

ADMISSIONS POLICY 2026-2027 ENTRY

Applications must be made in accordance with the co-ordinated admission scheme operated by the child's home LA. For children resident in Essex this is detailed in the Primary Education in Essex booklet. The school will require a Supplementary Information Form (SIF) to be completed in order to gain additional information to enable the Governors fully to apply the admission criteria. The SIF will not ask for any details of the ranked order of parental preferences. The SIF is available on line at www.stpeterssouthweald.org. The SIF needs to be signed by the relevant priest. If a SIF has not been returned by the closing date, the Governors will base their decision on the information that is available. A SIF will not be required if you are applying for a place solely under criteria 1, 4, 5, 7, 9, or 10.

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 handled 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.

In considering applications for admission the Governors will have regard to the following criteria in order of priority:

1. *"Looked after" and "Previously looked after" children.*
2. *Up to ten places will be awarded to children whose parents/guardian live within the Brentwood Borough (CM13, CM14 and CM15 postcodes) and are regularly attending worship at St Peter's Church, South Weald. In the event of over-subscription, applicants who meet the minimum attendance criteria will be ranked in order by the length of time they have regularly attended the church with priority for longer duration, up to the limit of 10 places.*

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

(A reference will be required from the Priest in Charge of St Peter's Church.)

3. *Meets the criteria for 2 but is not in the first ten places and has a sibling attending the School at **the time of application**.*
4. *A parent of the child is a contracted member of the teaching staff employed at St Peter's CE Primary School for two or more years at the time of application or recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.*
5. *The child has a sibling attending the School at **the time of application**.*
6. *Meets the criteria for 2 but is not in the first ten places and the family lives within the Ecclesiastical Parish of South Weald plus the following additions: the eastern side of Honeypot Lane and Kavanaghs Road together with Weald Close, Ashford Avenue and Kavanaghs Terrace.*
7. *The family lives within the Ecclesiastical Parish of South Weald plus the following additions: the eastern side of Honeypot Lane and Kavanaghs Road together with Weald Close, Ashford Avenue and Kavanaghs Terrace.*
8. *The parents live within the Brentwood Borough (CM13, CM14 and CM15 postcodes) and regularly attend worship at another Christian church, which subscribes to the Doctrine of the Holy Trinity (a reference will be sought from the Priest/Minister). Also considered under*

this category will be any children not awarded places due to over-subscription under Criterion 2 who have not met the requirements of Criterion 3, 4, 5, or 6. In the event of over-subscription, applicants who meet the minimum attendance criteria will be ranked in order by the length of time they have regularly attended the church with priority for longer duration.

9. *The parents live within the Brentwood Borough (CM13, CM14 and CM15 postcodes).*

10. *All remaining applicants.*

In the event of a tie for a place, and the child lives within the area defined by **Criterion 6**, it will be awarded to the child living the shortest distance from the school. This will be the shortest walking distance, using public paths, of the child's home from the school. The distance will be taken from the front door of the place of residence to the pedestrian entrance to the school. These have been measured using a large-scale Ordnance Survey map (which is available for inspection upon request)

Between the children living outside the area defined in **Criterion 6**, this will be the straight-line distance from the child's home to the school. Straight line distances are calculated by the Local Authority, as defined in the Primary Education in Essex booklet, by use of a Geographical Information System which accurately measures the distance from the child's home address to the school.

Children with an **Education and Health Care Plan specifying St Peter's Church of England School South Weald** will be offered a place if it is deemed that the school can meet the child's individual needs.

Church references (both from St Peter's and from other churches): The parents' attendance at worship is judged by reference to the length of their attendance and the frequency of attendance over that period. The Governors have accepted that "regularly", in the context of worship, should indicate attendance at least fortnightly for at **least 18 months** prior to the application.

A parent is a person who has a responsibility for the child (within the meaning of the Children Act 1989) or is otherwise legally liable to maintain him/her.

A sibling is defined as a child living in the same family unit in the same family household and address as a child who attends the School and with a reasonable expectation that the brother or sister will still be attending at the time of admission. This, therefore, includes brothers and sisters, and step-brothers and –sisters. In addition, full biological siblings will be treated as siblings irrespective of place of residence.

In the event of oversubscription, the LA will hold a **waiting list** until the end of the first week of the autumn term and continue to allocate places from the waiting list if spaces become available. After that date the school will hold a waiting list until the end of the autumn term for all unsuccessful applicants and for those expressing a wish to remain on that list for the remainder of the academic year. The above criteria will apply if a place becomes available; priority will not be given on the date that the application was added to the list.

Applications outside the normal admission round must be made directly to the child's home LA in accordance with their published co-ordinated in-year admissions scheme. Applications will be subject to the above admissions criteria.

If it is learnt that a school place has been secured through the provision of false information, then the place, in consultation with the Local Authority, will be withdrawn, even should the child have already started to attend the school.

The published admission number is 60

PATTERN OF INTAKE

The Governors' Admissions Committee will admit pupils to the school in one intake.

The school's preferred pattern of intake is that all the children will attend mornings only for the first 10 school days and then full days thereafter.

However parents can consider the following:

- a. Any child who has been offered a place at the school is entitled to a full-time place in the September following their fourth birthday.
- b. The child's parents 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
- c. Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age
- d. Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Any parent wishing to apply for admission out of the normal age group must do so in writing to the Chair of Governors clearly stating their reasons.

Parents will appreciate that if a school is oversubscribed it will not always be possible for their child to be offered a place in the first choice of school. The School Standards and Framework Act (1998) states that parents, who are refused a place have the statutory right of appeal to an independent appeal panel.

If a place is required for a child in any other year group than reception, or wishes for a mid-year place in the reception class. An application must be made to the school. The school will then either offer a place, if one is available, or add the child to the waiting lists that are held by the school. Children with siblings at the school are given priority. If no sibling is at the school then the child will be ranked purely by the distance they live from the school.

Last Review: October 2022

**ST PETER'S CHURCH OF ENGLAND
AIDED PRIMARY SCHOOL**

Founded 1857

Headteacher: Mr Iain Gunn

**Wigley Bush Lane, South Weald,
Brentwood, Essex CM14 5QN
Tel: 01277 215577**



**SUPPLEMENTARY INFORMATION FORM
2026 entry**

Only required if a church place is to be considered

(Please use block capitals)

Child's Surname

Child's Forenames

Date of birth

Address

.....

Postcode

Date of moving to this address

Telephone number email

Parent's name/s

.....

Have the parent(s)/guardians attended church at least fortnightly for at least the last eighteen months?

If No, A SIF is not required.

*If Yes, answer the following questions and give the form to the Priest/Minister to sign then return it to the School by **Monday 12 January 2026, 3.30 pm** for the attention of the Admissions Secretary.*

Name of Church

For how long have the parent(s)/guardians regularly attended worship at the church? (Regularly means at least twice a month)

Years Months In words

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

If the parents have worshipped at this church for less than eighteen months, give details of attendance at the previous church attended, and give a second page 3 of the SIF to the priest/minister for signature to confirm those details.

Name and address of previous church

Name of priest/minister

For how long did the parent(s) regularly attend worship at the church? (Regularly means at least twice a month)

Years Months In words

Reason for moving Church

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.....
.....
.....

Parent's signature Date

To be completed by Parish Priest/Minister

With reference to church attendance, the School Admission Policy considers 'regularly' to mean at least fortnightly for at least eighteen months prior to the application.

Are you able to confirm the details completed above? YES/NO

If NO please give the reasons for your answer:

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.....

Signed Date

Parish Priest/Minister

Name
(block capitals)
Address
.....
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