



Christ Church Chorleywood C of E School
Trust, Love & Respect: Learning & Growing with God
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Chess Valley
Primary
Learning
Trust

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Trust CEO: Mr Duncan Gauld

ADMISSIONS POLICY FOR ENTRY INTO RECEPTION (Determined for September 2025 entry)

The Governors will offer a place to a child with an Education, Health & Care (EHC) Plan which names Christ Church School. If there are fewer applications than places available, all applicants will be admitted. Thereafter, where there is over subscription the following rules will apply:

- 1) Looked After Children (LAC) and all Previously Looked After Children (PLAC), including those who appear (to the admissions authority) to have been in state care outside of England, who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement or special guardianship order.**
 - a) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
 - b) The Children's Act 1989 defines a child who is 'looked after' as a child or young person accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).
 - c) An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002.
 - d) A 'child arrangement order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 12 of the Children and Families Act 2014.
 - e) Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- 2) Siblings of children attending the main school at the closing date for application.**
 - a) Sibling of a child in the main school means a sister, brother, half brother or sister, adopted brother or sister, children looked after & previously looked after, or the child of the parent/carer or partner, and in every case living in the same house Monday to Friday.
 - b) Main school is the school not including the Nursery, recognising the admission code.
- 3) Children whose parent/carer is a permanent member of the staff employed in the school with a permanent contract and is permanently living with the child for the majority of his/her time.**
 - a) Parent/carer shall mean and include any person or persons with parental responsibility for the child.
 - b) Children of staff will be considered in the following circumstances:
 - (i.) Where the member of staff has parental responsibility for the child and has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
 - (ii.) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 4) Children whose parent/carer at the closing date for application to the school worships at Christ Church Chorleywood at least twice a month and who has done so for at least one year.**
 - a) Parent/carer shall mean and include any person or persons with parental responsibility for the child.
 - b) To meet the requirements of criterion 4 of the admissions criteria regarding parent/carer worship at Christ Church Chorleywood, the school will require the clergy to complete a form of confirmation.
 - c) It is the responsibility of parent/carer to invite their clergy to send the form directly to the school in confidence at the time of application and before the fifth day after the closing date, to support applications under criteria 4 – Christ Church Chorleywood worship.
 - d) Worship shall mean regular attendance at services at the relevant church **at least twice-a-month over one year at the closing date of application.**

- e) In the case of Christ Church Chorleywood alone, 'services' can include helping with the Sunday children's groups **twice a month for a year at the closing date of application.**
- f) If during the period specified for attendance at worship in the church, it has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

5) Children whose parent/carer at the closing date for application to the school worships at a Christian church (other than Christ Church Chorleywood) at least twice a month and who has done so for at least one year, and whose permanent home address is in the area marked on the published map.

- a) Parent/carer shall mean and include any person or persons with parental responsibility for the child.
- b) To meet the requirements of criterion 5 of the admissions criteria regarding parent/carer worship at other Christian churches, the school will require the clergy to complete a form of confirmation.
- c) It is the responsibility of parent/carer to invite their clergy to send the form directly to the school in confidence at the time of application and before the fifth day after the closing date, to support applications under criterion 5 – other Christian church worship elsewhere.
- d) Worship shall mean regular attendance at services at the relevant church **for at least twice a month for a year at the closing date of application.**
- e) If during the period specified for attendance at worship in the church, it has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
- f) A Christian church is one which for instance is a member of Churches Together in England, Churches Together in Britain and Ireland, Affinity and/or the Evangelical Alliance.

6) Children whose parent/carer's permanent home address is in the area marked on the published map.

- a) Parent/carer shall mean and include any person or persons with parental responsibility for the child.

7) Any other children.

- a) Any other children not accounted for in the first six (6) criteria.

ADMISSIONS PROCEDURE – RECEPTION CLASS

- The governors of this Church of England Academy are responsible for admissions and will admit a maximum of 30 children each year (Published Admission Number – PAN) into the reception class.
- The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2024.

Timing

DATE	by 15/01/25	7 days after deadline	on ??/04/25 tbc	by ??/05/24 tbc	May 2025 tbc
ACTION	Parent/carer complete online (or paper) LA form for entry in following September. Those applying under criteria 4 or 5 also return school's own SIF & the CoW form.	Governors consider the applications list & order it according to the published criteria.	Herts allocation letters sent to all applicants on the list for entry in the following September.	Date by which parents/carers may accept or reject a place offered Parent/Carer return acceptance forms to the school.	Parent/carer return appeal forms & the school's registration of continuing interest forms returned to the school by applicants who have not been allocated a place.

The dates for the actions in the above table are decided by the Local Authority.

Completing the application

- The parent/carer must complete and return as indicated by the closing date firstly the Primary Application Form from the applicant's home Local Authority (which can be submitted online – for Hertfordshire see www.hertfordshire.gov.uk/admissions).

