

# Bentley St. Paul's Church of England Primary School



Ashwells Road,  
Pilgrims Hatch,  
Brentwood,  
CM15 9SE.

01277 372295



## Admissions Criteria for Bentley St Paul's Church of England Voluntary Aided Primary School 2024-2025

It should be noted that:

There is no catchment area.

There are no feeder pre-schools to Bentley St Paul's school.

A Supplementary Information Form (SIF) must be returned to the school by the 15<sup>th</sup> January 2024. If a SIF form has not been returned by the closing date, this will be taken to indicate that the parents have no supplementary information they wish to be considered. SIF Forms can be downloaded from the School Website ([www.bentley-stpauls.co.uk](http://www.bentley-stpauls.co.uk)) or Essex County Council's schools admissions website, alternatively a hard copy can be obtained from the school office.

*A note to parents: Completion of the SIF alone does not constitute making an application for the school - parents must complete the appropriate LA form in order to apply for a place at the school.*

In the event of over subscription, admission will be determined by the following criteria:

1. Looked after children and previously looked after children.
2. Children who will have older siblings already in the school, in the term that the child starts. (Sibling in this case means "a brother or sister, half-brother or sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address. In addition, biological siblings will be treated as siblings irrespective of residence".)
3. Children whose parent(s)/legal guardians *regularly worship and are actively involved in the day-to-day life* of any of the three Anglican churches that make up the Benefice of St Paul's Bentley Common, St Nicholas' Kelvedon Hatch and St Thomas' Navestock.
4. Children whose parent(s)/legal guardians *regularly worship and are actively involved in the day-to-day life* of those Anglican churches that share a common boundary with any of the above named 3 parishes.

5. Children whose parent(s)/legal guardians *regularly worship and are actively involved in the day-to-day life* of any other Anglican Churches, or members of the congregation and on the roll (however defined) of other non-Anglican Christian churches which subscribe to the doctrine of the Holy Trinity.
6. Children who are eligible for pupil premium whose parent(s)/legal guardians live within the Benefice of St Paul's Bentley Common, St Nicholas' Kelvedon Hatch and St Thomas' Navestock.  
Original documentary evidence of eligibility must be shown to the school office by 15<sup>th</sup> January 2022, please see below for examples.
7. Children living closest to the school measured by straight-line distance from home to school, those living closest being accorded the highest priority. For the purposes of this criterion, the address measured will be that given on the Admissions Application Form and must be the applicant's place of residence on the Application Date.

In the event of over subscription within category 3, priority will be determined on the basis of the parent(s)/legal guardian's regularity and length of worship at their church. In the event of a tie in Category 3 or over subscription within all other categories, priority will be determined by applying the criterion of straight line distance from home to school with those living closest being given highest priority. Straight line distances will be calculated by Essex County Council as defined in the Primary Education in Essex booklet.

The number intended to admit into Reception Year group for September 2024 is 30.

*The term 'regularly worship' means the parent(s)/legal guardian have attended at least twice monthly for at least one year prior to the application.*

*The term 'actively involved in the day-to-day life' means being active in any aspect of church life (e.g. attending bible study groups, Alpha Course, Confirmation Course or Prayer Group, being a member of the PCC, Sidesperson/Steward, Children / Youth group ministry etc).*

**When completing the Supplementary Information Form (SIF), written confirmation will be required from clergy/ministers/church leaders.**

Children with statements of special educational needs that name a school in the statement are required to be admitted to the school that is named.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2012. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989).

Evidence of eligibility under criteria 6:

Income Support, Income-Based Jobseekers Allowance, Support under part VI of the Immigration & Asylum Act 1999, Child Tax Credit - provided there is no entitlement to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that does not exceed £16,190 (subject to parliamentary change), Guaranteed element of State Pension Credit, Income-Related

Employment & Support Allowance, Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

*All children will be admitted full time in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not, however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Where parents choose to defer entry, the child will start at the beginning of a new school term/ half term. Parents can request that their child attends part-time until the child reaches compulsory school age. For parents opting to take up a part time place this would be mornings only.*

*Parents who wish to seek a place for their child (including Summer Born children) outside of their normal age group must make an application to their Local Authority for their child's normal age group at the usual time. They must also apply in writing at the same time to the Head Teacher requesting admission out of the normal age group providing any supporting documentation and evidence. If the request for admission out of normal age group is granted by the school, this does not constitute the offer of a place for the year group that has been requested and a new application must be made to the Local Authority as part of the main admissions round the following year.*

**Applications must be made in accordance with the co-ordinated scheme operated by the child's home LA. For children resident in Essex this is detailed in the Primary Education in Essex booklet.**

**Applications must be made by the National Closing Date detailed in the Primary Education in Essex booklet which is available from the LA. Late applications will be dealt with as detailed in this booklet for children resident in Essex. Children resident outside of Essex should refer to the process for handling late applications published by their home LA.**

If parents wish to appeal against the decision of the Governors, they should notify:  
The Clerk to the Independent Appeal Panel, PO Box 11, Chelmsford CM1 1LX

A waiting list will be kept by Essex County Council until the end of the first week of the autumn term and thereafter by the school until the end of the first term.

### **Midyear applications**

Midyear applications are co-ordinated by Essex County Council, parents can make an on-line midyear application with Essex County Council or request a paper application form.

In the event of more than one applicant for an available midyear space the place will be allocated according to the above criteria, in which case a SIF form will need to be completed.

If no place is available the application will be held on file until the end of the academic term the application was made in, if a space becomes available during that time the above criteria will be applied if there is more than one applicant.

5<sup>th</sup> October 2022



**SUPPLEMENTARY INFORMATION FORM (SIF)**  
**for child's application to Bentley St Paul's C of E**  
**Primary School.**

This form should be completed by parents **NOT MORE THAN 3 MONTHS BEFORE THE CLOSING DATE FOR APPLICATIONS** then handed to your minister, with a stamped envelope addressed to the school. The Minister should sign and return the form directly to the school.

**Year** of admission: Autumn/Spring/Summer/ 20\_\_ **Class:** Reception. 1. 2. 3. 4. 5. 6. \* Circle

Names and address of Parent(s)/Legal Guardian	
Name of child: Date of Birth	
Name of sibling already at Bentley St Paul's and current year	
Name of Church: Denomination of Church:	
Name and address of Minister: <i>Or in absence of Minister full details of appropriate Church Leader</i>	
Minister's Telephone Number:	
Which parent(s) / legal guardians attend worship regularly? Please state relationship to child.	
For how long have you regularly attended? (Please tick one only) <b>If you have recently moved, please give full details of your previous church and your involvement in it together with the contact details of the minister on a separate sheet.</b>	Less than 1 year 1 year More than 1 year More than 2 years
How often have you usually attended during this period? (Please tick one only)	once a week twice monthly monthly occasionally

Please list <b>all</b> aspects of your involvement (apart from Sunday worship) in the life and work of your church.	a) b) c)
Please continue on a separate sheet if necessary.	d) e)

**Please include any other information relevant to your application (such as mitigating circumstances) on a separate sheet.**

Parent's signature(s):	Date:
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To the Minister: Please can you confirm the details completed above. Please add any comments you think may be helpful for the school to understand the Christian commitment of this family, then sign and date the form and post directly to the school in the envelope the parents have provided. (Use additional sheet if necessary)

Minister's Comments:
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Minister's signature:  Name & Address:  Official Stamp:	Date:
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