards the expansion of King James Academy (£168,295 This contribution is based on Table 2 below (index linked to PUBSEC 175)

**Upper Education** We wish to now seek towards the expansion of King James Academy (£166,507 This contribution is based on Table 2 below (index linked to PUBSEC 175)

**Library Service** - Our response remains the same as that dated 03/09/2018. Towards the enhancement of Royston Library to create a community meeting room which could be booked by individuals, groups or organisations in Royston to support training, local activities and so on (£22,106 This contribution is based on Table 2 below (index linked to PUBSEC 175)

**Youth Service** We wish to revise the project due to service priorities changing since we were previously consulted. Towards the increase of capacity at Royston Young People's Centre by reconfiguring and developing/enhancing the kitchen and connected spaces (£4,829 This contribution is based on Table 2 below (index linked to PUBSEC 175)

**Fire hydrants**

Our response remains the same as that dated 03/09/2018 to seek the provision of hydrants required to serve the proposed buildings by the developer through standard clauses set out in a Section 106 legal agreement or unilateral undertaking.

The CIL Regulations discourage the use of formulae to calculate contributions however, the County Council is not in a position to adopt a CIL charge itself. Accordingly, in areas where a CIL charge has not been introduced to date, planning obligations in their restricted form are the only route to address the impact of a development. In instances where a development is not large enough to require on site provision but is large enough to generate an impact on a particular service, an evidenced mechanism is needed to form the basis of any planning obligation sought. HCC views the calculations and figures set out within the Toolkit as appropriate base costs for the obligations sought in this instance.

HCC's standard approach is to request Table 2 of the Toolkit (below) is referred to and included within any Section 106 deed. This approach provides the certainty of identified contribution figures with the flexibility for an applicant/developer to amend the dwelling mix at a later stage and the financial contribution to be calculated accordingly. This ensures the contributions remain appropriate to the development and thereby meet the third test of Regulation 122 of the Community Infrastructure Levy Regulations 2010: "fairly and reasonably related in scale and kind to the development".

**Table 2: Hertfordshire County Council Services planning obligations contributions table**

Bedrooms*	1	2	3	4	5+	1	2	3
	<b>HOUSES Market &amp; other</b>					<b>FLATS Market &amp; other</b>		
First education	£165	£740	£1,764	£2,658	£3,351	£67	£583	£994
Middle education	£154	£563	£1,559	£2,537	£3,228	£42	£381	£957
Upper education	£175	£535	£1,707	£2,949	£3,775	£31	£296	£1,118
Youth facilities	£6	£16	£50	£82	£105	£3	£13	£41
Library facilities	£98	£147	£198	£241	£265	£77	£129	£164
	<b>HOUSES Social Rent</b>					<b>FLATS Social Rent</b>		
First education	£177	£1,708	£2,757	£3,606	£4,052	£32	£834	£1,803
Middle education	£91	£833	£1,662	£2,332	£2,423	£17	£420	£1,082
Upper education	£41	£300	£1,117	£1,779	£1,603	£9	£174	£723
Youth facilities	£2	£8	£31	£51	£55	£1	£6	£21
Library facilities	£48	£91	£130	£156	£155	£38	£82	£107

\*uses an assumed relationship between bedrooms and habitable rooms

All figures are subject to indexation and will be indexed using the PUBSEC index base figure 175

Please note that current service information for the local area may change over time and projects to improve capacity may evolve. This may potentially mean a contribution towards other services could be required at the time any application is received in respect of this site.

#### Justification

The above figures have been calculated using the amounts and approach set out within the Planning Obligations Guidance - Toolkit for Hertfordshire (Hertfordshire County Council's requirements) document, which was approved by Hertfordshire County Council's Cabinet Panel on 21 January 2008 and is available via the following link:

[www.hertfordshire.gov.uk/planningobligationstoolkit](http://www.hertfordshire.gov.uk/planningobligationstoolkit)

In respect of Regulation 122 of the CIL Regulations 2010 the planning obligations sought from this proposal are:

- (i) Necessary to make the development acceptable in planning terms.

Recognition that contributions should be made to mitigate the impact of development are set out in planning related policy documents. The NPPF states "Local planning authorities should consider whether otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations. Conditions cannot be used cover the payment of financial contributions to mitigate the impact of a development (Circular 11/95: Use of conditions in planning permission, paragraph 83). In addition, for education requirements, paragraph 72 of Section 8 of the NPPF states "The Government attaches great importance to ensuring that a sufficient choice of school places is available to meet the needs of existing and new communities. Local planning authorities should take a proactive, positive and collaborative approach to meeting this requirement, and to development that will widen choice in education." The development plan background supports the provision of planning contributions. The provision of community facilities is a matter that is relevant to planning. The

contributions sought will ensure that additional needs brought on by the development are met.

(ii) Directly related to the development;

The occupiers of new residential developments will have an additional impact upon local services. The financial contributions sought towards the above services are based on the size, type and tenure of the individual dwellings comprising this development following consultation with the Service providers and will only be used towards services and facilities serving the locality of the proposed development and therefore, for the benefit of the development's occupants.

(iii) Fairly and reasonably related in scale and kind to the development.

The above financial contributions have been calculated according to the size, type and tenure of each individual dwelling comprising the proposed development (based on the person yield).

I would be grateful if you would keep me informed about the progress of this application so that either instruction for a planning obligation can be given promptly if your authority is minded to grant consent or, in the event of an appeal, information can be submitted in support of the requested financial contributions and provisions. Should you require any further information please contact the Growth & Infrastructure Unit.

