



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

Headteacher: Mrs Sarah Selleck
Trust CEO: Mr Duncan Gauld

IN-YEAR ADMISSIONS POLICY FOR ENTRY INTO YEARS 1 to 6 (for 2025-2026 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.**
 - 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 date of application to the school worships at Christ Church at least twice a month and who has done so for at least one year up to that date.

- 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 to support applications under criteria 4 – Christ Church Chorleywood worship.
- d) Worship shall mean regular attendance at services at the relevant church on a **not less than a twice-a-month basis** on average. In the case of Christ Church Chorleywood alone, 'services' can include helping with the Sunday children's groups **twice a month for a year** before the 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) Where an application under this criterion is placed on the school's Continuing Interest List, the required period of church attendance will be **at least one year up to the date a place becomes available** and a new form of confirmation will be required in support of the application, when it comes to be re-considered, if more than three months have elapsed since the date of the initial application.

5) Children whose parent/carer at the date of application to the school worships at a Christian church (other than Christ Church Chorleywood) and who has worshipped at a Christian church for at least one year up to that date, 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 to support applications under criterion 5 – other Christian church worship.
- d) Worship shall mean regular attendance at services at the relevant church on a **not less than a twice-a-month basis** on average.
- 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) Where an application under this criterion is placed on the school's Continuing Interest list, the required period of church attendance will be **at least one year up to the date a place becomes available**.
- g) A new form of confirmation will be required in support of the application, when it comes to be re-considered, if more than three months have elapsed since the date of the initial application.

h) A Christian church is one which 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.

IN-YEAR ADMISSIONS PROCEDURE AND ADDITIONAL GUIDANCE

Completing the application

- The parent/carer must complete and return the school's In-Year Application Form (*available on request from the admissions officer at the school or via the school website*).
- In Year applications will be processed and a decision made and communicated to the parent/carer in writing within 15 school days after receipt of the completed application.
- A completed application includes the application form, proof of address and any other documentation requested by the school.
- Unsuccessful applications have the right to appeal. Details for appeals are set out below.
- If a parent/carer wishes their application to be considered under criteria 4) and/or 5) above – they should complete the school's Supplementary Information Form (SIF) and return it to the school office with the application form and other documentation requested; without a SIF, applications can only be considered under criteria 1, 2, 3, 6 and 7.
- If a SIF (and where appropriate Confirmation of Worship Form - CoW) is not completed at the time the application form is submitted, the governors will apply their admission arrangements using the information submitted on the In-Year Application Form only, which may result in your application being given a lower priority.
- The In Year SIF and Confirmation of Worship Form (CoW) are available from the school website.

Over-Subscription Criteria

- 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 Hertfordshire County Council's "straight line" distance measurement system for all home to school measurements. Distances are measured using a computerised 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.
- 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.
- 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 the school receives two different 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.

Out of Age Cohort Applications

- A parent/carer of a child may request that their child is admitted 'out of year group' i.e. not their chronological age year group.
- Any decision on out of age cohort applications must be made in the best interests of the child and the 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

- A parent/carer may place their child's name on the Continuing Interest (waiting) list for any year group where their child's chronological age matches that of the appropriate cohort.
- 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, if and when the school periodically updates the list and no response is received within the prescribed time.

Appeals

- 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.
- A repeat application for admission within the same academic year will not be considered by the governors unless, in their opinion, there has been a significant change of circumstances.
- It is the responsibility of the parent/carer, whose child is on the continuing interest list, to keep the school advised of any change in circumstances.
- A parent/carer who has not been allocated a place for their child has the right of appeal to an independent panel.
- Once the school has informed the local authority of the application, the parent/carer should receive a letter with registration information for making an appeal. If this is not received, then a parent/carer should call the Customer Service Centre on 0300 123 4043 to request registration details to log into [HCC appeals](#) and click on the link 'log into the appeals system'.

Fair Access Protocol

- The school participates in the Fair Access Protocol (FAP), coordinated by the local authority. Admissions under FAP take precedence over those on the Continuing Interest (waiting) list and can, if necessary, be above the published admissions number (PAN).