- If a parent/carer wishes their application to be considered under criterion 4) or 5) above, they should complete the school's Supplementary Information Form (SIF) and where appropriate ask their clergy to complete the Confirmation of Worship Form - CoW; without a SIF or CoW, applications can only be considered under criteria 1, 2, 3, 6 and 7.
- If applying under 'church worship' criteria, the parent/carer should return their completed Supplementary Information Form (SIF) to the school office by 20th January, or at the very latest, by the time governors are required to rank applications. If not, the governors will apply their admission arrangements using the information submitted on the Common Application Form only, which may result in your application being given a lower priority.
- The CoW should also be returned by 20th January, or at the very latest, by the time governors are required to rank applications. If not, the governors will apply their admission arrangements using the information submitted on the Common Application Form only, which may result in your application being given a lower priority.
- The SIF and CoW are available from the school website and the Hertfordshire website.

Over-Subscription Criteria

- A parent/carer of a child attending the school's nursery class must re-apply for a place in the reception class. There is no automatic transfer from nursery into reception.
- In the case of children with special educational needs or a disability, but no Education, Health & Care Plan (EHCP), the oversubscription criteria will be applied as fairly to them as to other applicants.
- Twins/Multiple Births: The governors will admit over the published admissions number (PAN) when a single twin/multiple birth child is allocated a place at the school, as an exception to the infant class size rule.

Tiebreaker

- In the case of over subscription arising in any of the categories of admissions criteria, the deciding factor in that category will be geographical proximity to the school.
- The school uses the local authority's distance measurement system for home to school measurements.
- Distances are measured using a "straight line" computerised mapping system to two decimal places. The measurement is taken from the 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 individual residences.
- In the event of a tie on distance, a person independent of the school will select a name at random.

Home Address

- The address provided on the application form must be the child's current permanent address at the time of application.
 - "At the time of application" means the closing date for applications.
 - "Permanent" means that the child has lived at that address for at least a year.
- Where a family has not lived at an address for a year at the time of application, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months **and** the child must be resident in the property at the time of application. If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested.
- It is for the Local Governing Body (as the admission authority) to determine the address to be used for admission purposes.
- The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.
- If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.
- Addresses will be verified as necessary with Hertfordshire County Council's Shared Anti-Fraud Service.
- Applications made as part of the main Reception admissions round are processed by Hertfordshire County Council ("HCC") on behalf of the Local Governing Body (as the admission authority) in accordance with HCC's published coordinated admission scheme.
- If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

- If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.
- If HCC receives two different main admission round applications for the same child from the same address e.g. containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled, neither application will be processed.
- For the main Reception admission round, if the initial differing applications (one or both) were received by HCC "on-time", an amended joint application will also be considered "on-time" if received before 3rd February 2025 (the late deadline).
- If the amended joint application is received after 3rd February, it will be treated as "late".

Deferred Entry

- A child's parent/carer can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.
- A child reaches compulsory school age on the "prescribed day" following their fifth birthday (or on their fifth birthday if it falls on a prescribed day); the prescribed days are 31st December, 31st March and 31st August. Where a parent/carer wishes, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Out of Age Cohort Applications (Summer Born)

- A parent/carer of a summer-born (1st April - 31st August) child may choose not to send that child to school until the September following their fifth birthday and may request, when responding to the offer of a place in the normal year group, that their child is admitted 'out of year group' i.e., into reception the following year, rather than year 1.
- If the 'out of year group' application is accepted, the parent/carer must make a separate application for a place in reception for the following academic year where there is no guarantee of a place being available.
- Any decision on out of age cohort applications must be made in the best interests of the child; governors will consider the child's individual circumstances and any other professional evidence submitted or provided.
- The statutory right to appeal does not apply if the child is offered a place at the school but not in their preferred age group.

Continuing Interest

- If fewer than 30 places are accepted the governors will offer the place(s) to the next applicant on the original list (dated as at * in column 1) - subject to receipt of a continuing interest form.
- When all places have been accepted from the original list, the governors will compile a continuing interest list to include all remaining, confirmed applicants and any late applicants (received after the date in column 1). It is the responsibility of the parent/carer on the continuing interest list to keep the school advised of any change in circumstances.
- If a place should become available, the admissions criteria will be applied in the numbered points order to all those on the list.
- A child's name will remain on the continuing interest list unless the school is instructed by a parent/carer to remove it; when the child becomes too old for entrance to the school, or, when the school periodically updates the list, and no response is received within the prescribed time.

Appeals

- A parent/carer who has not been allocated a place for their child has the right of appeal to an independent panel.
- Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal".
- Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into [HCCschoolappeals](#) and click on the link "log into the appeals system".