Yours faithfully

Terri Brooks  
Growth & Infrastructure Officer

**APPENDIX 4**

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6 March 2018

Mrs Sharon Brown  
Headteacher  
Barkway VA Church of England First School  
High Street  
Barkway  
Royston  
Hertfordshire  
SG8 8EF

Dear Mrs Brown

### **Short inspection of Barkway VA Church of England First School**

Following my visit to the school on 22 February 2018, I write on behalf of Her Majesty's Chief Inspector of Education, Children's Services and Skills to report the inspection findings. The visit was the first short inspection carried out since the school was judged to be good in March 2014.

#### **This school continues to be good.**

The leadership team has maintained the good quality of education in the school since the last inspection. Leaders have ensured that all areas for improvement identified at the last inspection have been addressed.

You were appointed as acting headteacher in September 2016 and became the substantive headteacher over the federation of Barkway and Barley schools in September 2017. When you were first appointed into the acting role, you already had a good idea of the school's strengths and where it needed to improve further because you had already been teaching at the school. You set about putting in place systems and procedures to ensure that the school remained good. This included strengthening leadership by appointing an assistant headteacher and new subject leaders for English and mathematics. You have worked with governors to further develop the federation between the schools. A new teacher has been appointed to teach the Year 3 and Year 4 pupils across both schools. In Barkway School, this very small cohort comprises only five pupils.

You are providing strong and effective leadership. This ensures an orderly, attractive and stimulating learning environment, together with motivated staff who are proud to work at Barkway. The school's strong Christian values permeate all aspects of school life. Staff know all pupils extremely well and the small size of the school enables it to provide highly effective provision for each individual pupil. The school lives up to its claim of being 'A small school that does big things!' The vast majority of parents and carers spoken to and those who completed Ofsted's online

questionnaire, Parent View, commented very positively about the school. Typical comments included: 'It's a friendly, well-run school. Teachers, governors and the head listen to parents and their concerns'; and 'A fabulous school where staff are responsive, caring and enthusiastic. The extra-curricular activities are excellent.'

Since taking up the role of headteacher across the federation, you have developed a range of opportunities for the pupils from both schools to work together to enhance their learning experiences. For example, every week, all pupils in Years 1, 2, 3 and 4 come together to learn in the 'forest area'. Pupils in Year 3 and Year 4 are taught at the Barley site with pupils of the same age. You have identified that you want to move away from teaching mixed-year groups and therefore plan to introduce single-age classes next year with Nursery, Reception and Year 1 being taught at the Barkway site and other years being taught at Barley School.

Pupils behave very well, both around the school and when they are learning. They are polite to each other and to staff and visitors. Those spoken to during the inspection told me that they love coming to school and meeting their friends and that they love learning. Several parents also commented that their children missed coming to school at weekends and during holidays.

Pupils benefit from a rich curriculum, which provides memorable learning experiences. During the inspection, Year 1 and Year 2 pupils enjoyed a range of outdoor learning activities, including orienteering in the forest area. We saw them engaged in collage work in the afternoon, led by a specialist art teacher. Year 3 and Year 4 pupils from both schools were on a visit on the day of the inspection. The school has established links with a large multi-cultural school in inner London and visits take place on a regular basis between these schools. On their return, pupils that I spoke with were keen to tell me about their day, including their visit to a Hindu temple. All pupils benefit from specialist music tuition. Additionally, the curriculum is enriched by a range of after-school clubs, including for Lego, multi-sport, gymnastics and art. The school has achieved the school games gold award.

Children in the Reception class benefit from a rich learning environment, both inside and out. During the inspection, they were highly motivated by the space theme and delighted in wearing the space boots, helmets and jet packs that they had made. There is very good provision for all areas of learning and number and reading are particularly well supported. However, we agreed that there need to be more structured activities which enthuse children to write.

Members of the governing body are strongly committed and bring a broad range of appropriate skills to their role. Additionally, they ensure that they are well informed and have put in place very effective systems for their work. Consequently, this is highly effective.

### **Safeguarding is effective.**

Leaders, including governors, have ensured that there are strong systems and procedures in place to keep pupils safe at all times. This includes when travelling

from one school to another and when attending off-site learning in the forest area. When pupils travel on the school's learning bus, there is always an assistant in addition to the driver, who ensures that they wear their seat belts throughout the journey and that they board and alight the bus safely. The assistant knows pupils well and talks to them about all aspects of school life.

Procedures for checking staff's suitability to work with children are clear and very well organised. All staff are included in the single central record of both schools. All receive regular training and are therefore alert to potential welfare concerns.

Pupils spoken to said they felt safe in school and that if they had any concerns they were confident that adults would sort these out. Parents also commented that any concerns that they reported were always resolved swiftly.

### **Inspection findings**

- In order to ascertain that the school remained good, my first line of enquiry focused on how well the curriculum meets the needs of all learners. This was because challenge for the most able was an area for improvement from the previous inspection. Additionally, no pupils exceeded age-related expectations at the end of key stage 1 in 2016. (There were no pupils recorded as being in key stage 1 in 2017.)
- The work that we scrutinised in pupils' books and your internal tracking information show that almost all pupils are making at least good progress from their starting points in English and mathematics and across the curriculum. This includes the very small number of pupils who are disadvantaged or who have special educational needs and/or disabilities. Tracking information also indicates that several pupils are likely to exceed age-related expectations at the end of key stage 1 this year. This evidence supports the fact that the curriculum meets the needs of all learners well.
- My next line of enquiry was about leadership and management and whether there was evidence to confirm that leaders have the capacity to ensure continued improvement. I found that leadership, including governance, was strong. Your self-evaluation is accurate. Since your appointment as federation headteacher, you have swiftly established an effective leadership team and accurately identified areas which you know need to improve further. For example, you have identified some inconsistencies in how well teachers across all year groups follow the marking and feedback policy, and also that presentation is not as good as it could be for all pupils. You have put in place appropriate actions to bring about improvements in these areas which are already beginning to impact.
- My final line of enquiry concerned attendance. This was because, in 2017, the proportion of pupils who were classed as absent or having persistent absence was above the national average. This had also been the case historically. We discussed attendance data and also looked at the attendance of both current and previous pupils in detail.
- You have a few pupils with medical needs who miss school because of hospital and other medical appointments. Due to the small number of pupils in the school,

the absence of these pupils impacts on overall attendance. You also have a few pupils who do not attend as regularly as they should for other reasons. You track the attendance of all pupils vigilantly and encourage high attendance, including issuing certificates for good attendance and other rewards. You are doing all that you can to ensure that all pupils attend regularly. There are one or two parents who do not ensure that their children attend school regularly. You have rightly not hesitated to send out clear messages to these parents.

### **Next steps for the school**

Leaders and those responsible for governance should ensure that:

- they build on existing good practice in the Reception class to provide more activities which enthuse children to write
- plans to ensure greater consistency in the quality of teaching and learning across key stages 1 and 2 are fully implemented.

I am copying this letter to the chair of the governing body, the director of education for the Diocese of St Albans, the regional schools commissioner and the director of children's services for Hertfordshire. This letter will be published on the Ofsted website.

Yours sincerely

Joan Beale  
**Ofsted Inspector**

### **Information about the inspection**

On the day of the inspection, the five pupils in Years 3 and 4 were on a visit together with their peers from your federated school, Barley. These pupils are normally taught at Barley. I discussed the work of the school with you, your assistant headteacher, subject leaders and eight governors. Additionally, I held a telephone conversation with a representative from the local authority.

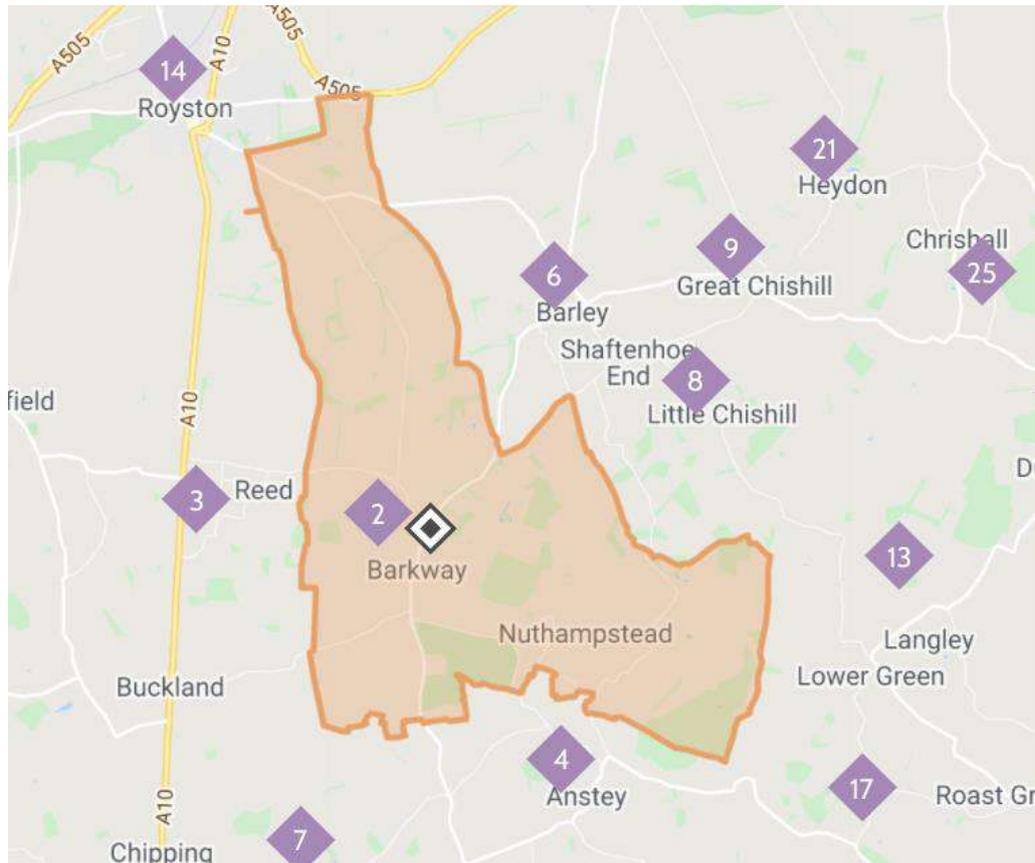
Together with you and your assistant headteacher, I observed teaching and learning in the Nursery and Reception classrooms and in the mixed Year 1 and Year 2 class. I also visited the 'forest area' where Year 1 and Year 2 pupils from both schools were engaged in outdoor learning activities. We looked at the work in pupils' books in all year groups in a range of subjects. I made a visit to Barley School to see where the Years 3 and 4 pupils normally learn and spoke to the English subject leader who is based there. I met with two groups of pupils to talk about their experiences at school.

I scrutinised safeguarding policies and practice, including your risk assessments and arrangements for transporting pupils between Barkway and Barley schools. I considered the school's own evaluation of its work and plans for improvement and future development. I took account of 20 responses to Ofsted's online

questionnaire, Parent View, and nine comments received electronically. I also spoke with nine parents when they were delivering their children to school. I further considered three responses to the staff questionnaire.

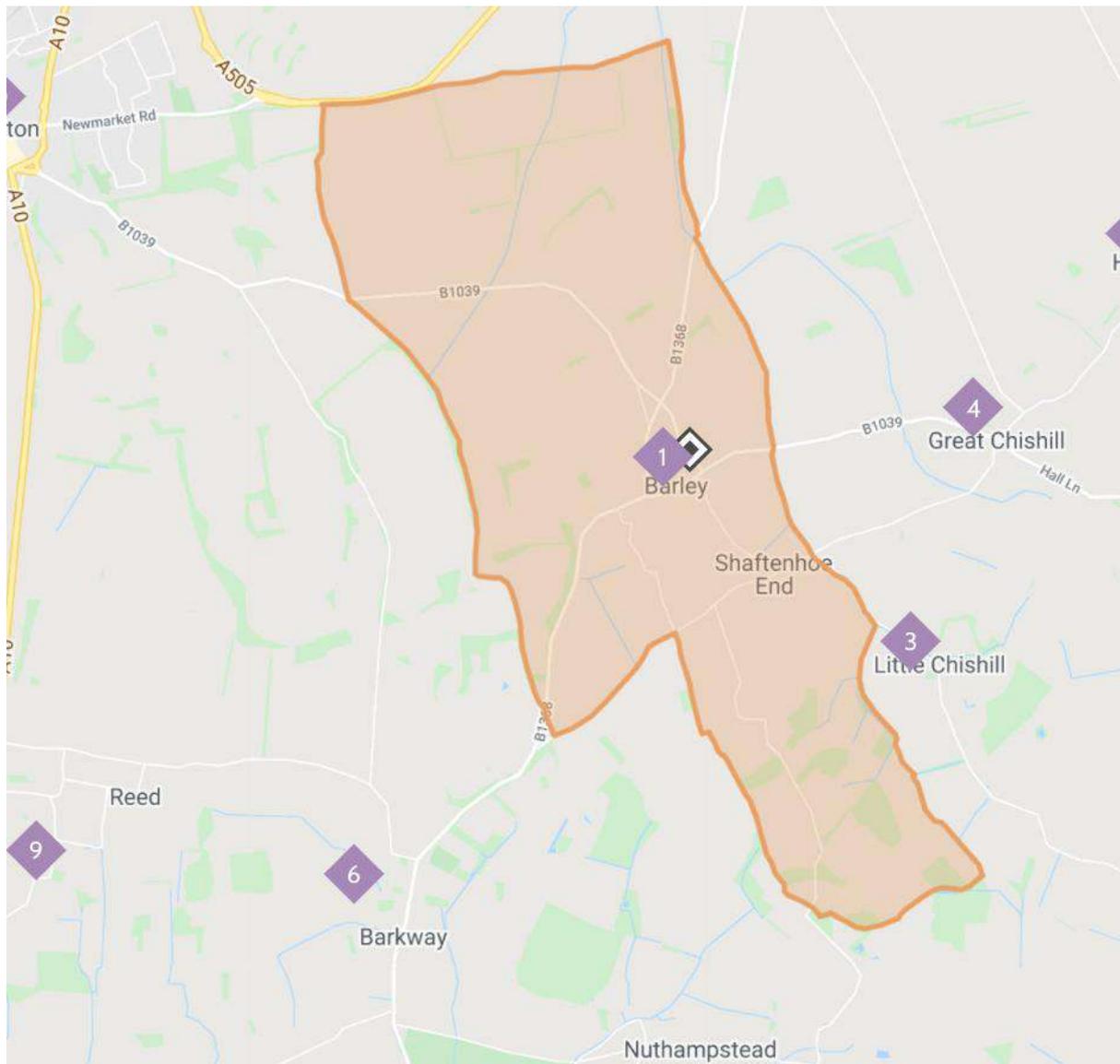
**APPENDIX 5**

## Barkway and Barley First School Catchment Areas



According to Hertfordshire County Council's Web Site the school has an admission number of 12 and there are currently 50 children on the Roll and it has a capacity of 57 pupils.

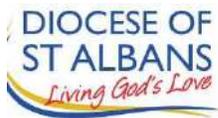
<https://www.hertfordshire.gov.uk/services/schools-and-education/schools-directory/school.aspx?schoolcode=52>



According to Hertfordshire County Council's Web Site the school has an admission number of 15 and there are currently 32 children on the Roll. The OFSTED Web site indicates a school capacity of 90 places.

[https://www.hertfordshire.gov.uk/services/schools-and-education/schools-directory/school.aspx?school=Barley+\(VA\)+C+of+E+First+School&schoolcode=53](https://www.hertfordshire.gov.uk/services/schools-and-education/schools-directory/school.aspx?school=Barley+(VA)+C+of+E+First+School&schoolcode=53)

(Reed the next closest village has a capacity of 60 and a roll of 41.)



# ADMISSIONS POLICY

## Barkway (VA) Church of England First School Academic year 2021/2022

Barkway First School is a 60-place Church of England School. The Governors will admit up to the published admission number (PAN) of 12 children to the reception class during each academic year. There are separate arrangements for admission to Foundation 1 (Nursery) and admission to Foundation 2 (Reception): attendance at the first does not guarantee admission to the second and parents of children currently in our Nursery group must apply for a place in Reception.

The Local Authority (LA i.e. Hertfordshire) operates an agreed coordinated admissions scheme in line with government legislation. The LA will co-ordinate the process on behalf of the school according to the scheme published each year. The Governing Body, as the Admitting Authority, will allocate the available places in line with this policy. For Nursery admissions applicants apply direct to the school setting.

**Hertfordshire County Council (HCC) operates an agreed co-ordinated admissions scheme in line with government legislation. HCC will coordinate the process on behalf of the school according to the scheme published each year.** The Governing Board, as the Admission Authority, will allocate the available places in line with our Reception Admissions Policy.

Information on completing the 'on line' application and notification dates of admission decisions are published in the HCC Admissions literature which is also available from the HCC website [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions).

**It is essential that all those wishing to apply for a place at Barkway First School fill in the County Admissions form** (available online or in HCC literature).

Parents and carers are requested to complete our Supplementary Information Form (SIF) which can be downloaded from our website and return it to the school office by 15 January 2021. If a SIF is not completed, the Governing Body will apply their admission arrangements using the information submitted on the Application Form only, which may result in the application being given a lower priority.

The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2021. Parents can request that the date their child is admitted to the school is deferred until later in the year or until the child reaches compulsory school age in that school year. All children must join the school within their Reception year otherwise a fresh application (for a Year 1 place) will need to be made. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

Children with Educational, Health and Care Plans will be admitted as a priority as this is a legal requirement.

**In the event of there being more applicants than there are places available, the governors will apply the following criteria in the priority order of categories as listed:**

Category 1:

**Children Looked After.**

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under rule 1. Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order. This category will now include children previously looked after by the state abroad.

Category 2: Children who at the time of entry are living within that part of the area of the Parish of Barkway hatched in red as shown on the plan which is held in the School. Alternatively, the website [www.achurchnearyou.com](http://www.achurchnearyou.com) may be consulted.

Category 3: Siblings of children already at the school at the time of admission: for the purposes of this policy a sibling is a sister, brother, half-brother or – sister, adopted brother or sister, or child of the parent/carer or partner, and in every case living in the same house from Monday to Friday.

Category 4: Children living outside the area as defined in Category 2 above, one or more of whose parents/guardians have at the time of admission, and for a period of six months previously, attended public worship at a Church of England church at least once in each calendar month: if you are applying in this category please provide, with the completed SIF, a letter from the incumbent verifying at least this level of attendance.

Category 5: Any other children.

In the event of there being more applicants than available places, the determining factor will be geographical proximity to the school with priority being given to those children who live closest to the school. Distances are measured using a computerized mapping system to two decimal places. The measurement is taken from AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognized method of identifying the location of schools and individuals residences.

HCC offers a final tiebreak system. Each child entered onto the HCC Admissions database has an individual random number assigned between 1 and 1 million, against each preference school. When there is a need for a final tie break, the random number is used to allocate the place with the lowest number given priority.

The school will admit over the School's Published Admission Number when a single twin/multiple birth child is allocated the last place.

Parents wishing to appeal who applied through Hertfordshire's online system should log into their online application and click on the link 'register an appeal'. Out of county residents and paper applicants should call the Customer Care Service on 03001234043 to request their registration details and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link 'log into the appeals system'.

The school is part of the In year Co-ordination. Please refer to the HCC website where all information an application form can be found. The SIF (Supplementary Information Form) is available on the school's website.

The county council will write to you with the outcome of your application and, if you have been unsuccessful will include details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals).

### **Continuing Interest**

After places have been offered, the school's continuing interest (waiting) list will be maintained by Hertfordshire County Council. A child's position on the CI list will be determined by the criteria outlined above and a child's place on the list can change as other children leave or join it. The county council, on behalf of the school's governing body will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be confirmed). To retain a CI application after this time, parents must make an In Year application.

### **Fair Access**

The school participates in the county council's Fair Access Protocol and will admit children under this protocol before children on continuing interest. If necessary, children can be admitted over the PAN.

### **Notes**

#### **1. Definition of the word sibling in this context:**

- brother or sister
- half brother or sister
- adopted brother or sister

- child of the parent / carer or partner
- children looked after or previously looked after. This doesn't include children temporarily living in the same house. For example, a looked after child in a short-term foster or bridging placement.

In every case, the sibling must be living permanently in the same family home (at least Monday to Friday).

A sibling must be on the roll of the named school or linked school, or have been offered and accepted a place, at the school at the time of application (and when child starts)

2. There may be exceptional occasions when the Governors are requested by the Local Authority (L.A.), supported by the medical services or health authority, to provide a place for a particular child: in this case the child will be afforded exceptional priority.
3. **In the case of older children who apply to join the School**, admission will be on the basis of places being available in the relevant class group. If there are more applicants for places than places available, then the above admissions policy will apply.

**4. Summer born children (1st April – 31st August) – Entry to Reception**

Legally, a child does not have to start school until the start of the term following their fifth birthday. Children born between 1 April 2017 and 31 August 2017 are categorised as “summer born” and parents/carers of these children should contact the school for guidance before making an application.

Summer born applications that are delayed for a year (for entry in September 2022) will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered at a child's preferred school.

If parents wish to delay their application for a Reception place they are advised to discuss their child's needs/development with their current early years or nursery provider.

**5. Children Out of Year Group (except applications for reception from summer born)**

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”.

The governing board of this school is responsible for their own admissions being a voluntary aided school, and are ultimately responsible for making this decision for applications made to this school.

## **6. Nursery Provision**

Within our federation of schools there is a nursery in Barkway.

The admission arrangements detailed in this document do not apply for those being admitted into any nursery or pre-school provision. The responsibility for admission into nursery provision lies with the governing body of the school which offers such provision. Parents wishing to apply for a place at the school's nursery should apply to the school and then apply online apply in the normal way for a place at the school if they want their child to transfer to the reception class.

## **7. A "child looked after" is a child who is:**

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

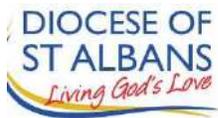
Children who were not "looked after" immediately before being adopted or made the subject of a child arrangement order or special guardianship order, will not be prioritised under Category 1.

### **Child arrangements order**

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

### **Special guardianship order**

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.



# ADMISSIONS POLICY

## Barley (VA) Church of England First School Academic year 2021/2022

Barley First School is a 90-place Church of England School. The Governors will admit up to the published admission number (PAN) of 15 children to the reception class during each academic year. There are separate arrangements for admission to Foundation 1 (Nursery) and admission to Foundation 2 (Reception): attendance at the first does not guarantee admission to the second and parents of children currently in our Nursery group must apply for a place in Reception.

The Local Authority (LA i.e. Hertfordshire) operates an agreed coordinated admissions scheme in line with government legislation. The LA will co-ordinate the process on behalf of the school according to the scheme published each year. The Governing Body, as the Admitting Authority, will allocate the available places in line with this policy. For Nursery admissions, applicants apply direct to the school setting.

**Hertfordshire County Council (HCC) operates an agreed co-ordinated admissions scheme in line with government legislation. HCC will coordinate the process on behalf of the school according to the scheme published each year.** The Governing Board, as the Admission Authority, will allocate the available places in line with our Reception Admissions Policy.

Information on completing the 'on line' application and notification dates of admission decisions are published in the HCC Admissions literature, which is also available from the HCC website [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions).

**It is essential that all those wishing to apply for a place at Barley First School fill in the County Admissions form** (available online or in HCC literature).

Parents and carers are also requested to complete our Supplementary Information Form (SIF) which can be downloaded from our website and return it to the school office by 15 January 2021. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the Application Form only, which may result in the application being given a lower priority.

The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2021. Parents can request that the date their child is admitted to the school is deferred until later in the year or until the child reaches compulsory school age in that school year. All children must join the school within their Reception year otherwise a fresh application (for a Year 1 place) will need to be made. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

Children with Educational, Health and Care Plans will be admitted as a priority as this is a legal requirement.

**In the event of there being more applicants than there are places available, the governors will apply the following criteria in the priority order of categories as listed:**

Category 1:

**Children Looked After.**

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under rule 1. Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order. This category will now include children previously looked after by the state abroad.

Category 2: Children who at the time of entry are living within that part of the area of the Parish of Barley hatched in red as shown on the plan which is held in the School. Alternatively, the website [www.achurchnearyou.com](http://www.achurchnearyou.com) may be consulted.

Category 3: Siblings of children already at the school at the time of admission: for the purposes of this policy a sibling is a sister, brother, half-brother or – sister, adopted brother or sister, or child of the parent/carer or partner, and in every case living in the same house from Monday to Friday.

Category 4: Children living outside the area as defined in Category 2 above, one or more of whose parents/guardians have at the time of admission, and for a period of six months previously, attended public worship at a Church of England church at least once in each calendar month: if you are applying in this category please provide, with the completed SIF, a letter from the incumbent verifying at least this level of attendance.

Category 5: Any other children.

In the event of there being more applicants than available places, the determining factor will be geographical proximity to the school with priority being given to those children who live closest to the school. Distances are measured using a computerized mapping system to two decimal places. The measurement is taken from AddressBase Premium address point of your 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 individuals' residences.

HCC offers a final tiebreak system. Each child entered onto the HCC Admissions database has an individual random number assigned between 1 and 1 million, against each preference school. When there is a need for a final tie break, the random number is used to allocate the place with the lowest number given priority.

The school will admit over the School's Published Admission Number when a single twin/multiple birth child is allocated the last place.

Parents wishing to appeal who applied through Hertfordshire's online system should log into their online application and click on the link 'register an appeal'. Out of county residents and paper applicants should call the Customer Care Service on 03001234043 to request their registration details and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link 'log into the appeals system'.

The school is part of the In Year Co-ordination. Please refer to the HCC website where all information an application form can be found.

The county council will write to you with the outcome of your application and, if you have been unsuccessful will include details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals).

### **Continuing Interest**

After places have been offered, the school's continuing interest (waiting) list will be maintained by Hertfordshire County Council. A child's position on the CI list will be determined by the criteria outlined above and a child's place on the list can change as other children leave or join it. The county council, on behalf of the school's governing body will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be confirmed). To retain a CI application after this time, parents must make an In Year application.

### **Fair Access**

The school participates in the county council's Fair Access Protocol and will admit children under this protocol before children on continuing interest. If necessary, children can be admitted over the PAN.

### **Notes**

#### **1. Definition of the word sibling in this context:**

- brother or sister
- half brother or sister
- adopted brother or sister

- child of the parent / carer or partner
- children looked after or previously looked after. This doesn't include children temporarily living in the same house. For example, a looked after child in a short-term foster or bridging placement.

In every case, the sibling must be living permanently in the same family home (at least Monday to Friday).

A sibling must be on the roll of the named school or linked school, or have been offered and accepted a place, at the school at the time of application (and when child starts)

2. There may be exceptional occasions when the Governors are requested by the Local Authority (L.A.), supported by the medical services or health authority, to provide a place for a particular child: in this case the child will be afforded exceptional priority.
3. **In the case of older children who apply to join the School**, admission will be on the basis of places being available in the relevant class group. If there are more applicants for places than places available, then the above admissions policy will apply.

#### **4. Summer born children (1st April – 31st August) – Entry to Reception**

Legally, a child does not have to start school until the start of the term following their fifth birthday. Children born between 1 April 2017 and 31 August 2017 are categorised as “summer born” and parents/carers of these children should contact the school for guidance before making an application.

Summer born applications that are delayed for a year (for entry in September 2022) will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered at a child's preferred school.

If parents wish to delay their application for a Reception place they are advised to discuss their child's needs/development with their current early years or nursery provider.

#### **5. Children Out of Year Group (except applications for reception from summer born)**

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## **APPENDIX 6**

### **Principal Strategic Planning Officer (Policy)**

**Consultation Date: Thu 11 Oct 2018**

### **Re Land between Royston Road and Cambridge Road, Barkway**

Outline application with all matters reserved other than strategic point of access onto Royston Road and Cambridge Road for the erection of up to 140 dwellings and a new shop (A1 use) with associated public open space, landscaping and drainage.

1. The application is outline with all matters (other than strategic access points) reserved. The key issue is the principle of development for the uses proposed.

### **Principle of Development**

#### **Development Plan**

2. The Development Plan consists of the saved policies of the District Plan No2 with Alterations.
3. The proposed site lies within the Rural Area beyond the Green Belt and outside of the Selected Village boundary for Barkway. The provisions of Policy 6 apply. These generally impose a restrictive approach to development. The residential element of the scheme does not meet any of the listed exception criteria and is therefore contrary to the Development Plan.
4. The proposed shop could arguably be permissible in its own right under the exception provisions for local community services in Policy 6(i)(a), however its delivery is plainly bound up in the fate of the wider scheme.
5. Saved Policy 19 states that development which results in any loss of value of a Historic Park and Garden will be refused. Heritage considerations are returned to below.
6. Given the conclusions against Policy 6, it is necessary to consider whether other material considerations might support the granting of permission.

#### **New Local Plan**

7. The emerging new Local Plan for North Hertfordshire is currently being examined. The plan as submitted identifies Barkway in Policy SP2 as a Category A Village with general development supported within its defined settlement boundaries.
8. The plan proposes to revise Barkway's boundaries from those in the current District Plan. The application site is identified as a proposed Local Housing Allocation (site reference BK3) within the revised boundary under draft Policy HS1. A series of site-specific criteria are set out in Chapter 13. This includes provision of a local convenience shop. The provision of a shop also enjoys broad support under the provisions of Policy ETC7.
9. The application is for up to 140 homes, matching the indicative dwelling estimate in the emerging Plan, thereby satisfying criterion (a) of emerging Policy HS1. Detailed issues of design and layout will be considered at reserved matters stage.

10. In land use terms, the proposal would be in accordance with the emerging Plan.
11. Paragraph 48 of the National Planning Policy Framework (NPPF) states that weight may be given to emerging policy having regard to:
  - a. The stage of preparation the plan has reached.
  - b. The extent of unresolved objections; and
  - c. The extent to which the proposed new policies are consistent with the NPPF.
12. With regards criteria (a), the plan is now well advanced. The scheduled hearing sessions of the examination have been completed. A number of actions have been identified by the Inspector for the Council to complete, which are published upon the Council website. To date, and as a general point, the Council has not been asked by the Inspector to alter any of the fundamental principals underpinning the emerging Plan in terms of housing numbers, Greenfield releases, additional housing sites etc.
13. With regards criterion (b), Policy SP2 (settlement hierarchy) is not subject to significant objections. There are no outstanding objections from statutory technical consultees.
14. The emerging housing allocation is given effect by Policy HS1. The proposed BK3 allocation was subject to a substantial number of objections (81) at the pre-submission consultation. This includes representations from the parish councils of Barkway, Barley and Reed as well as a number of residents. These objections have been maintained through the hearing sessions and remain unresolved.
15. The Inspector's actions arising from the relevant hearing sessions request revisions to Policy SP2 (Examination Document ED53) and to the criteria for allocation BK3 (ED95).
16. A proposed revision to SP2 was submitted to the Examination (ED37). This would see Barkway re-categorised as a 'village identified for growth'. However, this is a presentational matter to identify Barkway as one of five villages where more than 200 new homes are proposed and does not itself alter the proposed allocation or apportionment of development either to Barkway specifically or across the District more generally. The Inspector has not issued any opinion on this proposed change.
17. The requested amendments to BK3 relate to the detailed criteria and the relationship with the adjoining reserve school site (discussed below) and do not relate to the fundamental suitability of the site for development.
18. As the policies have been prepared since the publication of the original NPPF, there is a high degree of consistency. A number of actions arising from the examination are to secure modifications to ensure this consistency is present throughout the plan. The Inspector has not raised any fundamental concerns regarding the overall consistency of the submitted plan with national policy.
19. The next step would normally be the issuing of the proposed Main Modifications to the Plan. These are the changes the Inspector considers are required to make the submitted plan sound. Should this stage be reached in advance of the determination of this application, the weight attributable to the emerging Plan may change.

20. Paragraphs 49 and 50 of the NPPF provide advice on prematurity. Although this application is significant in the context of Barkway village, I would not consider it so in the context of the overall housing needs which the emerging Plan seeks to address. It represents approximately 1% of the development required for North Hertfordshire's needs over the Plan period. In this context I do not consider that the criteria in Paragraph 49(a) are met. Paragraph 50 is clear that any refusal on prematurity grounds must be clearly justified.

### **National Planning Policy Framework**

21. National policy, in the form of the NPPF (and associated guidance) identifies a presumption in favour of sustainable development which applies to both plan-making and decision taking.
22. In the context of the new Local Plan, the Council considers it can demonstrate a five-year land supply for housing. However, it is recognised that this is predicated upon the successful release of a number of sites currently located within the Green Belt or otherwise contrary to existing policy. For Development Management purposes a more precautionary approach has been taken on the basis that significant (or full) weight cannot presently be attributed to these allocations under the paragraph 48 guidance above. As a matter of principle, the Council therefore cannot demonstrate a five-year land supply for decision-making purposes.
23. Paragraph 11 (and footnote 7) of the NPPF states that, in these circumstances, the policies which are most important for determining the application are deemed out of date. In this instance, I would consider Policy 6 of the saved District Plan falls within the scope of this advice, particularly as it forms part of a strategy to address a time-expired housing requirement.
24. Paragraph 11 further states that, in these circumstances, permission should be granted unless the adverse impacts would significantly or demonstrably outweigh the benefits or policies in the Framework provide a clear reason for refusing the development proposed, with a closed list of policies provided in Footnote 6.
25. Heritage assets are included as a potential footnote 6 constraint. Paragraph 193 of the NPPF identifies that great weight should be given to the conservation of the significance of designated heritage assets irrespective of the scale of any potential harm.
26. The site lies to the north of the Barkway Conservation Area and to the west of the Cokenach Register Park and Garden. There are listed buildings within the Newsells Estate to the north.
27. The applicant has submitted a heritage statement with the application. This appears to concentrate upon impacts on the Conservation Area rather than the other assets identified above. It concludes there will be less than substantial harm to the significance of this asset.
28. Paragraph 196 of the NPPF states that, in such circumstances a 'public interest' test should be applied. This overrides the 'tilted balance' in favour of permission that would otherwise be in operation. The views of the Conservation Officer should be sought on the likely heritage impacts. As established above, any adverse impact on the Historic Park and Garden would be contrary to saved Policy 19 of the District Plan.
29. However, regardless of whether a 'tilted balance' or 'public interest' test is ultimately applied, it will be necessary to give consideration to the benefits and harms of the proposed scheme.
30. Benefits would be derived from the delivery of a substantial number of new homes (including affordable homes, see below) and the associated economic benefits, including those derived

from the provision of a new shop - and the consequential enhancement of the village's sustainability. The scheme would contribute to boosting housing supply in line with the framework.

31. Potential harms include the environmental harm arising from the encroachment of development onto currently undeveloped land to the north of Barkway and the impact upon the general form and character of the village and its surrounding landscape. The views of the Council's Principal Urban Designer & Landscape Architect should be sought to inform this view.
32. There are also potential harms arising from the transport implications of the site. This is both in terms of the change of character arising from the treatment of the bridleway and from the transport impacts arising from the site itself.
33. The above list of considerations is not necessarily exhaustive.

### **Conclusions**

Factors weighing against approval:

- Development Plan policy
- Harms arising from the proposed development including any harms to the significance of relevant heritage assets

Factors weighing in favour of approval:

- Emerging Development Plan policy
- Absence of five-year housing land supply
- Benefits to be derived from the scheme including social and economic benefits derived from the provision of new housing (including affordable housing) and proposed shop

34. A large residential scheme would be contrary to the saved policies of the Development Plan. However, the Council cannot demonstrate a five-year supply of land and the saved policies must be viewed in the context of providing a strategy for a plan period which has long since expired. This necessarily affects the weight which they can attract.
35. The scheme would, in broad land-use terms, be in conformity with the provisions of the emerging Plan. This is relatively advanced and the scheduled hearing sessions of the examination have been completed without the Council being asked to revisit fundamental principles or find additional or alternate potential housing allocations to those proposed. The weight the new plan can attract may increase further prior to any determination of this application.
36. At present the Council cannot demonstrate a five-year land supply for decision-making purposes. This triggers the requirements of paragraph 11 of the NPPF. Given the proximity of heritage assets, it appears most likely a 'public interest' test should be applied. In particular it will be necessary to determine the likely harms to the significance of relevant heritage assets to help inform consideration.

37. The weight to be applied to the relevant policies and the NPPF requirements are a matter for the decision maker based on the facts at the point of any future determination and may change should the new Plan progress in this time.

### **Other housing matters**

38. Saved Policy 29A on affordable housing only relates to the urban areas so it cannot be applied in this instance. It is also a percentage requirement relating to a time-expired assessment of housing need. However, the scheme is proposing 40% affordable housing provision in line with the requirements of Policy HS2 of the emerging plan. The provision of a significant quantum of affordable housing is a benefit to the scheme to be considered in the balancing exercise as above.

### **Infrastructure**

39. As set out above, the provision of a shop is in accordance with emerging policy requirements as well as Paragraph 91(c) of the NPPF. The siting will be fixed at reserved matters stage. The illustrative masterplan proposes to locate this at the south-east of the site. This would adjoin the village hall site and near to the playground. This approach would provide a modest 'hub' of community facilities in close proximity to one another.
40. The site adjoins land held by Hertfordshire County Council (HCC) as a reserve school site. There are no physical features which demarcate the application site from this land on the ground - currently forming part of a single field. HCC previously identified in their representations to the Plan that the existing schools are Barkway and Barley are located on constrained sites and would be difficult to expand. The presence of the adjoining reserve school site and the potential to accommodate increased demand for school places was a key influence on the decision to allocate this site for development.
41. Since September 2017 the two schools have federated sharing teaching resources and with children being taught across both sites. To date, no response has been received from HCC to the current application setting out whether this scheme will trigger the requirement for use of the school site and / or how it may impact upon the more recent practical arrangements between the schools detailed above. Insofar as the application can address this issue, the illustrative masterplan provides for future pedestrian links to the adjoining reserve school land should these be required. Relevant contributions towards education provision should be sought.
42. The application proposes a road connecting from Royston Road to Cambridge Road as suggested by the criteria for BK3 (noting that the application is outline other than for the strategic points of access to these roads). More detailed requirements will be determined at reserved matters stage, though are addressed in the illustrative masterplan. Consideration should also be given as to whether any conditions relating to e.g. Travel Plans should be imposed at this outline application stage.
43. Paragraph 91 of the NPPF encourages the enabling of healthy lifestyles including the provision of safe and accessible green infrastructure. A range of green infrastructure is proposed. The details of these will be further considered at reserved matters stage. Appropriate future management arrangements for these facilities would need to be demonstrated. The need to incorporate any provisions into a legal agreement at this stage should be considered.